



## ADDING AN EVENT TO THE CALENDAR

If you are logged into the **Front End** of the website....

Browse to the Calendar.

You can click on either the Plus Symbol (+) on the **Date** or the Add Event (in the Menu above the calendar) to add an event.

	
<p><b>+ Symbol on Date</b></p> <p>This will then automatically select the date in the 'add event' screen.</p>	<p><b>Add Event</b></p> <p>You will manually have to select the date in the 'add event' screen.</p>

### NOTE

If you are not an Administrator, your Event will need to be approved before it is published to the site.





## Add Event Screen

### Add Event

**Event Details**

Event Title

Event Description

**B** ***I*** **U**    

Category

Start Time:  
   At:

Event Date  
Duration:  
  Days  Hours  Minutes  
 All Day  
 No end date (Show start date only)

**Contact Details**

Contact Info

Email

URL

**Repeat Event**

Repeat Method  
 Don't repeat this event  
 Repeat every

Repeat End Date  
 No end date  
 End after  occurrence(s)  
 Repeat until:

**Other Details**

Picture File    
(20 KBytes limit - valid extensions : GIF PNG JPG JPEG )

**Administrative Options**




Event Approved

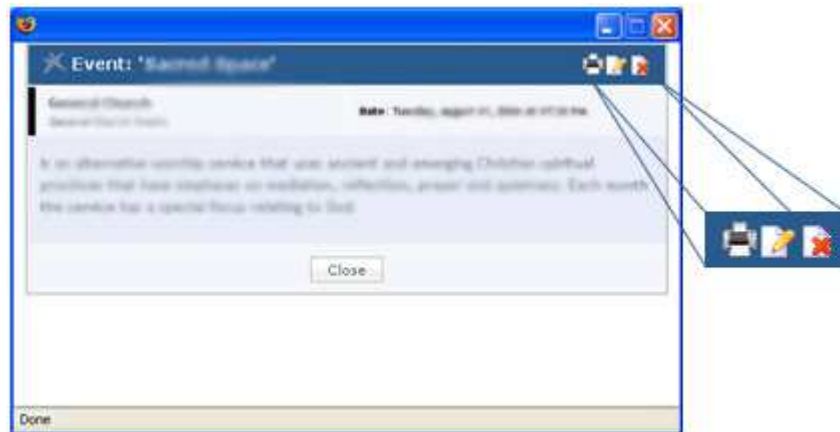
## EDITING THE CALENDAR

If you are logged into the **Front End** of the website....

Browse to the Calendar.

Browse to the Event you wish to edit/modify and click on the title.

A pop-up will appear with 3 icons in the top right hand side:  PRINT,  EDIT and  DELETE



**NOTE** If you are not an Administrator, you will not be able to delete and event.

Once you have chosen the **Edit Icon**, the event will open, and you are able to edit all the fields necessary. Once you have click '**Update Event**' at the bottom of the screen, the Event will be updated.

**NOTE** Again, if you are not an Administrator, your event will need to be approved before it is added/updated on the site.

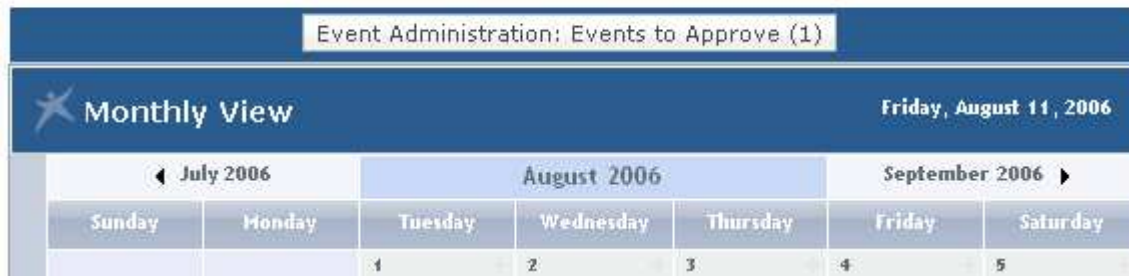
## CALENDAR FOR ADMINISTRATORS

If you are logged into the **Front End** of the website and are an Administrator: You can approve events that have been submitted by registered members of the website.

To approve an event...




Browse to the Calendar.

There will be a message, located at the top of the calendar that reads...  
"Event Administration: Events to Approve (1)"  
(1) = the number of events...



Simply click on this text. This will then take you to the list of "Event Administration: Events to Approve"

Click on the Event title to review the information and make any changes or

Click on the icons to the right to perform an 'action':  EDIT,  APPROVE or  DELETE.