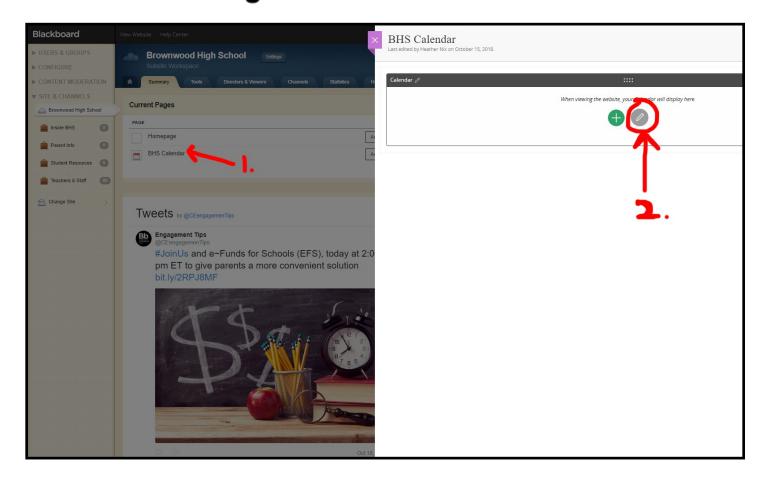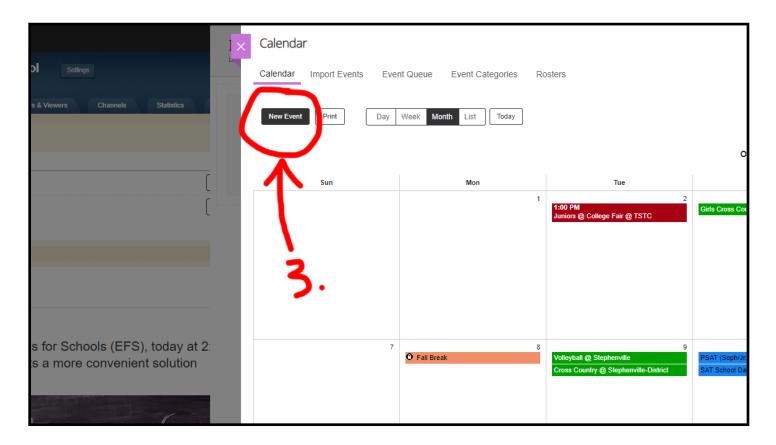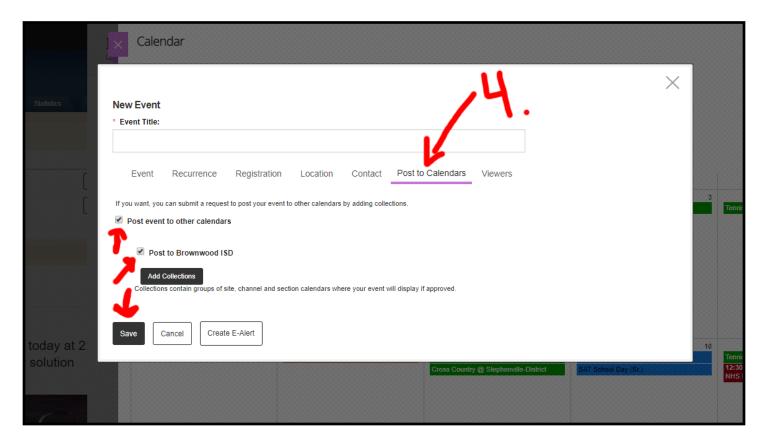# Posting to the District Calendar

Events already posted can be shared to the district calendar by clicking on the event inside the calendar instead of "New Event" **(see step 2.)** and following the same procedure. Remember to click **"Save"** after you have made your changes.

Please note that events shared to the district calendar are added to a list to be approved before they are visible there.