



How do I add a document to an Event I've already created?



Navigate to your course by expanding the **Personal** section and clicking on **My Courses**.

Click on the course number of the course you want to edit.

Click on the **Events**  tab. Navigate through the calendar until you find the event you wish to copy.

You will **NOT** be able to edit individual events if you click on the **Show All**  button. If you have clicked the **Show All** button, click on the back button in our browser to go back to the Events Calendar and navigate to the event you want to copy.

Click on the event itself that you wish to edit, not the date. Once the event has opened, Click on the edit icon.

 Click on the **Browse** button next to the Attachment field. Once you have selected the file from your computer and click on **Open**, click on the **Attach** button next to the **Browse** button. 

Once you have attached the files, you should see something like this at the bottom of your Add An Event page.

	Filename	MIME Type	Size
<input type="checkbox"/>	How to add events to a course calendar in Katalyst.doc	application/octet-stream	1277.5KB
Remove Selected			Total Size: 1277.5kb

You can now add more attachments in the same method or even remove the attachments you have added by selected the checkbox next to the attachment listed and selecting Remove Selected.

Once you have finished, you will need to Save the Event to your Course Calendar by clicking on the Save button located in the upper right hand corner of window. 