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.

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.