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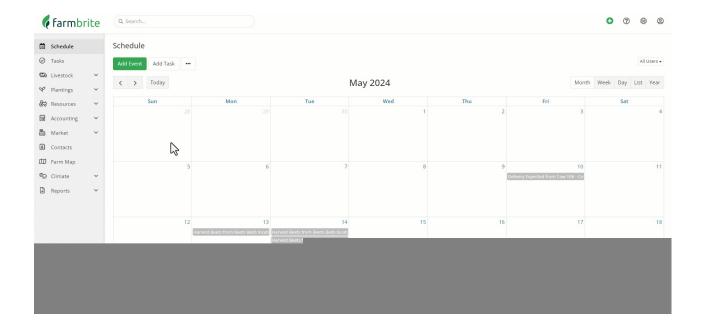
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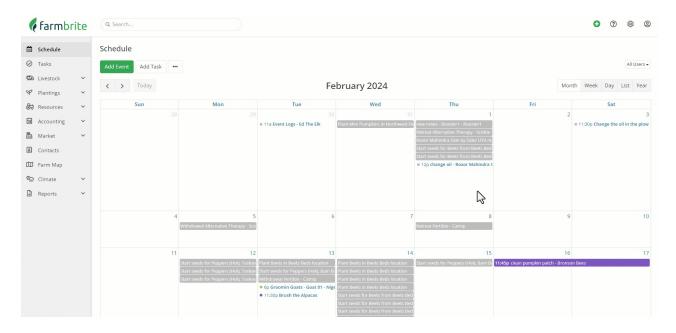
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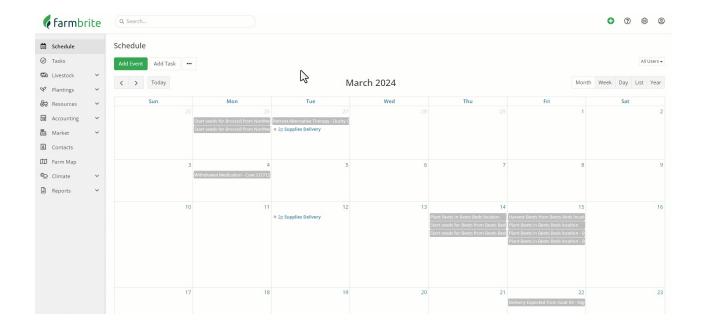
## **Views**

If you'd like to see the calendar over a different period of time, you'll find selections for day, week, month, and year in the upper right.



## **Adding Tasks to Your Schedule**

You'll also find an option to add Tasks to your Farmbrite schedule. A task is similar to an event, but you'll have additional fields to track time spent, add map locations, and create sub-tasks in a checklist. You can read all about creating tasks in this help article for a full walkthrough. Overall, it's up to you if you'd like to use events, tasks, or a combination of both on your Schedule.



## Sync your calendar

You Farmbrite calendar can be synced with your Google, Apple, or Microsoft calendars. You can read all about how to do that here. This sync can be manual, where you download your Farmbrite events and then upload them to your other calendar, or can be connected and integrated to display all events automatically.

Still need help? Contact us here.