

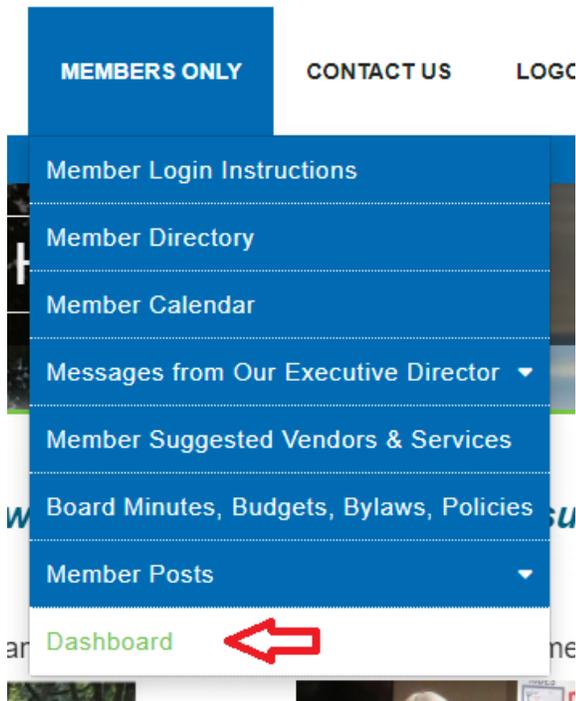
Adding a Calendar Event

This document describes the basic steps to add a new Calendar event to the Wider Horizon's web site. Not all features are described, so feel free to explore more advanced features, like adding images and URL links. For assistance, please contact:

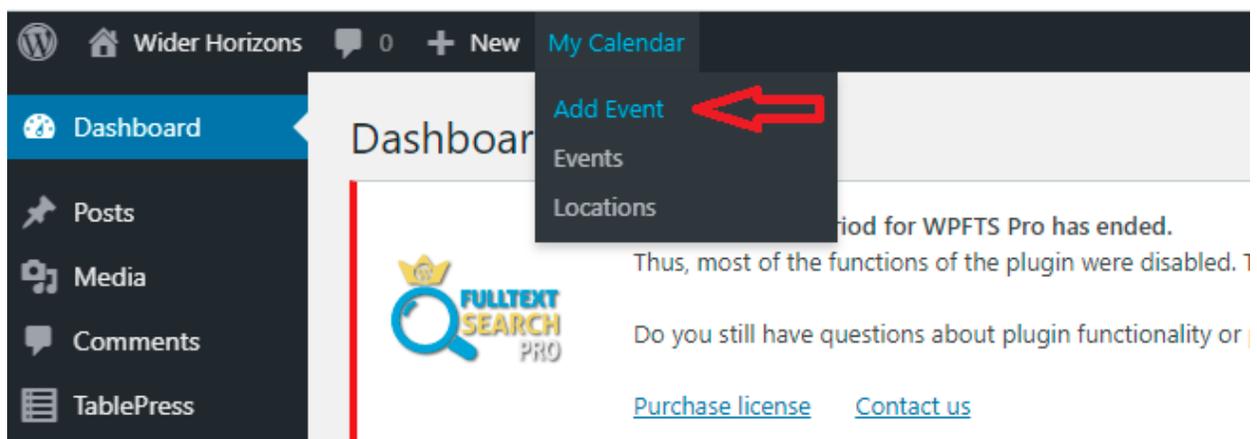
- Liz Ohlson, Pod 6 Gatherings, dlizzie_97@yahoo.com
- Eleanor Dills, Gardening Tours, Pod 7 Gatherings, Magazine Group, eleanordills@comcast.net
- Donna Sunkel, Warm for Winter, donnasunkel@gmail.com
- Bob Anderson, Fundraising Group, Tuesday Zoom, bobanderson6760@gmail.com
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- Nancy Robb, Book Group, robbsnrobb@msn.com
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- Kelly, General Calendar Help kellymarcum@gmail.com,
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First, make sure you are logged in.

Open the "Members Only" tab. Scroll down and click: "Dashboard"

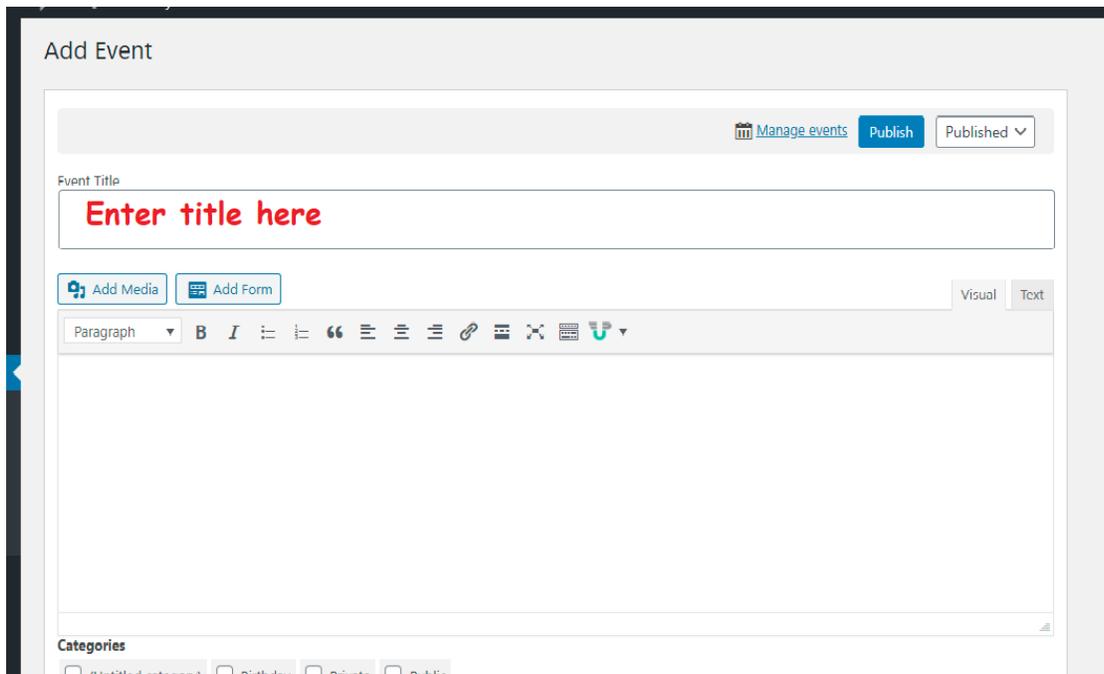


Look at top of page for "My Calendar". Click on "My Calendar" and then "Add Event" to add a new event.



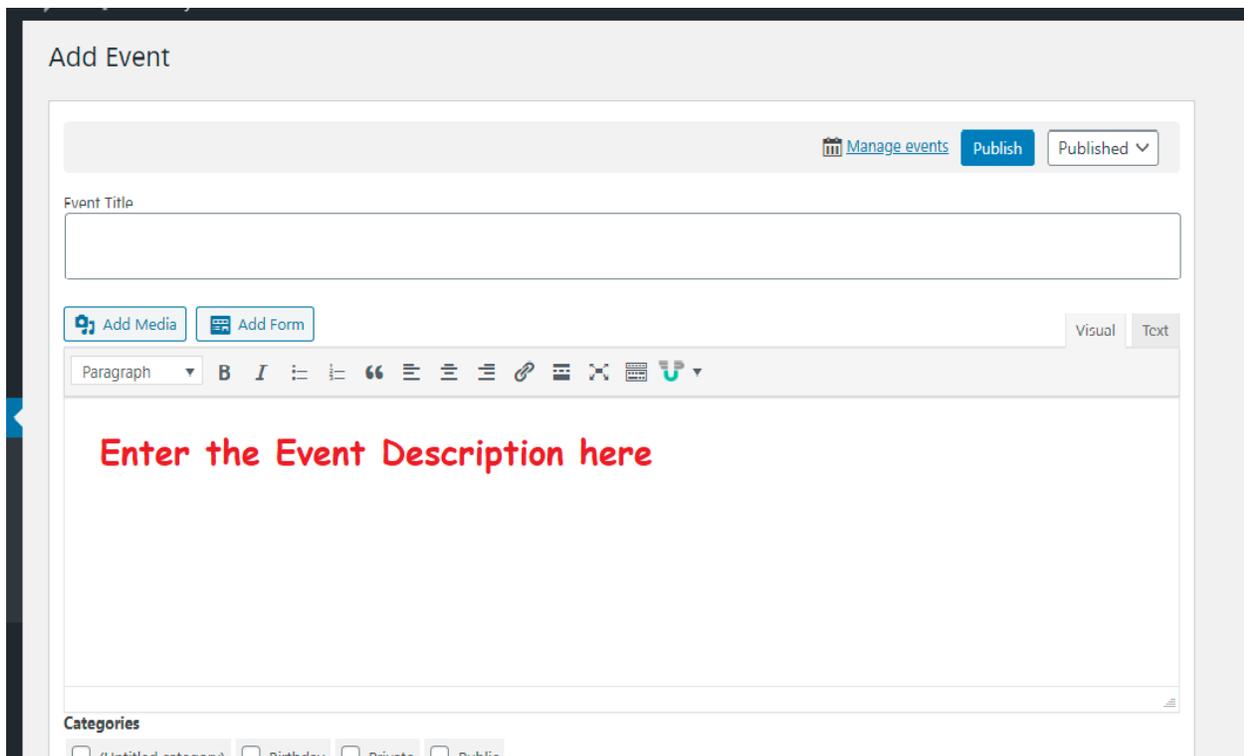
The "Add Event" form will display. Fill out the form as needed for your event.

EVENT TITLE: Enter the Event Title in the box marked “Event Title”.



The screenshot shows the 'Add Event' form. At the top right, there is a 'Manage events' link, a 'Publish' button, and a 'Published' dropdown menu. Below this is the 'Event Title' section, which contains a text input field with the placeholder text 'Enter title here' in red. Underneath the title field are two buttons: 'Add Media' and 'Add Form'. To the right of these buttons are 'Visual' and 'Text' tabs. Below the tabs is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, link, unlink, list, quote) and a dropdown menu currently set to 'Paragraph'. The main text area below the toolbar is empty. At the bottom, there is a 'Categories' section with several radio button options: '(Untitled category)', 'Birthday', 'Private', and 'Public'.

DESCRIPTION: In the larger text box, describe the event (when, where, with whom, and time).



The screenshot shows the 'Add Event' form. At the top right, there is a 'Manage events' link, a 'Publish' button, and a 'Published' dropdown menu. Below this is the 'Event Title' section, which contains an empty text input field. Underneath the title field are two buttons: 'Add Media' and 'Add Form'. To the right of these buttons are 'Visual' and 'Text' tabs. Below the tabs is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, link, unlink, list, quote) and a dropdown menu currently set to 'Paragraph'. The main text area below the toolbar contains the placeholder text 'Enter the Event Description here' in red. At the bottom, there is a 'Categories' section with several radio button options: '(Untitled category)', 'Birthday', 'Private', and 'Public'.

EVENT CATEGORY: Check the Category box for public or private.

Is your event Public or Private?

Categories

- (Untitled category) Birthday Private Public

DATE & TIME: Scroll down and enter your event's date and time. You can manually enter the date or click on the calendar control and select the date. Then add the event's "From" and "To" time. **NOTE:** Sometimes the time randomly shows as military time. Just try again.

Date and Time Enter the date

Date (YYYY-MM-DD) From To

All day event
 Hide end time

End Date (YYYY-MM-DD)

Enter start and end dates for each occurrence of the event.

2021 February

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
1	2	3	4	5	6	7
8	9	10	11	12	13	14

Today Clear Close

Repetition Pattern

Repeats times

Date and Time Enter the time

Date (YYYY-MM-DD) From To

All day event
 Hide end time

End Date (YYYY-MM-DD, optional)

Enter start and end dates/times for each occurrence of the event.

2:30 PM
2:45 PM
3:00 PM
3:15 PM
3:30 PM
3:45 PM
4:00 PM
4:15 PM
4:30 PM
4:45 PM
5:00 PM

Repetition Pattern

Repeats times, every

Your entry is the number of events after the first occurrence of the event.

REPETITION PATTERN: Repetition requires you to add the number of times after the first event. If it is a single event, don't do anything, and select the default "Does not occur." If it does repeat, change the default to either weekly or monthly. (*example: If the event repeats every week on the same day/time, enter: Repeats "1" times, every "7" "days"*).

Repetition Pattern **Does your event repeat?**

Repeats times, every

Your entry is the number of events after the first occurrence of the event: a recurrence of 2 means the event will happen three times.

If the event schedule is irregular, enter the next dates manually.

Date and Time

Date (YYYY-MM-DD) From To

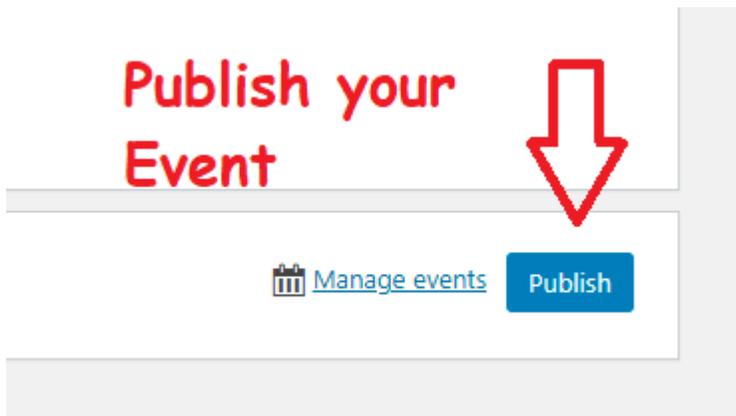
All day event
 Hide end time

End Date (YYYY-MM-DD, optional)

Enter start and end dates/times for each occurrence of the event.

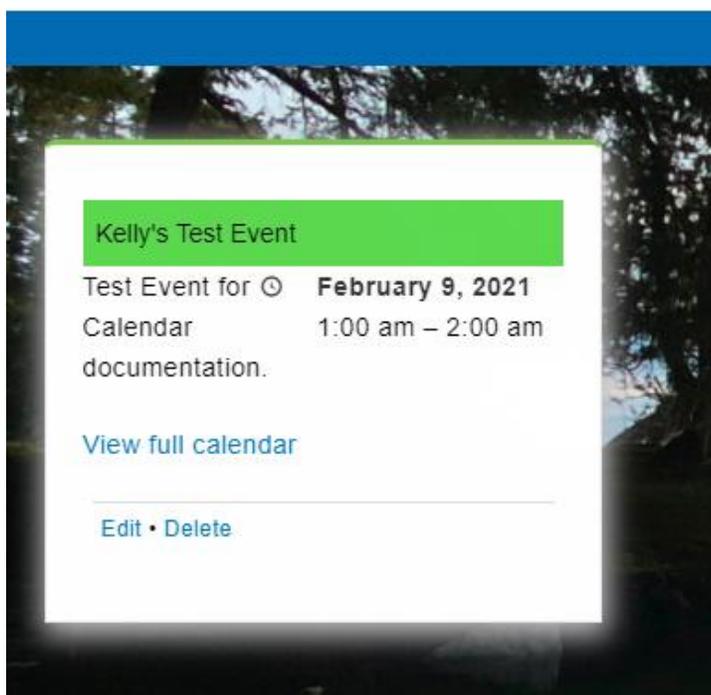
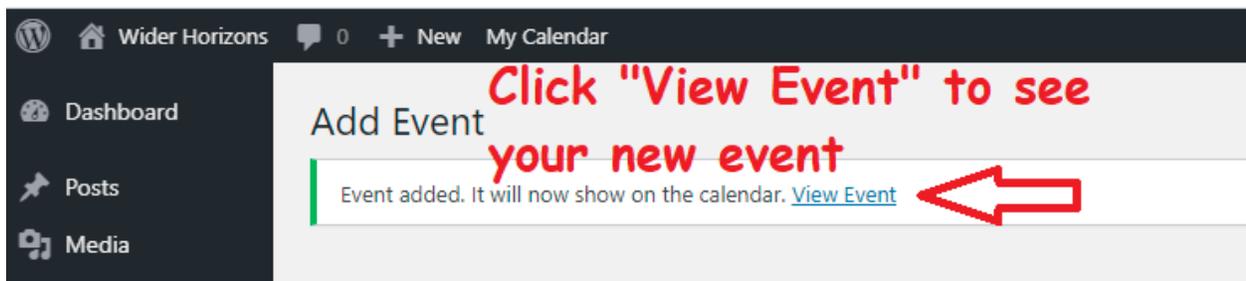
Add irregular event occurrences here.

LAST STEP: Publish your event. Click the “Publish” button to add your event to the Wider Horizon’s Calendar.



CONGRATULATIONS!!! Your event is published!!!

To view your new event, click the “View Event” link.



You can now View the Full Calendar, Edit or Delete your new event.

For general assistance, please contact:

- Kelly, kelymarcum@gmail.com, 206.794.1310