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Add a practice, meet or other event

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Put a practice, dual, meeting or other event on your team calendar.

Use this for everyday events. If you're hosting a tournament, see Quick calendar event or hosted event?.

Add an event

1. On the **Calendar**, select **+ New event**. Or select a day and use **+ Add event** at the bottom of the day panel.
2. In the **New Event** panel, type a **Title** and **Location**.
3. Pick a **Type**: Practice, Small Group, Dual, Tournament, Competition, Event, Team meeting, Recruiting or Other.
4. Turn on **All-day**, or set **Starts** and **Ends**.
5. Leave **Athletes can check in** on if you'll take attendance at it.
6. To repeat it, pick **Repeat**: Never, Every Day, Every Week, Every 2 Weeks, Every Month, Every Year or Custom.
7. Add **Tags** and **Notes** if you like.
8. For a practice, search **Practice plan** to link a plan, or leave it unlinked.
9. Select **Save**, or **Save and Create a Practice Plan** to write the plan next.

Good to know

Only events with **Athletes can check in** turned on show up in Check-in and attendance reports.

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