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*How to: Add a note to my calendar*

In addition to tracking workouts, Active Trainer can also record your notes on the calendar. Maybe you want to schedule a reminder for yourself for an important milestone in your training program or just record how you felt on a rest day. The note feature is perfect for recording this information.

## **Steps**

**(1)** To add a note to your calendar, simply select “Add a Note” from the Calendar Controls menu on the right side of your screen in any of the calendar views.

**(2)** The system will open a new screen to compose your note. You can also attach files to your note for easy reference.

**(3)** Click save when finished. The note will appear on your calendar.

## **Video Tutorial**

## Related Topics:

[<i>How to:</i> Schedule a planned workout to my calendar](#)

[<i>How to:</i> Customize a training plan after purchase](#)

## Need additional help?

If you have additional questions, please contact us at [trainingsupport@active.com](mailto:trainingsupport@active.com). We will respond to all questions in a timely manner.