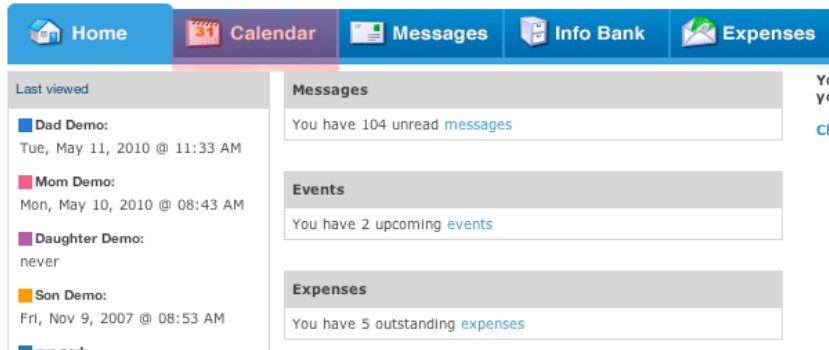
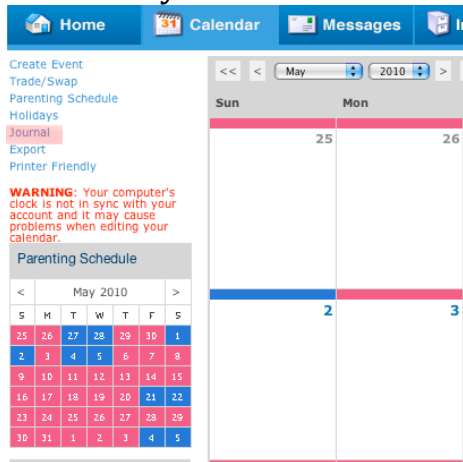


How do I delete or edit custom holidays on the calendar?

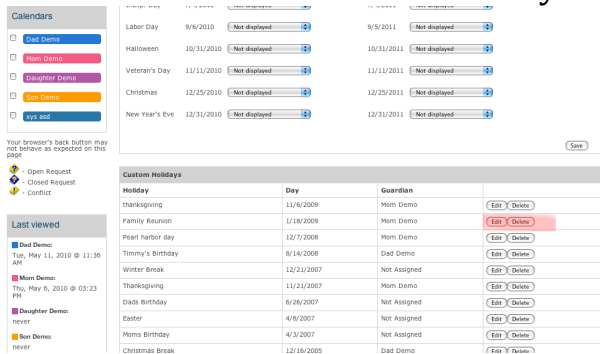
To delete or edit a custom holiday to add to the calendar you will first need to select the “calendar” tab.



1. On the left side you will see the word “holiday”. Click the link to move to the holiday screen.



2. Select the holiday you wish to delete from the Custom Holiday list. You can either choose to “delete” or “edit” your custom holiday.



3. Once you have edited your holiday, select “save” to add your changes to the calendar.