**UPCOMING EVENTS APP**

This app automatically displays events from an associated calendar. Upcoming Events App is a great way to keep everyone apprised of what's coming up.

Upcoming Events App is a customary app for Site and Subsite homepages. This app also works great on a Section landing page for Teachers, Clubs, Departments and other Sections. This app could also be a key addition to a Channel homepage.

Here's how you add an Upcoming Events app to a page.

1. In Site Manager, navigate to the workspace containing the page to which you wish to add an Upcoming Events app.
2. Click Actions to the right of the page and select Edit Page from the drop-down list. The page opens in Edit mode.
3. In Actions, click Manage Apps & Layout. The page opens in Design mode.
4. Click Add App. The Select an App dialog displays.
5. Select Upcoming Events App in the first column. A list of existing Upcoming Events apps along with a Create New button display in the second column.
6. To add an existing app to the page, select an app in the list. You are returned to the page in Design mode.
7. To add a new app to the page, click Create New. In the third column, enter a name for the app.
8. Click Create. You are returned to the page in Design mode.
9. Click I'm Done to return to the page in Edit Mode.
For further information search *event* in the How Do I tab in Site Manager or search in the Share Help Center.