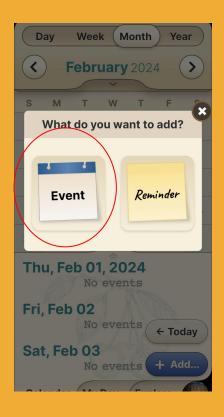
Day <	Week Month Year Tue,Oct 18'22
2:00am	
3:00лм	
4:00am -	
5:00am	
6:00am -	-6
7:00ам	
8:00am	<ul> <li>← , day</li> </ul>
Calend	+ Add lar My Day On It! D

#### Step 1 of 5 Press the 'Add' button







### Step 2 of 5 Press the Event 📆 button.





	Cancel Save	
a.	Create Event Type Title Here	
b.	Time & Date         Starts:         Wed, Feb 08         12:00 PM	Cancel Save Create Event Type Title Here Yoga class 10 Min 30 Min 1Hour 1Day before before before before
	Ends: Wed, Feb 08 01:00 PM All day	C. Add Guests Type an Email here C Repeat
C.	<ul> <li>Location / Video-call</li> <li>Type Location</li> </ul>	g.
d.	Remind me Remind me 10 Min 30 Min 1 Hour 1 Day	· ·

### Step 3 of 5

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

Press 'Save' to save the event.



$\left( \right)$	X Close
	ALL DONE!
	🎄 Yoga class
	📅 Wed, Feb 08
	Ō 12:00 PM - 1:00 PM
	🛛 10 Min before
	Notes Take yoga mat
	The Delete Edit

Step 4 of 5 Almost done!

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







## 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".





