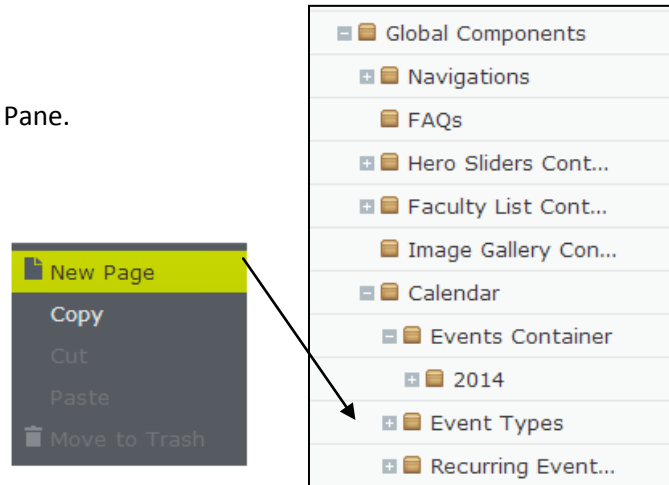# EPiSERVER Content Management System

Adding or Changing a Calendar Event Type

1. **Locate your Calendar Event Types** on the Navigation Pane.

2. (Micro Sites Landing Page >
   Global Components folder >
   Calendar Folder>
   Events Types>)

3. **Click** the button next to the Event Types Folder.

4. **Select New Page.**

5. **Enter the name** you wish to add to the Event Types.

6. **Click Event Type** under Suggested page type.
   The following screen will appear:

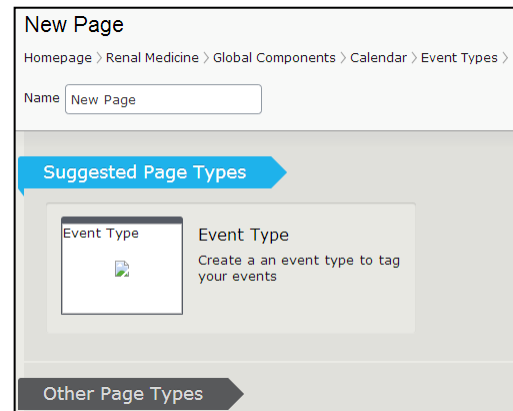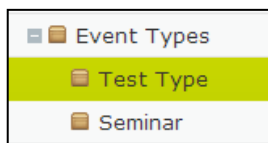7. **Enter** the Event Type Name again and select **Done**.

8. **Publish** the event type. You will now see the new Event Type located under the Event Types in the Toggle pane and the Events window.

9. To **Change an Event Type Name**:
   a) Select the Event Type.
   b) Change the name.
   c) Publish.