

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.

Mountain View Explorers

DB Daniel Brookbank

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EVENT	DATE & TIME	CAPACITY	PRICE	STATUS					
Native Plants & Pollinators Workshop Foothills Nature Center	Jul 17, 2026 9:00 AM - 11:00 AM	0/30	\$45.00	Published	Class	Roster	Attendance	Registr	
Junior Ranger Day at Foothills State Park Foothills State Park	Jul 31, 2026 9:00 AM - 2:00 PM	0/30	\$95.00	Published			Attendance	Registr	
Family STEM Build: Catapults Foothills Nature Center	Aug 14, 2026 9:00 AM - 11:00 AM	0/30	\$15.00	Published	Class	Roster	Attendance	Registr	

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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