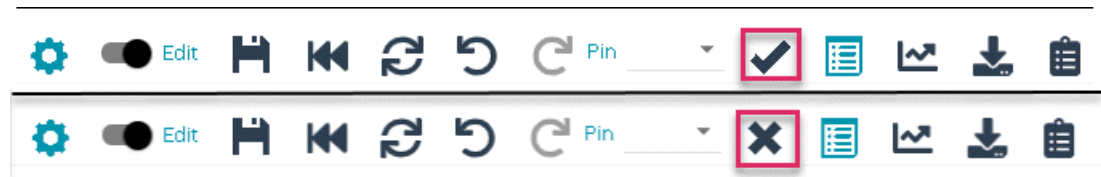# Publish or unpublish a schedule

1. Within the schedule screen, click the slider to allow **Edit**.

2. Click the **tick** to publish the schedule. (Lower example)

3. If the schedule is already published, click the **cross** to unpublish. (Upper example)

4. Scheudles can also be published or unpublished from the **Schedule Calendar** screen as in the below picture.

5. Click the Green Tick to publish, or the red cross to unpublish.

6. The published status of each week can also be seen in the Dashboard