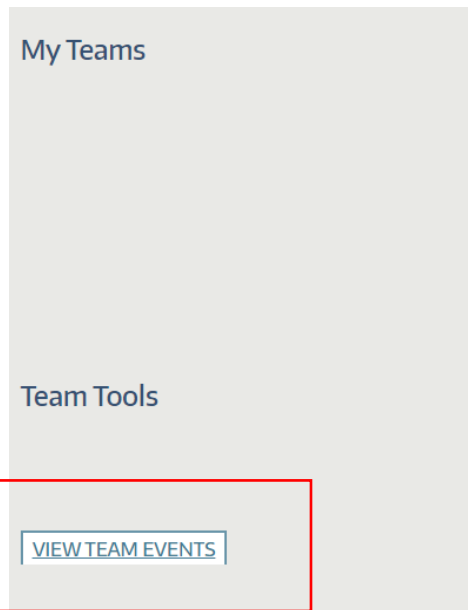


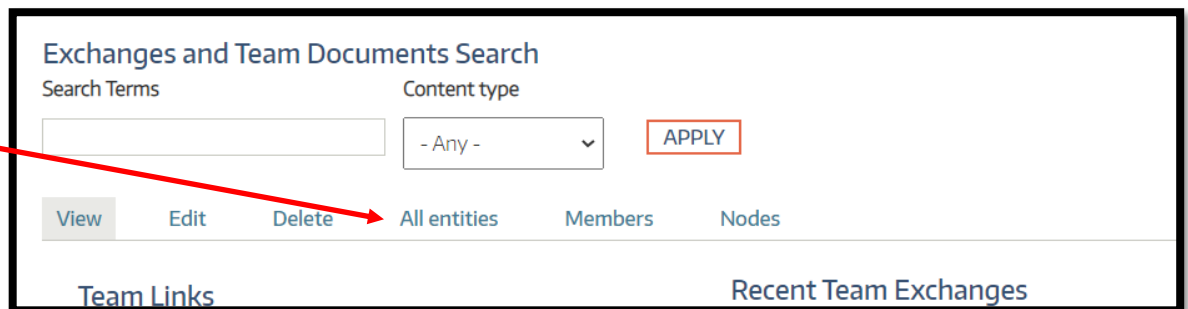
## Adding a calendar and events in a team

As long as there is an event in your team calendar you and your team members will see the **View Team Events** button in the left navigation. If you have no events, this button goes away.

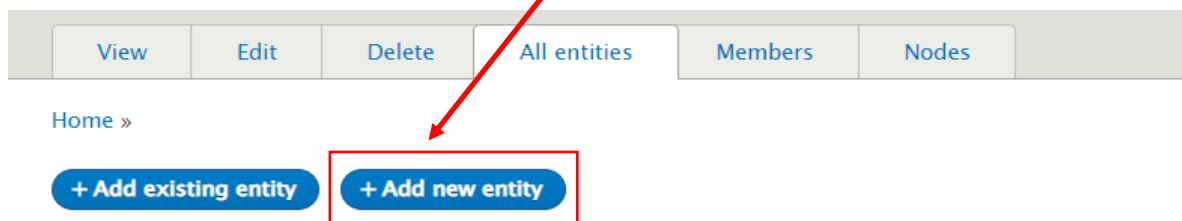
Here is how to create your first calendar item.



To create your first calendar event, click **All entities**.



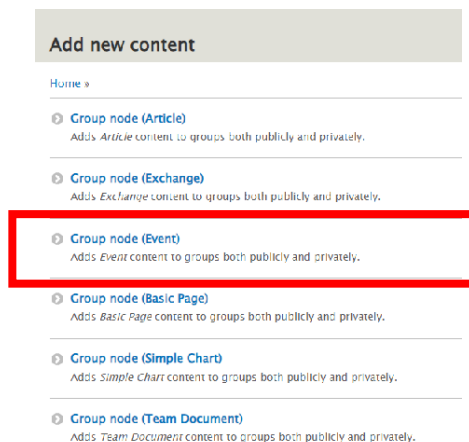
On the next screen select **+ Add new entity**.



### Select **Group node (Event)**

Please do not select any other options as this can affect other areas of WA Portal.

Send an email to [waportal@doh.wa.gov](mailto:waportal@doh.wa.gov) if there is something in the list you need for your team.



Fill in the two required fields, your event Title, and the date and time of the event. Continue to scroll down the page to insert a meeting link or to provide details about the event.

Title \*

Show row weights

DATE \*

Start \* 10/14/2022 02:19 PM

End \* 10/14/2022 03:19 PM

All day Duration 1 hour

Repeats never

Add another item

Show row weights

REGISTRATION LINK

URL

Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `http://example.com`. Enter `<front>` to link to the front page. Enter `<nolink>` to display link text only. Enter `<button>` to display keyboard-accessible link text only.

Ignore this section:

Partner

- N/A
- Adolescent Health
- Eastern Washington Community Health Worker CHW Network
- Example Team Tours and Tests
- Cardiovascular Connection
- Care Connect
- Environmental Justice Council
- Maternal Mental Health Access (MaMHA)
- ParksRx
- Rural Palliative Care
- Vaccine Implementation Collaborative
- YMPEP

After you click Save at the bottom of the page, you will be taken to a view of that event so you can edit for additional changes or delete it. Click **My Portal** to return to your team.

Now you and any of your team members can see the View Team Events button and see the calendar. Users have the option to view the whole month or see a list of events.

