

Add Events

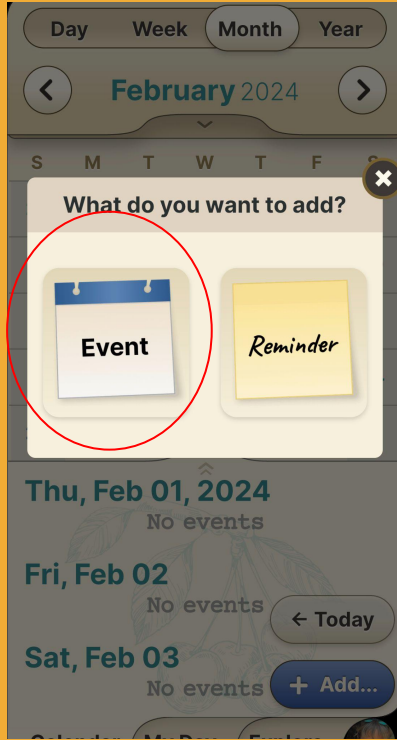


Step 1 of 5

Press the '**Add**' button



Add Events

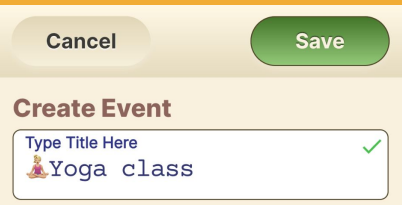


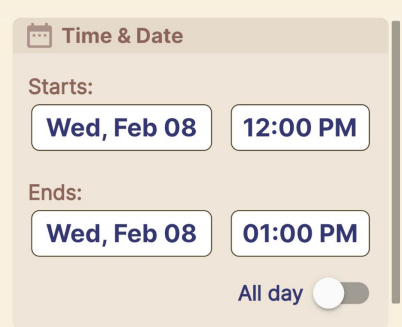
Step 2 of 5

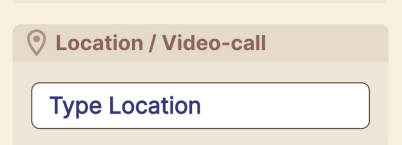
Press the **Event**  button.

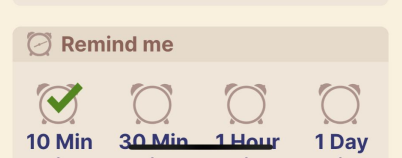


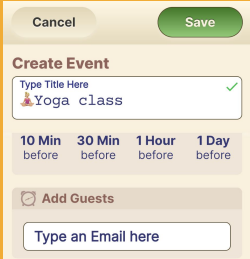
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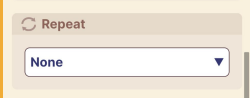
a. 

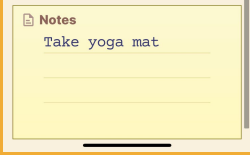
b. 

c. 

d. 

e. 

f. 

g. 

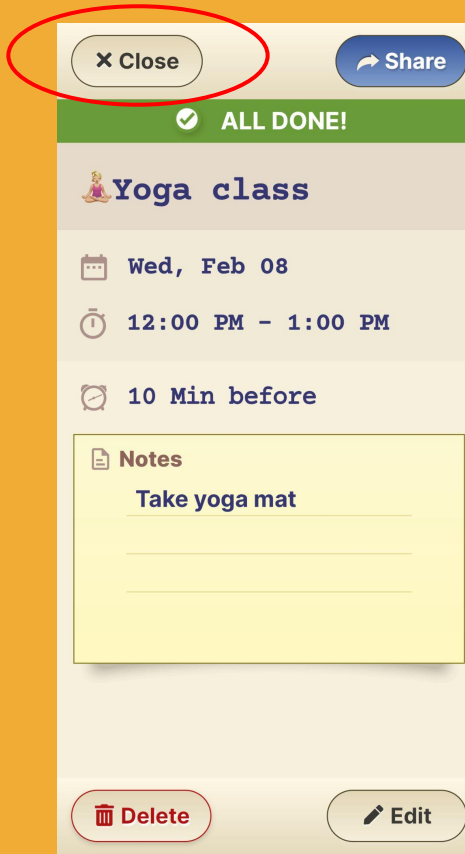
Step 3 of 5

- Add the event title.
- Set the date and time.
- Option: add a location
- Option: add additional notification times
- Option: add guests by typing their email
- Option: Recurring (repeating) event days
- Option: add a note

Press '**Save**' to save the event.



Add Events



Step 4 of 5

Almost done!

Press **Close** and your event will appear in your calendar.



Add Events



Step 5 of 5

Good job 🙌

This is how the event will look in your HeyLife calendar.

If you need to make a change, you can always edit or delete the reminder. For instructions, see “Edit Events and Reminders” and “Delete Events and Reminders”.

