

Save Your Group's Events

GroupWorks - How To

<https://app.groupworks.com/#/support/tutorials/162>

It is not possible to download your Group's Posts into a spreadsheet or PDF.

If you want to save any of your Group's Posts we recommend the following strategies:

Use one of the strategies recommended in the [Save Your Group's Posts How To](#).

or

Add Them to Your Calendar

Step 1

Open and View the Event you want to preserve.

Spokane Biking Club

YUKON TERRITORY



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Display

Next 6 Months ▼

+ Add Event

Movie Night

July 27, 2024
8:00 PM

View

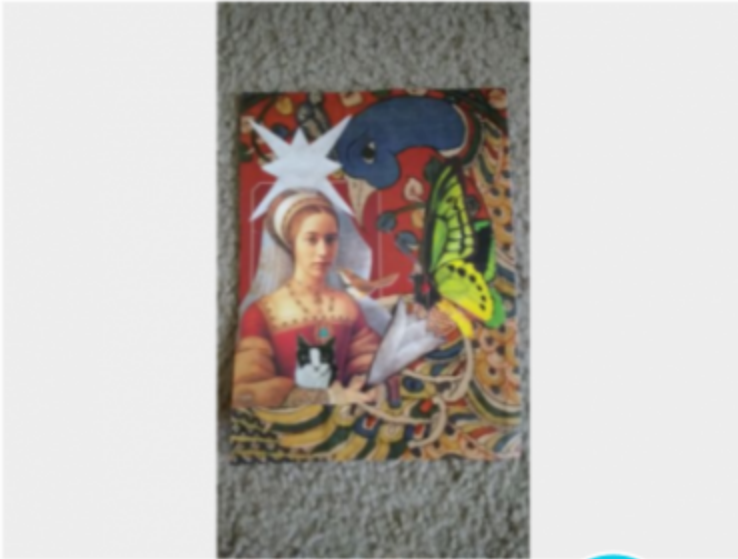
Step 1. Open and View the Event you want to preserve.

Step 2

Click on the calendar you have.

Fremont Abbey
JULY 27th, 2024 - 8:00 PM to 9:00 PM

Join us for summer movie nights at the Abby. Bring chairs and refreshments!



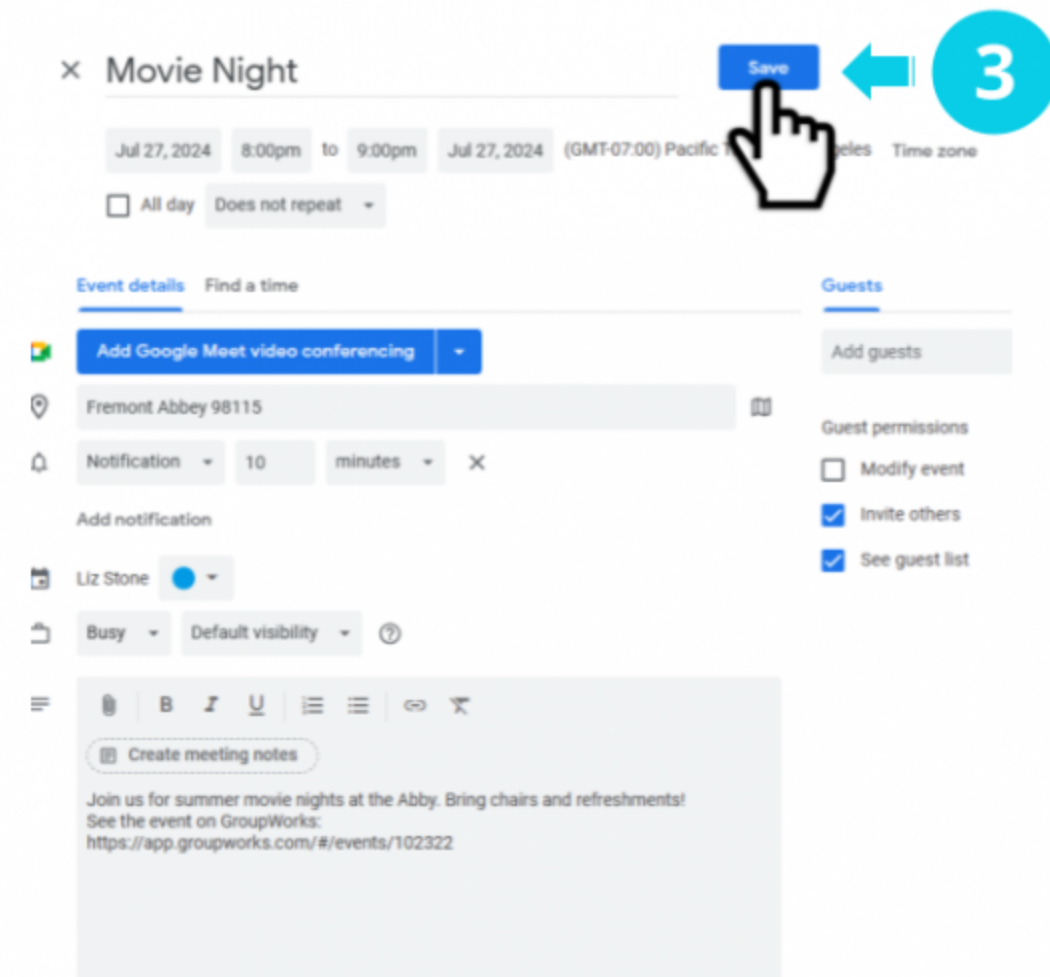
Add event to: [Outlook](#), [iCal](#), [Google Calendar](#)



Step 2. Click on the calendar you have.

Step 3

Be sure to click “Save” in the Calendar window that opens.



Step 3. This is how it looks in Google Calendar. Be sure to click “Save” in the Calendar window that opens.

Note: Images or files associated with the Event are not saved to the Calendar entry. Only the Title, Date, Time Location and Description are displayed.

RELATED HOW TO'S

[Preserve Your Group's Content & Files](#)

[Save Your Group's Posts](#)