

How to use the calendar

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The calendar gives you a visual view of events, deadlines, and other scheduled items.

Views

- Day view - detailed schedule for a single day
- Week view - good for planning the near term
- Month view - useful for bigger-picture planning

Working with calendar items

- Click any item to open the related record (event, task, etc.).
- Create new calendar entries directly from the calendar if your permissions allow it.
- Switch views using the controls at the top of the calendar.

Many teams find it helpful to color-code different types of activities (public events, internal meetings, campaign deadlines, volunteer shifts, etc.) so the calendar is easy to scan.
