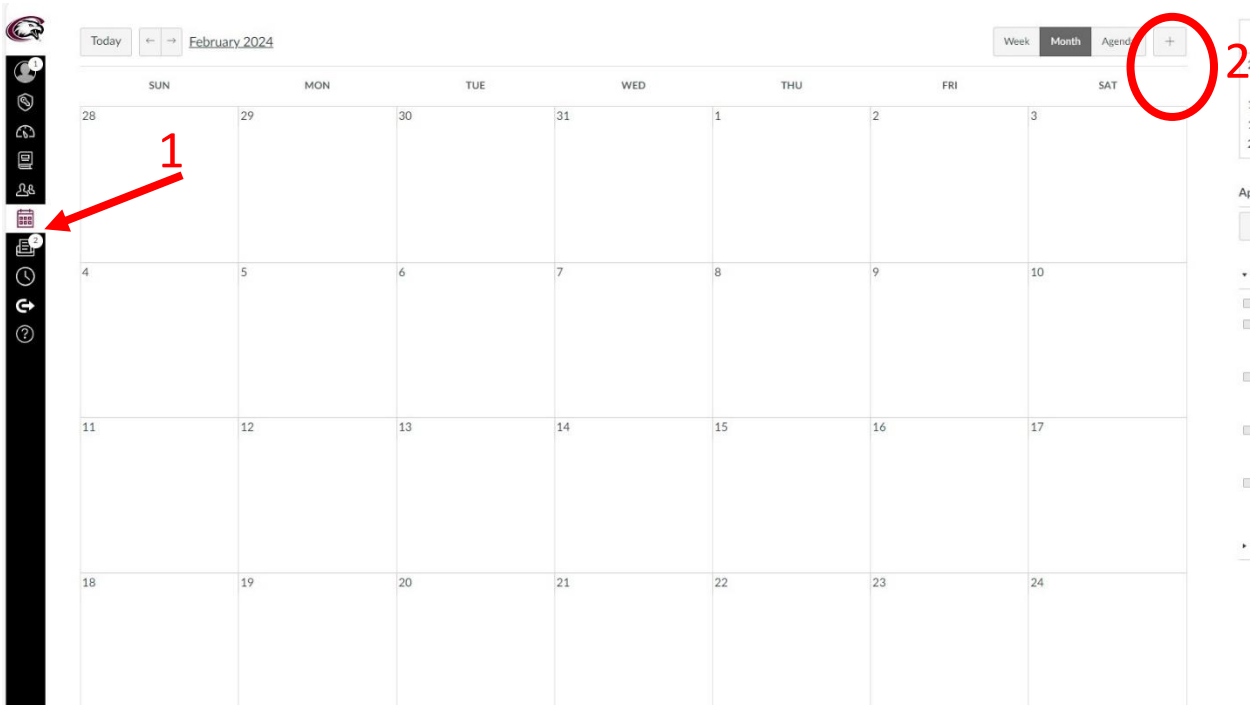# How to Add an Event to a Canvas Course Calendar

To add an event to a course calendar, first click on the Calendar icon on the left-hand side of the Canvas platform. Next, click on the **+** icon on the upper right-hand side of the calendar.

This will bring up an Edit Event pop-up screen. First, select the course from the drop-down menu under Calendar. Next, click on **More Options**.

Fill in the Event Title, the description, and the date for the first event. If the event is a repeating occurrence, click on the drop-down menu under Frequency.

Unless the reoccurrence meets one of the static options, click on **Custom**.

Choose the frequency the event should occur and click **Done**.

Click on the **Create Event** button.

The event should be on the course calendar now.