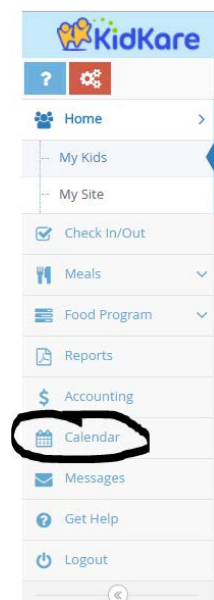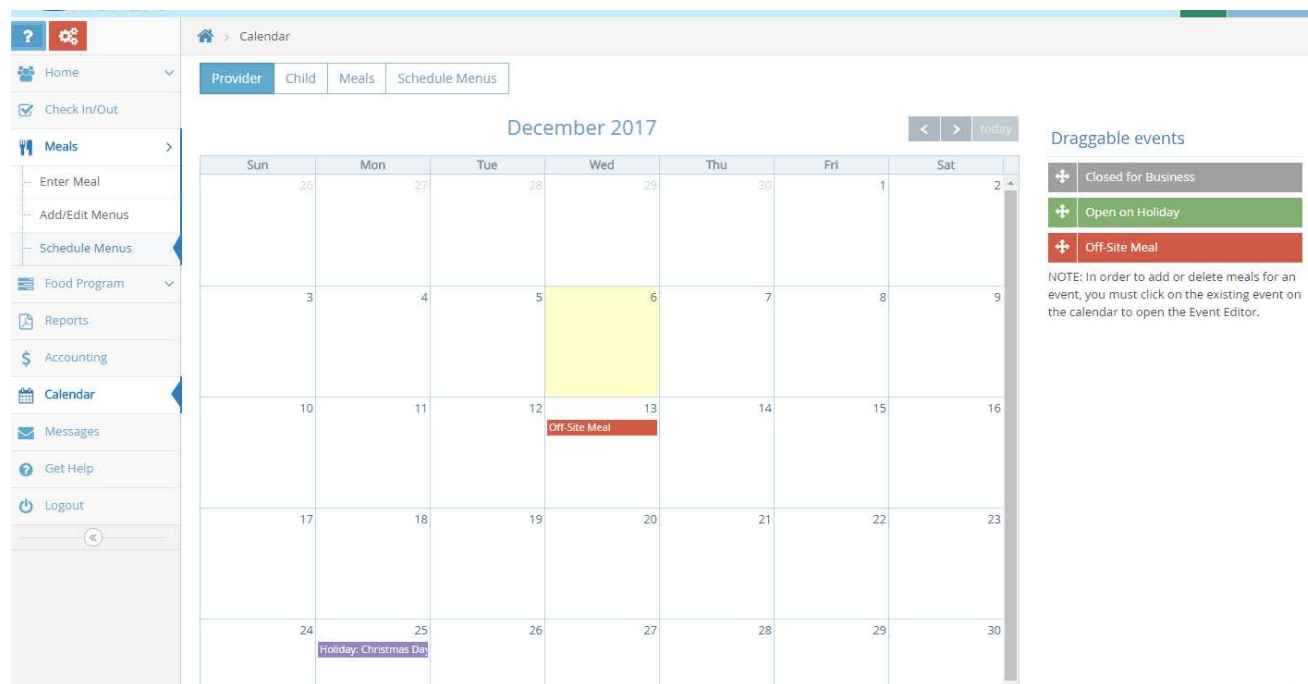# How to Enter Events into KidKare Calendar*

Step 1: Login to KidKare. Go to the left-hand side and click "**Calendar**".

Step 2: Once the calendar loads, be sure the button "**Provider**" is highlighted in blue. You will see a section on the right-hand side labeled "**Draggable Events**" and a list that includes: *closed for business*, *open on holiday* and *off-site meal*.

Step 3: To mark a day when your daycare is closed or you have no children in attendance, click and drag "**Closed for Business**" to the specified date(s). (Follow the same steps for other events like off-site meals or being opened on a holiday.)

Step 4: To delete an event, click on the specified event on the day and a box will appear. Click "**delete**". To edit an event click the specific event and the same box will appear. If you will only be closed for a few meals unclick the meals you will be in the facility. *(Closed meals will appear in blue.)*

****As per your sponsor agreement you are to notify the office when your daycare will be closed, when you have no children in attendance or when you are serving a meal off-site (ex. field trips). Not alerting the office to closures or off-site meals can result in serious deficiency. Using your KidKare calendar is the best way to alert us of these events.***