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Schoolwires Community & Support Network

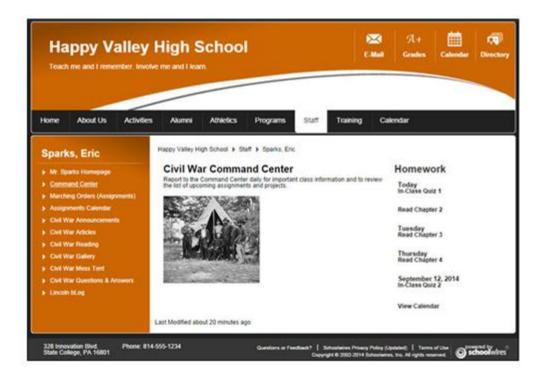
## **UPCOMING EVENTS APP**

This app automatically displays events from an associated calendar. Upcoming Events App is a great way to keep everyone apprised of what's coming up.

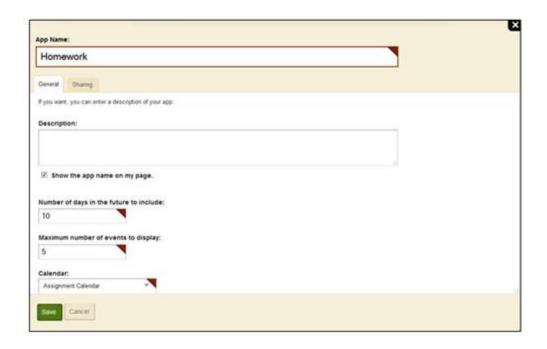
Upcoming Events App is a customary app for Site and Subsite homepages. This app also works great on a Section landing page for Teachers, Clubs, Departments and other Sections. This app could also be a key addition to a Channel homepage.

## Here's how you add an Upcoming Events app to a page.

- 1 In Site Manager, navigate to the workspace containing the page to which you wish to add an Upcoming Events app.
- 2. Click Actions to the right of the page and select Edit Page from the drop-down list. The page opens in Edit mode.
- 3.I n Actions, click Manage Apps & Layout. The page opens in Design mode.
- 4. Click Add App. The Select an App dialog displays.
- 5. Select Upcoming Events App in the first column. A list of existing Upcoming Events apps along with a Create New button display in the second column.
- 6. To add an existing app to the page, select an app in the list. You are returned to the page in Design mode.
- 7. To add a new app to the page, click Create New. In the third column, enter a name for the app.
- 8. Click Create. You are returned to the page in Design mode.
- 9. Click I'm Done to return to the page in Edit Mode.







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For further information search event in the How Do I tab in Site Manager or search in the Share