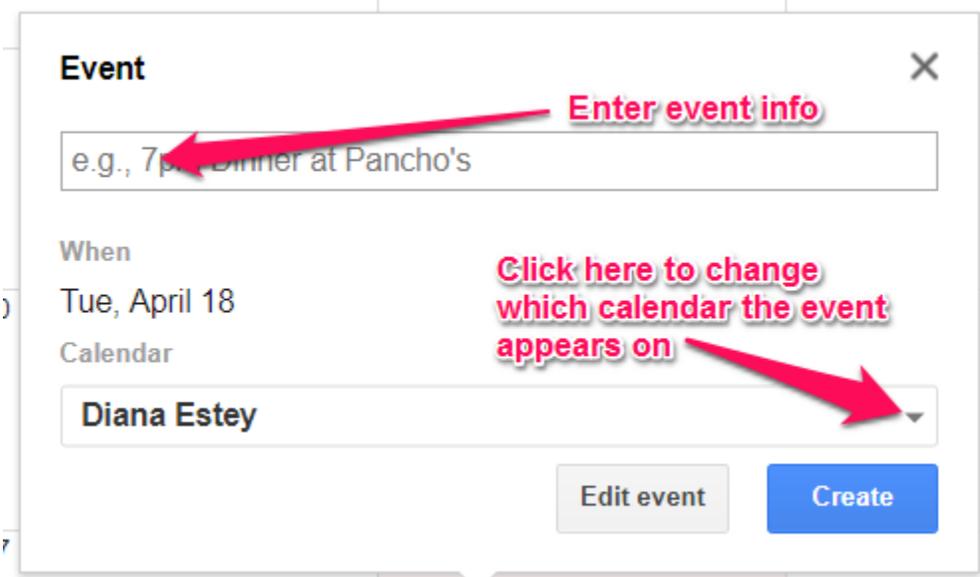# Google Calendar – Add/Delete Events

To Add an Event with no Documents

1. Login to your [Google Calendar](#) account.
2. In the left sidebar under My Calendars or Other Calendars click to select the calendar you want to update.
3. Click on the date in the calendar where you want to create an event.
4. In the Event dialog box enter the event information

5. Make sure to change Calendar field shows the calendar you want the event to appear on

To Delete an Event

Click on the event and click the Delete button

To Add an Event with Documents

1. Login to your [Google Calendar](#) account.
2. In the left sidebar under My Calendars or Other Calendars click to select the calendar you want to update.
3. Click on the date in the calendar where you want to create an event and click 'Edit event'.

4. Make sure to change Calendar field shows the calendar you want the event to appear on
5. The following dialog box will appear. Enter the requested information in each field. *To add a link to a document, see the next page.*

6. If you need to add a document to the Google calendar, enter the following code in the event information box

    <A HREF="http://url"target="new">Click here to view agenda (pdf).

    1) replace http://url with the url to the document
    2) replace Click here to view agenda (pdf) with the label for your document

7. Click the SAVE button

8. Verify your event listing on the webpage the calendar appears on