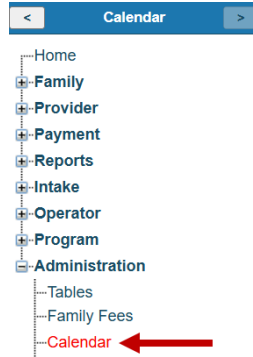


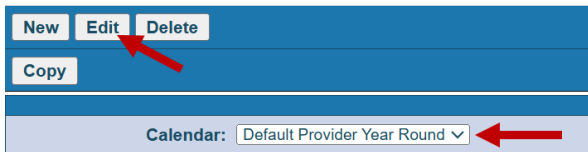
KinderTrack – Extend a Calendar

Use the **Administration > Calendar** page to extend an existing calendar and avoid creating a new calendar each year.

- A** Press **Calendar** under **Administration**.



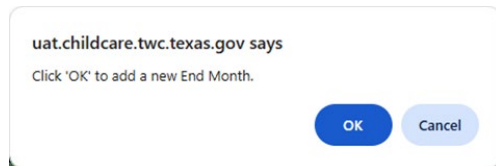
- B** Press the drop-down menu to select the calendar you would like to extend. Press **Edit**.



- C** Press the **+>** button to add a new month.



- D** Confirm the addition when prompted by the system.



- E** Repeat steps B - D for each new month you want to add.

- F** Click **Select >>** to choose the reason for making the changes.



- G** Press **Save** once you have finished adding all the months.

