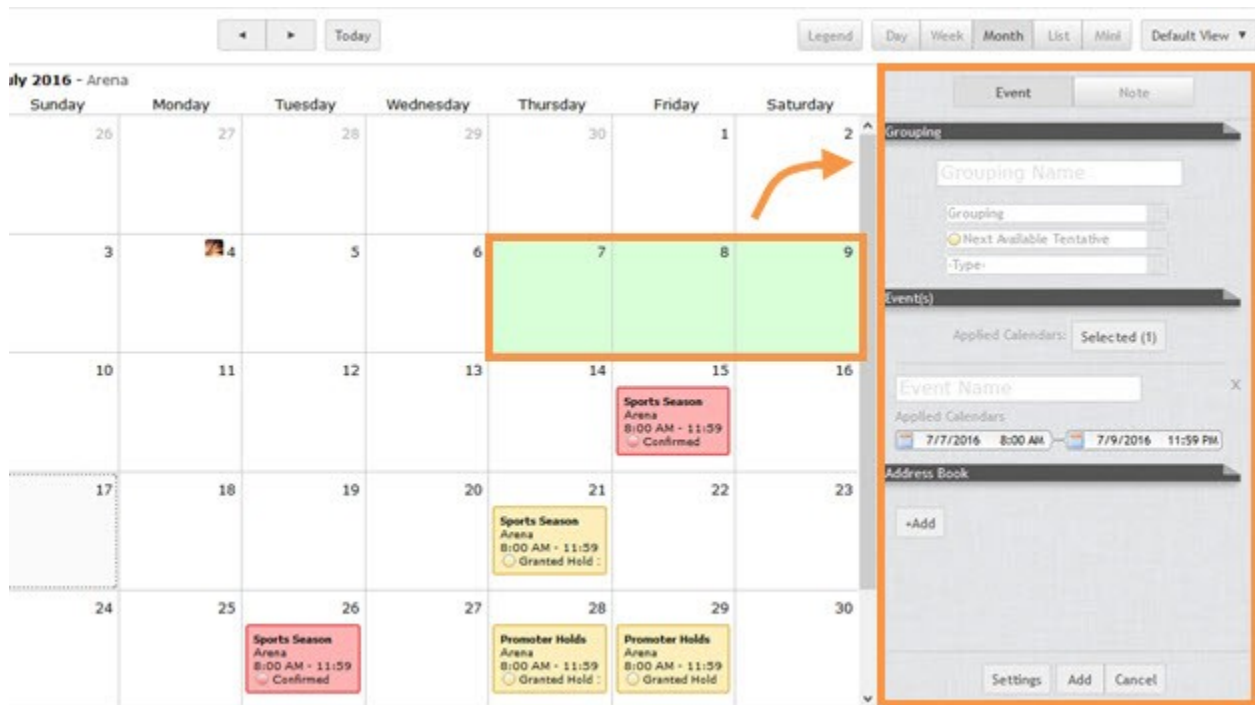


Adding Events Using the Quick Add

Updated: November 10, 2015

This article will walk you through using the Quick Add to add a single, stand alone event to your calendar.

1. Click the date of your event, or click and drag to select a date range. The *Quick Add* form will appear on the right side of your calendar.



The screenshot displays a calendar for July 2016. The calendar grid shows dates from Sunday 26 to Saturday 30. A date range from Thursday 7 to Saturday 9 is highlighted in green. A red arrow points from this range to the 'Quick Add' form on the right. The form is titled 'Event' and includes fields for 'Grouping Name', 'Grouping', 'Next Available Tentative', and 'Type'. Below these are sections for 'Event(s)', 'Applied Calendars: Selected (1)', 'Event Name', 'Applied Calendars' (with dates 7/7/2016 8:00 AM and 7/9/2016 11:59 PM), and 'Address Book'. At the bottom of the form are 'Settings', 'Add', and 'Cancel' buttons.

2. Enter the name of your event.

The screenshot shows a mobile application interface for creating an event. At the top, there are two tabs: "Event" (selected) and "Note". Below the tabs is a "Grouping" section with a text input field containing "My New Event", which is highlighted with an orange border. Underneath are three more input fields: "Grouping", "Next Available Tentative" (with a yellow circle icon), and "-Type-". The "Event(s)" section shows "Applied Calendars: Selected (1)". Below this is an "Event Name" input field with a close button (X) on the right. Underneath the name field is the text "Applied Calendars" followed by a date range: "7/7/2016 8:00 AM" to "7/9/2016 11:59 PM", each with a calendar icon. The "Address Book" section has a "+Add" button. At the bottom, there are three buttons: "Settings", "Add", and "Cancel".

3. In the drop down, select *Event*.

The screenshot displays a user interface for creating a calendar event. At the top, there are two tabs: "Event" and "Note". Below the tabs is a section titled "Grouping" which contains a text input field with the text "My New Event". A dropdown menu is open below the input field, showing a list of options: "Grouping", "Grouping", "Event", and "Sales". The "Event" option is highlighted with an orange border, and a mouse cursor is pointing at it. Below the "Grouping" section is a section titled "Event(s)" which includes a label "Applied Calendars:" followed by a button labeled "Selected (1)". Underneath, there is an "Event Name" input field with a close button (X) to its right. Below the name field, the text "Applied Calendars" is followed by a visual representation of a calendar range: a calendar icon, the date "7/7/2016", the time "8:00 AM", a double-headed arrow, another calendar icon, the date "7/9/2016", and the time "11:59 PM". At the bottom of the "Event(s)" section is a section titled "Address Book" with a "+Add" button. At the very bottom of the interface are three buttons: "Settings", "Add", and "Cancel".

4. Select the status of your event.

The image shows a software interface for creating an event. At the top, there are two tabs: "Event" and "Note". Below the tabs, the "Event" section contains a text input field with the text "My New Event". Below this is a dropdown menu for "Event" with the following options: "Next Available Tentative" (yellow circle), "Confirmed" (red circle), "Next Available Tentative" (yellow circle), "Granted Hold 1" (yellow circle), "Granted Hold 2" (yellow circle), "Granted Hold 3" (yellow circle), "Pending Contract" (blue circle), "Request for Hold" (green circle), "Blackout" (grey circle), "In-House Event" (purple circle), and "Cancelled" (grey circle). The "Next Available Tentative" option is highlighted with an orange border and a mouse cursor. To the left of the dropdown menu, there are labels for "Space(s)", "Applied", and "Address B". The "Applied" label has a calendar icon and the text "7/7". The "Address B" label has a time display "1:59 PM". At the bottom of the form, there are three buttons: "Settings", "Add", and "Cancel".

5. Select your event type.

The image shows a software interface for creating an event. At the top, there are two tabs: "Event" (selected) and "Note". Below the tabs, the main form area is titled "Event" and contains a text input field with the text "My New Event". Below this, there are several dropdown menus: "Event", "Next Available Tentative", and "-Type-". The "-Type-" dropdown menu is open, displaying a list of event types with radio buttons next to them. The "Convention" option is highlighted with an orange rectangular box, and a mouse cursor is pointing at it. The list of event types includes: Ceremony, Church - Internal, Concert, Funeral, Meeting, Men's Club, Outside Corporate/NonProfit/Meet, Reception, Women's Club, Wedding, Convention, In-House, and Family Show. To the left of the dropdown menu, there are labels for "Space(s)", "Applied" (with a calendar icon and "7/7"), and "Address B". At the bottom of the form, there are three buttons: "Settings", "Add", and "Cancel".

Event

My New Event

Event

Next Available Tentative

-Type-

Space(s)

Applied 7/7

Address B

+Add

Convention

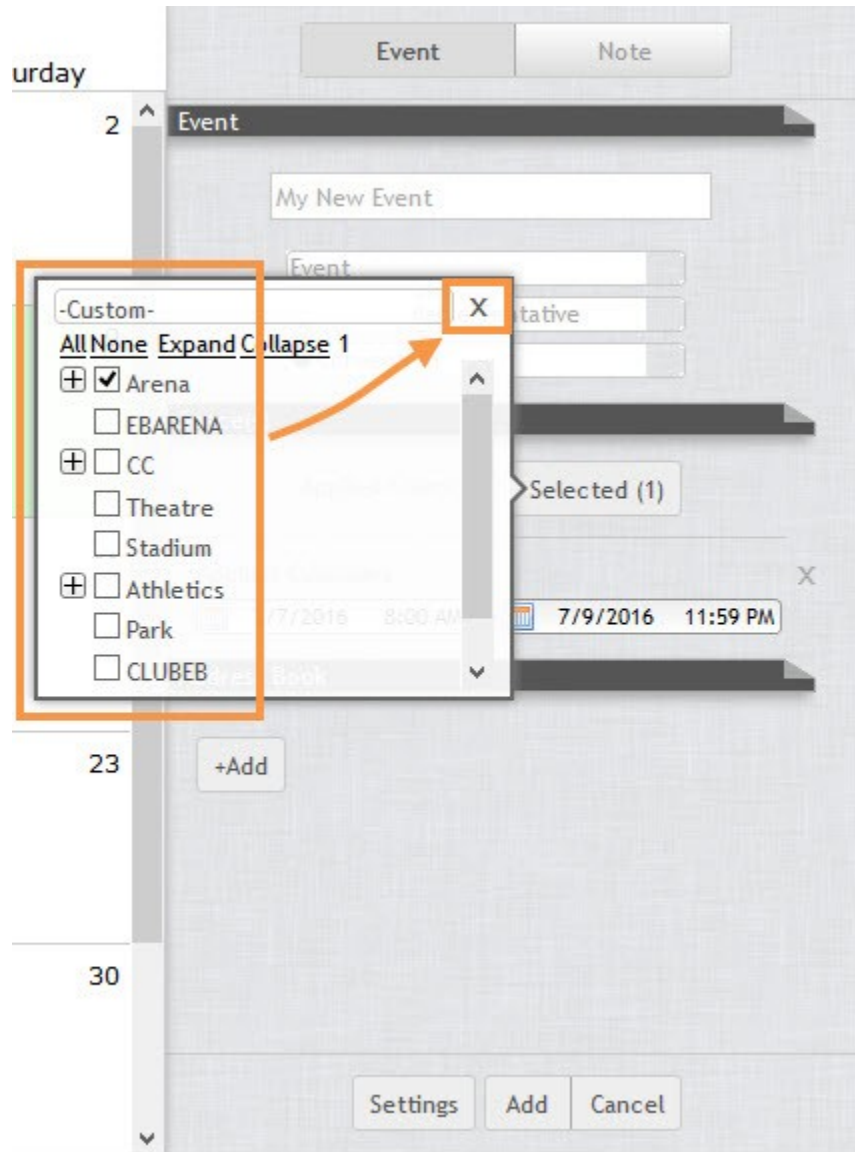
Settings Add Cancel

6. Click on the button by *Applied Calendars*.

The image shows a software dialog box for creating an event. At the top, there are two tabs: "Event" (selected) and "Note". Below the tabs is a section titled "Event" containing a text input field with "My New Event", a dropdown menu set to "Event", and two radio buttons: "Next Available Tentative" (selected) and "Convention". Below this is a section titled "Space(s)" containing a label "Applied Calendars" and a button labeled "Selected (1)", which is highlighted with an orange border. Underneath is a list of "Applied Calendars" with a close button "X" on the right. The list contains one entry: a calendar icon, the date "7/7/2016", the time "8:00 AM", a double-headed arrow, another calendar icon, the date "7/9/2016", and the time "11:59 PM". Below the list is a section titled "Address Book" with a "+Add" button. At the bottom of the dialog are three buttons: "Settings", "Add", and "Cancel".

7. In the popup box, confirm or change your calendar(s). Click the X in the right corner of the box to close the popup - your changes will be saved.

You are able to set the default calendars for the Quick Add. [See this article.](#)



8. Adjust the time or date(s) of your event as needed.

The screenshot shows a mobile application interface for creating an event. At the top, there are two tabs: "Event" (selected) and "Note". Below the tabs is a section titled "Event" containing a text input field with the placeholder "My New Event", a dropdown menu currently set to "Event", and two radio button options: "Next Available Tentative" (selected) and "Convention".

Below the "Event" section is a section titled "Space(s)" with a sub-label "Applied Calendars:" and a button labeled "Selected (1)". Underneath, there is a list titled "Applied Calendars" with a close button (X) in the top right corner. A single calendar entry is visible, highlighted with an orange rectangular box. The entry shows a calendar icon, the date "7/7/2016", the time "8:00 AM", a double-headed arrow icon, another calendar icon, the date "7/9/2016", and the time "11:59 PM".

Below the "Applied Calendars" section is a section titled "Address Book" with a "+Add" button. At the bottom of the screen, there are three buttons: "Settings", "Add", and "Cancel".

9. Click *+Add* to attach a contact (or contacts) from your address book, or create a new one.

For step-by-step instructions on adding a contact, [see this article](#).

The screenshot shows a mobile application interface for creating an event. At the top, there are two tabs: "Event" (selected) and "Note". Below the tabs is a section titled "Event" containing a text input field with "My New Event", a dropdown menu set to "Event", and two radio button options: "Next Available Tentative" (selected) and "Convention". Below this is a section titled "Space(s)" with "Applied Calendars: Selected (1)". Underneath, there is a list of "Applied Calendars" with a close button (X) on the right. One calendar is shown with a date range from 7/7/2016 8:00 AM to 7/9/2016 11:59 PM. Below the calendar list is a section titled "Address Book" which contains a single button labeled "+Add" that is highlighted with an orange square. At the bottom of the screen are three buttons: "Settings", "Add", and "Cancel".

10. Click *Add* at the bottom of the form to book your event.

The image shows a software interface for creating an event. At the top, there are two tabs: "Event" and "Note". Below the tabs is a section titled "Event" containing a text input field with "My New Event", a dropdown menu set to "Event", and two radio button options: "Next Available Tentative" (selected) and "Convention". Below this is a section titled "Space(s)" with a label "Applied Calendars:" and a button "Selected (1)". Underneath, there is a list of "Applied Calendars" with a close button "X" and a single entry: a calendar icon, "7/7/2016 8:00 AM", a double-headed arrow, another calendar icon, "7/9/2016 11:59 PM". Below the calendar list is a section titled "Address Book" with a "+Add" button. At the bottom of the form, there are three buttons: "Settings", "Add" (highlighted with an orange border), and "Cancel".

11. Your event is now booked.

Wednesday	Thursday	Friday	Saturday
29	30	1	2
6	7	8	9
13	14	15	16

My New Event
Arena
8:00 AM - 11:59 PM
○ Granted Hold 1