# Merging Meetings in the Volunteer Toolkit (VTK)

Once you have set up a Year Plan with meeting dates, make sure that the 1st meeting you want on your meeting date is correctly on the Year Plan.

Select Add Badge/Journey to find the 2nd meeting that you want on your meeting date. When you add this meeting it will default to the end of your Year Plan.

When both meetings are on the Year Plan, select Manage Calendar.
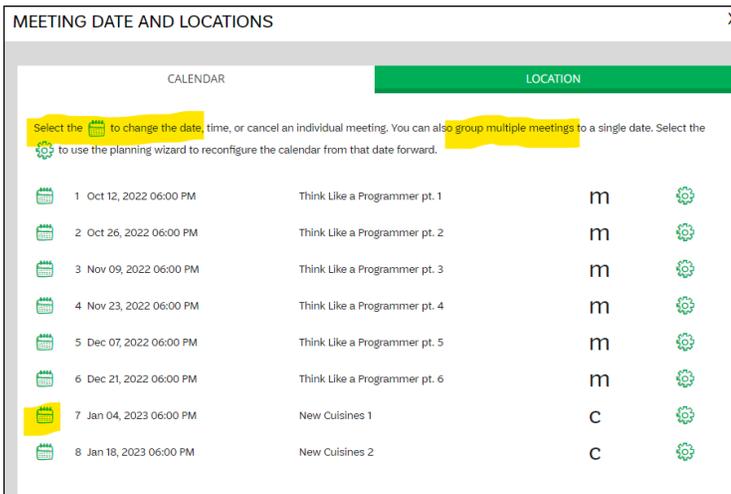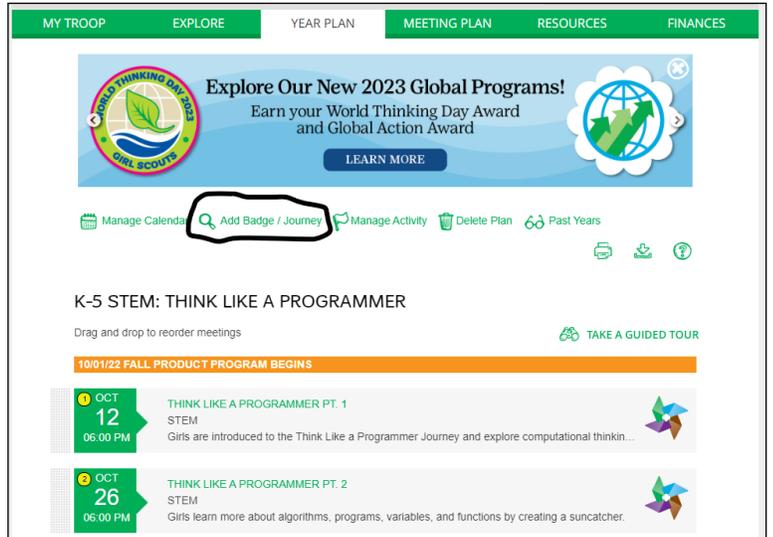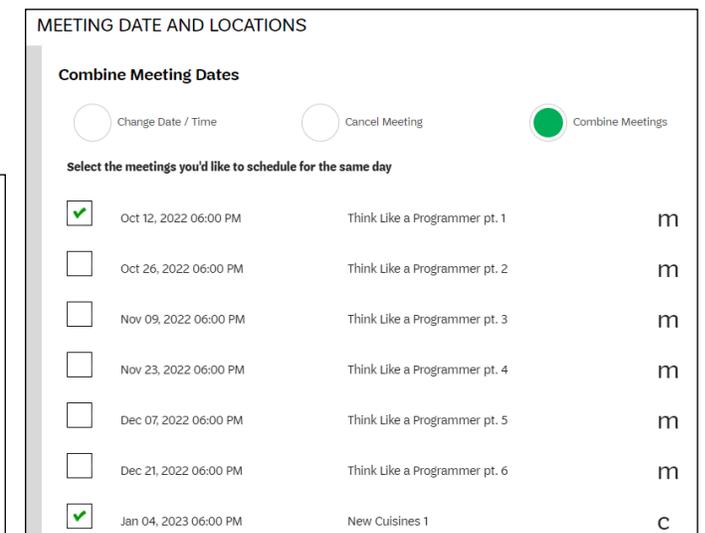

In the pop-up window, select the calendar icon to the left of one of your meetings.

On the next page, select the Combine Meetings button.

Then choose the 2 meetings you would like to combine. Scroll down to select Continue.

Select the date for your combined meeting and SAVE.

Both meetings will appear on the same date on your Year Plan but as separate entries.