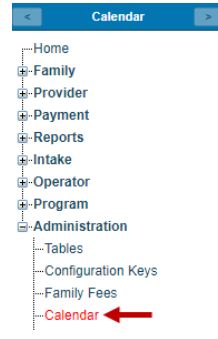# KinderTrack – Add a Calendar

Use the **Administration > Calendar** page to create calendars for the various activities of KinderTrack.

A Press **Administration** under **Calendar**.

B Press **New.** [New]

C Select the calendar type in the *Calendar Type* drop-down menu and enter the **Calendar Name**.

D If adding a *School Calendar*, use the *School District* drop-down menu.

Note: This is only enabled if selecting the **School Calendar** Type.

E Select your default status in the *Default Status* drop-down menu.

Check the **Include Weekends** checkbox if needed.

F To edit the calendar, click the **Closed** or **Open** radio button to select a **Day Status**.

G Click on the days you want to change to the new status. Use the **<+** and **+>** buttons to add to the next month.

Note: You must add every month to the new calendar.

H Press **Save.** [Save] [Cancel]