Overview

This document provides a step-by-step process for how to add, edit, and delete an event on the calendar on the CBMS Home Page. The events you add to the calendar are your events and are not seen by other users in CBMS. The CBMS Home Page Calendar does not sync to any other calendars such as Google or Outlook.

From the Home Page, you will only be able to see 'Today's Events'. To see future or past events, you must click on the View Calendar hyperlink to open the full calendar.

Process to Add an Event

1) From the Home Page, navigate to Today's Events by one of the following ways:
   - Click on the **Calendar** tab in the Top Navigation.
   - Click the **View Calendar** hyperlink in the Today's Events card.
2) Click the **New Event** button in the upper right corner.
3) Complete the mandatory information in the pop-out box.
4) You have two options to save the event:
   - Click **Save** if you have completed the details for this event and are not adding other events.
   - Click **Save and New** if you have more events to add.
5) A confirmation box appears to confirm the event was added to your calendar.

Process to Edit or Delete an Event

1) From the Home Page, navigate to the event by one of the following ways:
   - If the event is for 'today', click on the calendar event hyperlink in the Today's Events card.
   - If the event is for another day, click on the View Calendar hyperlink in the Today's Events card.
2) Once you have selected the event, navigate to the upper right corner and click:
   - **Edit**: a pop-out box will appear where you will be able to edit the details of the event.
   - **Delete**: to remove the event from the calendar. A message box will appear asking if you are sure you want to delete the event. Click **Delete**.
3) A confirmation box appears to confirm the event was edited or deleted from your calendar.

Do you have any questions or suggestions regarding this process? Please contact the SDC via email SOC_StaffDevelopment@state.co.us