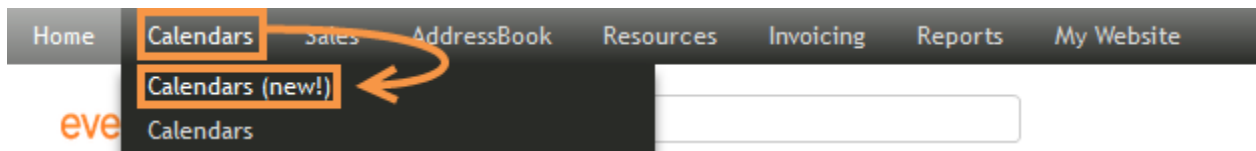


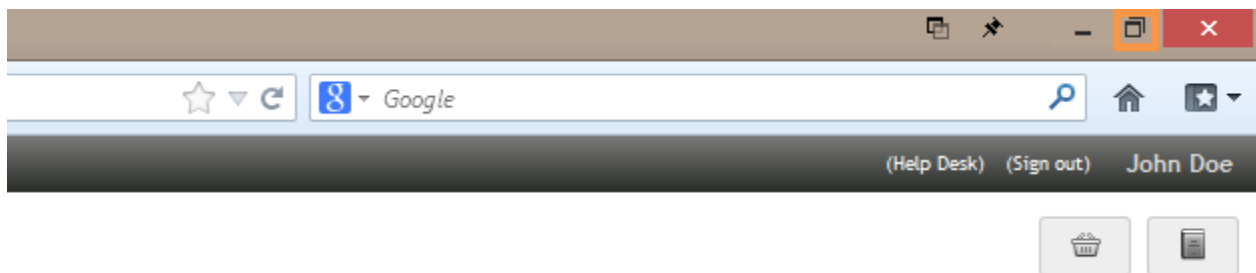
Creating a Desktop Shortcut for EventBooking

Updated: August 22, 2014

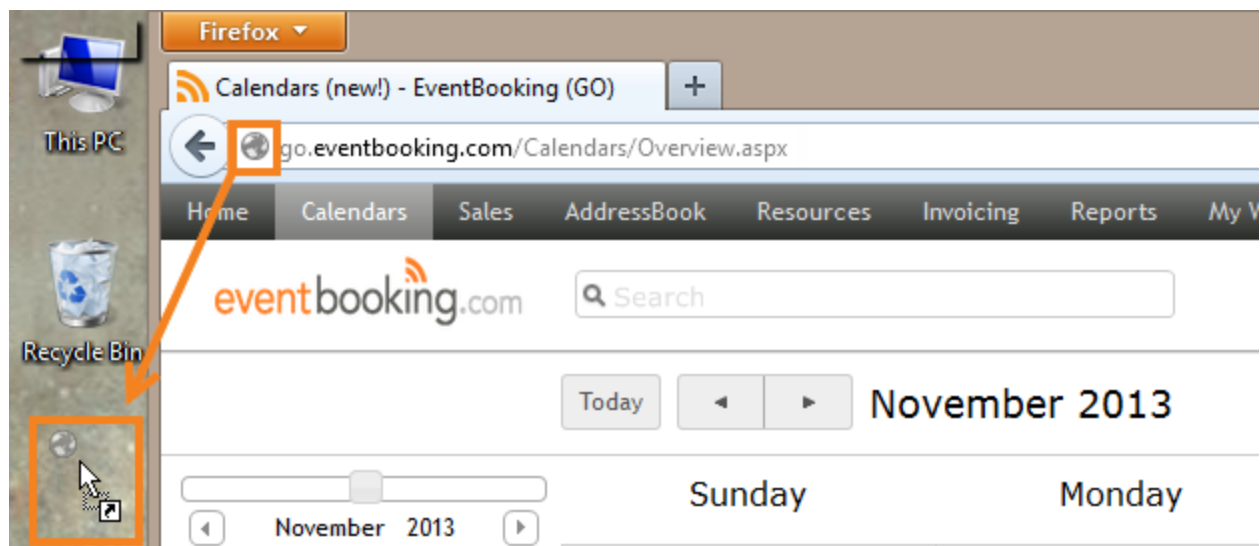
1. Hover over **Calendars**.
2. Click **Calendars (new!)**.



3. If your browser window is maximized, click the icon of two boxes to restore down.



4. Drag the icon next to the address field to your desktop.



5. You now have a desktop shortcut for EventBooking.

