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Switch calendar views and types

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Change how the calendar looks and which kinds of events it shows.

In the side menu, open **Coach's Journal**, then select **Calendar**.

Change the view

1. Pick a view: **Month**, **Week**, **Day** or **List**.
2. Use **Today** or the arrows to move through dates.

Show or hide event types

1. On the left, under **Calendars**, find the list of types: Practices, Meetings, Tournaments, Events, Recruiting and Other.
2. Check or uncheck a box to show or hide that type. Colors help you tell them apart.

Set your defaults

The calendar settings are in the left sidebar, under the types:

- **Default view**: the view that opens when you come to the Calendar.
- **Week starts on**: the first day of each week.
- **Email reminders to coaches**: check this to email coaches before events.
- **Remind before**: how long before an event the reminder goes out. You can change it only after email reminders are on.

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