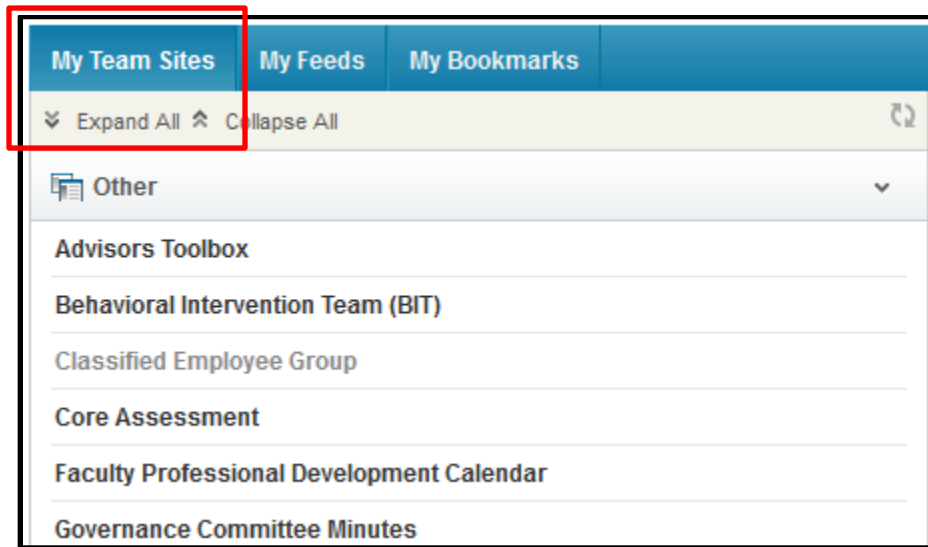


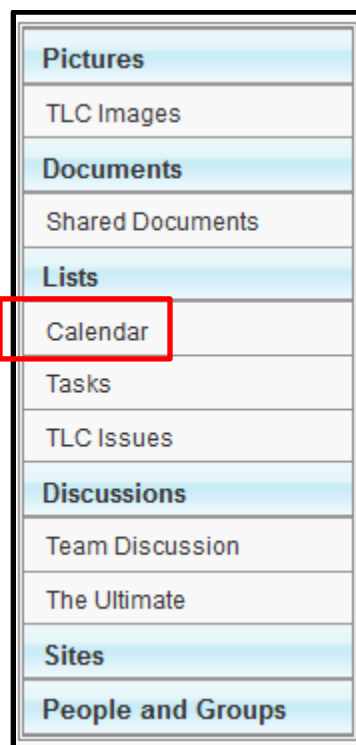
Using the Team Site Calendar Feature with MyBucks

If you belong to a Team Site and wish to make a new entry on the calendar, this tutorial will walk you through the process. Any member visiting the Team Site will be able to view recent and upcoming calendar events and their descriptions.

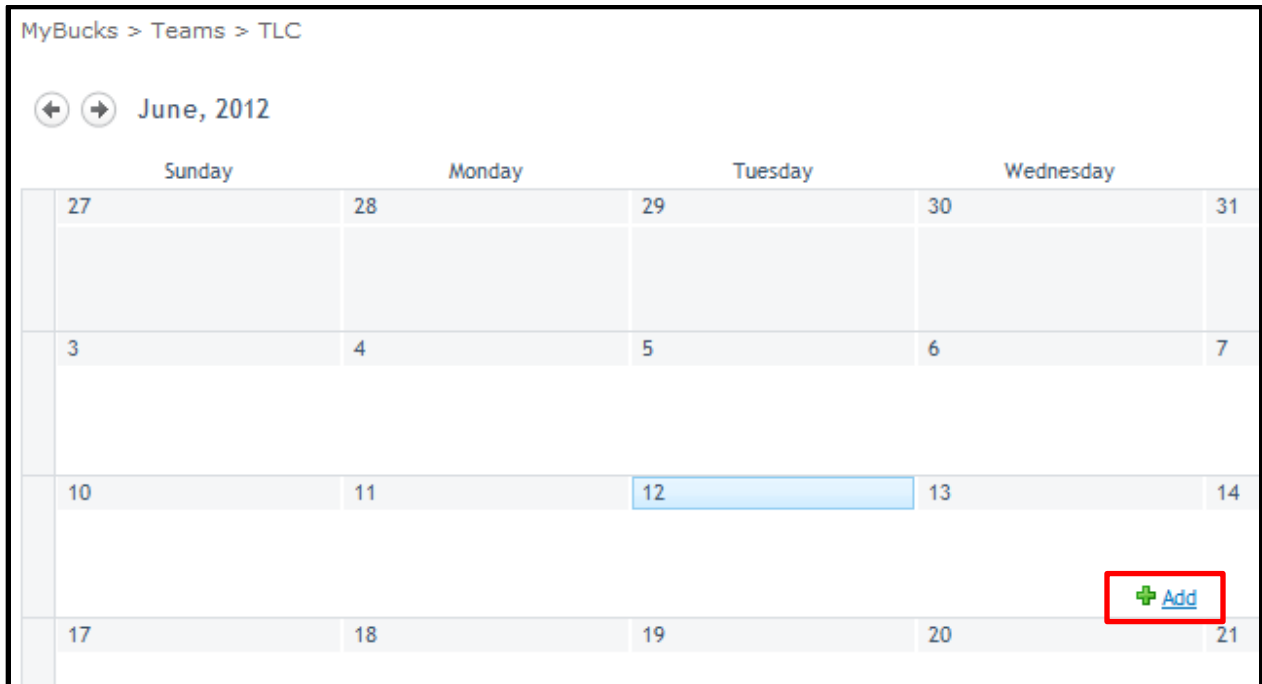
1. Entering new calendar events in MyBucks has changed with the new update to SharePoint. Find **My Team Sites** at the bottom middle portion of the page then click **Expand All** to find a specific Team Site.



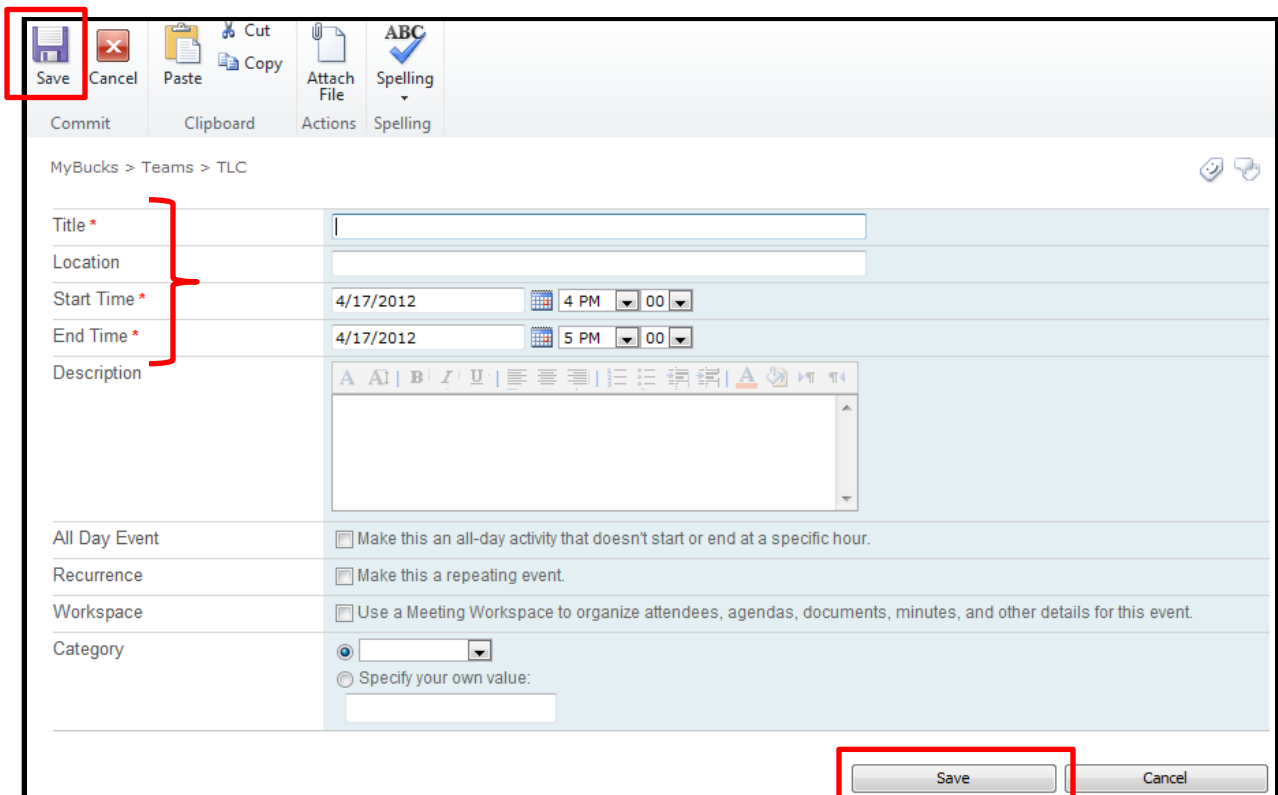
2. After choosing the Team Site, a new window will open. Click **Calendar** on the left side menu of the Team Site.



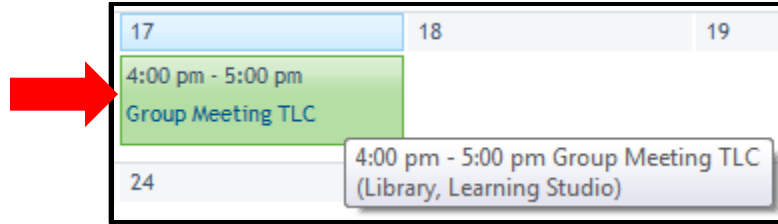
- The calendar for the current month will be displayed by default. Place the mouse cursor over any date on the calendar and click “+ Add” to add a new event.



- A **Calendar – New Item** window will appear. Enter the required information designated with a red asterisk and any additional details as needed. When finished, click the **Save** button to add the item to the calendar.



5. The event will now appear on the calendar with the time and title.



6. Future visits to the **Team Site** will display any upcoming calendar events on the main page below the current announcements. Clicking **Add new event** allows for quick access to create new items on the calendar.

