# Managing Your Co-op Calendar

Your calendar is where families see all upcoming events, RSVPs, and schedules for the co-op.

# View Your Calendar

From your dashboard, go to the **Events** section to see all your co-op events.

Events calendar

Here you can:

- See upcoming events at a glance
- View event details by clicking on any event
- See who has RSVP'd to each event
- Manage attendance and scheduling

# Edit or Cancel Events

1. Click on any event in your calendar.
2. Select "Edit" to change the date, time, location, or description.
3. To cancel an event, select "Delete" and confirm. Families will be notified of the cancellation.

# Recurring Events

When you create an event with a recurring schedule (like weekly classes), CooplyHQ automatically creates each instance. You can edit individual events or the entire series.

# Share Your Calendar

Families can view the entire co-op calendar once they join. They'll see all upcoming events and can RSVP to the ones that apply to them.

# What's next

Once your calendar is set up with events, see Inviting Families to Your Co-op to start building your community.

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