

Destiny Calendar Setup

Do this before school starts so that due dates are adjusted.

1. Go to the **Back Office** tab, then chose the **Calendar / Hours** option.

Today						
<< September 2008 >>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Closed	2	3	4	5	6 Closed
7 Closed	8	9	10	11	12	13 Closed
14 Closed	15	16	17	18	19	20 Closed
21 Closed	22	23	24	25	26 Closed	27 Closed
28 Closed	29	30				

Closed: [Sundays, Saturdays](#) Hours: [8:00 AM - 4:00 PM](#) [View 2008](#)

2. Click on each day of each month that your library will be closed. This will automatically change that day to “Closed.”
3. Your calendar should already be set as closed on Saturdays and Sundays, but if not, click on the hyperlinked message in the bottom left-hand corner of the calendar and check off the appropriate closed days.