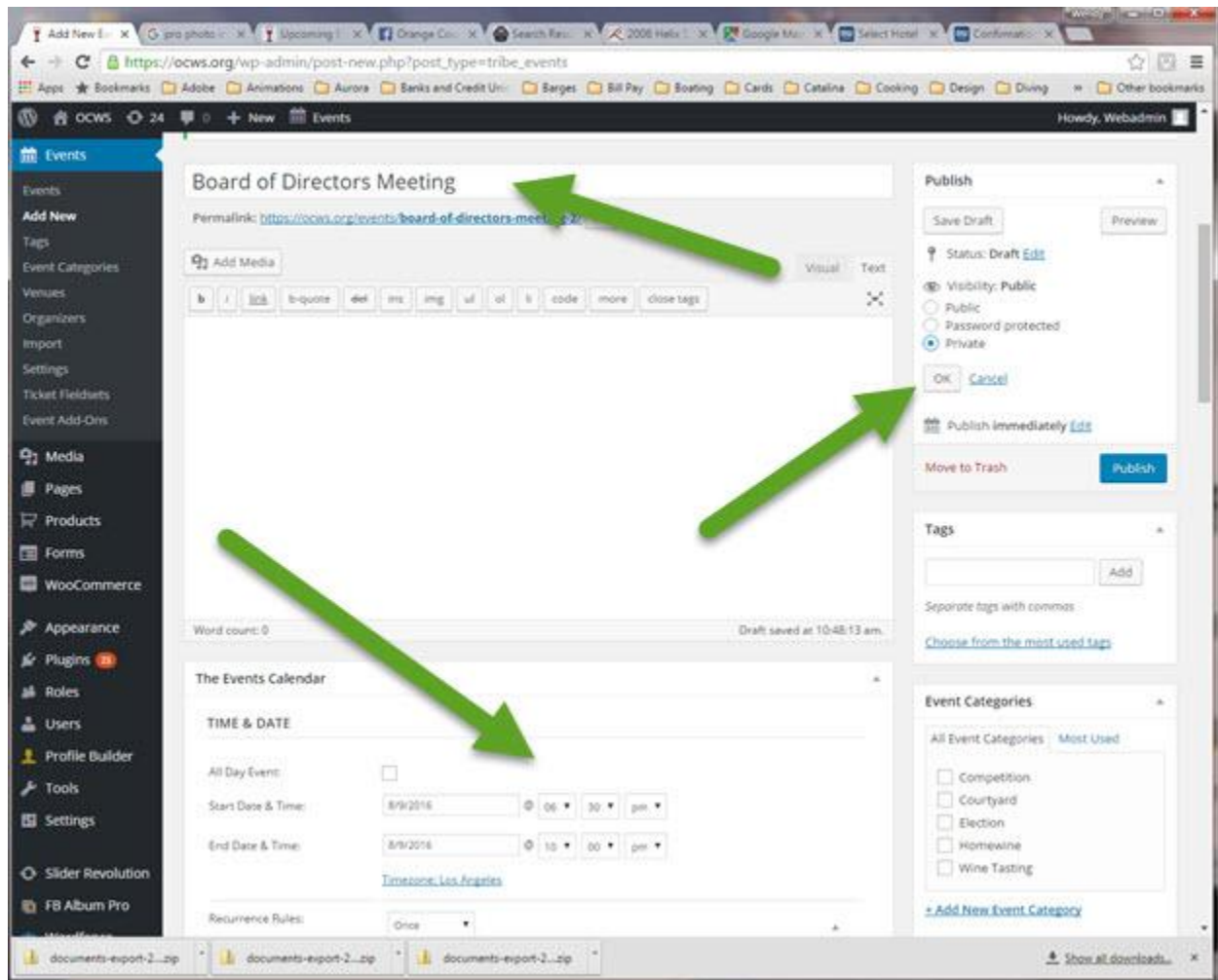


# Private Internal Calendar

The private calendar used for internal events is dependent on users to have Editorial roles or higher to see the private events on the calendar. All BOD's have this level of security.

To create a private calendar entry, select Events>Add New. Type in the calendar Event Name and set the calendar date and time. The last item to select is the *Visibility* in the upper right corner. Change to Private, press OK and then Update. This places the event onto the Calendar in this Private view.



To edit an Private event: Select it from the list of Events, change the date, time and press the update in the upper right corner.

To delete a private event: Find it from the list of Events, and select Trash from the selections shown below the title when moving your cursor underneath the event name. If this is deleted by mistake, it can be recovered from Trash or recreated.