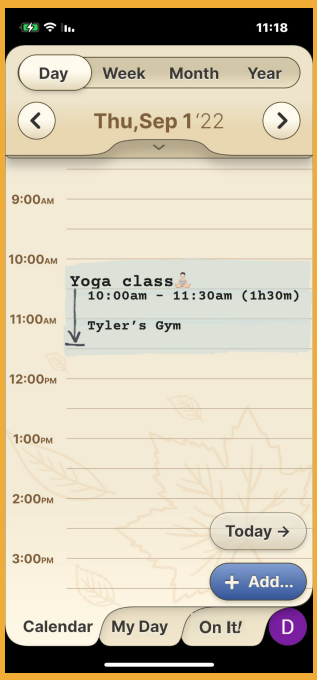
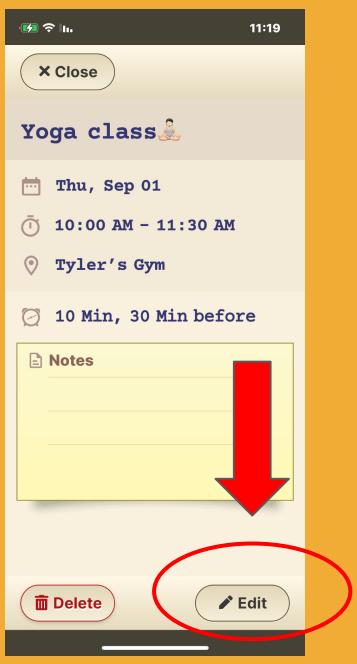
Edit Events & **Reminders**



Step 1 of 4

Click on the Event/Reminder that you want to change.

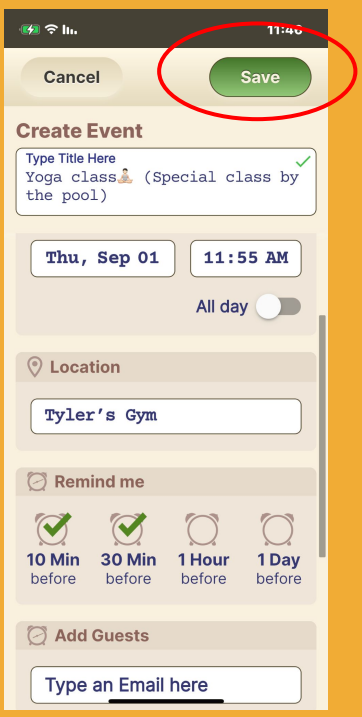
Edit Events & **Reminders**



Step 2 of 4

Press **Edit**.

Edit Events & **Reminders**



Step 3 of 4

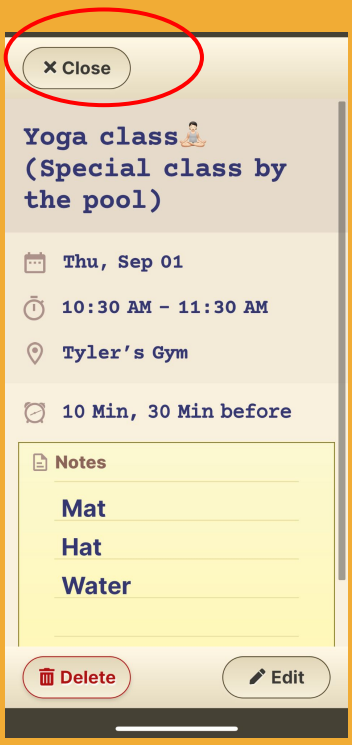
Edit the details and save.

Example:

Yoga class 🧘‍♀️ was changed to a special yoga class by the pool.

a. Title changed
b. Time from 90 min to 60 min
C. Notes changed to include special accessories needed

Edit Events & **Reminders**



Step 4 of 4

Almost done!

Press **Close** and your edited event/reminder will appear in your calendar.