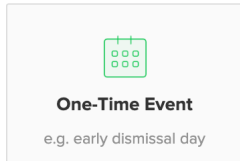# How to Add Events to Your Classroom Calendar on Konstella

In a web browser:

1. Login to Konstella

2. Select the orange **⊕ CREATE** button at the top right corner

4. Select "One-Time Event" and enter your event details

One-Time Event
e.g. early dismissal day

Create Event

|	
To	Select Groups **(Check the box for your classroom**
Title	_Required_ **Add the event name**
	☐ Hide from teachers and staff (e.g. for a surprise party)
RSVP	☐ Require replies from parents
All-day	☐ This is an all-day event
Start Date	_Required_ Start Time
End Date	End Time
Location	
Description	**(Select this icon to add an image to your announcement)**

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Type details here

Attachments	There are no attachments yet. **Add Attachements if you have any to include**
	📎 Add Attachment
Organizers	Other than the creator, who else can manage the update (edit, send message & view user responses)?
	⊕ Add User **Add the Room Parent or anyone else that needs to be included**
Reminders	When would you like to remind participants about this event?
	No reminders yet.
	⊕ Add Reminder **Reminder**
Publish	Immediately ▾

Cancel   Save Draft   Next

5. Once you are finished entering your event details, select the orange Next button.

6. Select the orange Publish & Notify Users

7. You can edit your calendar event once it's been published. Look for the orange Actions button under the "+ Create" button. Click on Actions and then select Edit. Make all of your edits and when you save the changes you can choose if you want to notify users again.

Questions? Email mkuttan@gmail.com