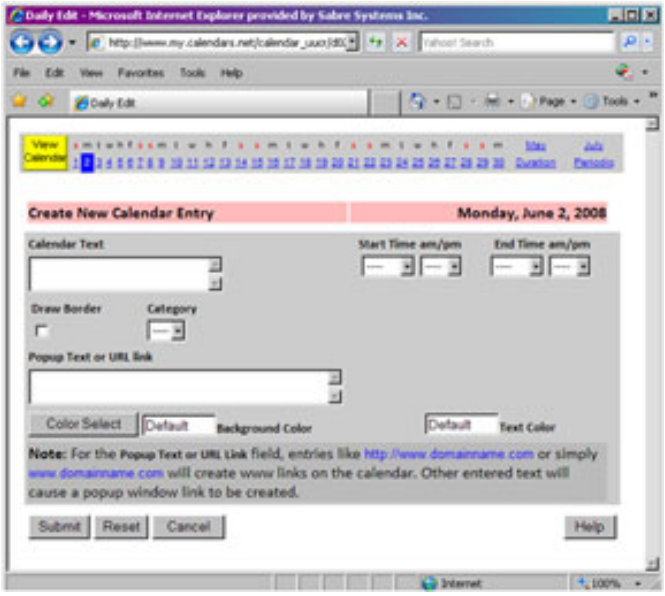
Adding Events to the Web Calendar

Because the Restoration web page is public, the calendar must be protected from outside access. All Ministry Conveners and Board members should have, in their possession, the user name and password to access the Restoration Monthly Meeting Calendar on www.uurestoration.us. If you wish to add an event and do not have the user name/password, contact the Church Administrative Assistant, Webmaster or your Ministry Convener. You may view the calendar in the default "Block" view or select "List" or "Condensed" as you choose.



1. **To Add a One-Time Event:** Click on the month link at the top of the page to navigate to the month where you wish to add an event. Then click on the day link or the "Daily" link after "Add Events:" in the grey box at the top of the page. A log-in box will appear. Add the user name/password information. A new window opens.

   Click on "Create" link that is right under the yellow "View Calendar" link.[1] Enter the text for your event in the "Calendar Text" box. If you wish to add more text than will easily fit onto the calendar itself, you can add text as well in the "Popup Text or URL link" box. Enter information in the "Start Time am/pm" and "End Time am/pm" boxes. If you wish a border around your event listing, check the "Draw Border" box. If you wish to make your calendar event a color for added attention, click on the "Color Selection" button and choose a color for the background and text.

   If you wish to add another one-time event, click on the new date in the banner at the top of the page. When finished, click the "Submit" button and then click on the yellow "View Calendar" button in the top-left corner.

2. **To Add a Periodic Event:** On the pop-up window pictured above, click the link for "periodic" at the top-right. Click the "Create" link that's under the yellow "View Calendar" button. Follow the same directions as above. Then fill in the "From:" and "Until:" dates. Select the proper Date(s) beneath each "From:" and "Until:". Some periodic events may be difficult to categorize and will have to be input manually.

3. **To Add an Event for a Specific Duration:** If you have an event that involves every day for a period of time, you may want to create a Duration Event. Click on the "Duration" link in the top-right corner of the pop-up window. Click the "Create" link and fill in the rest of the page following the instructions in #1.

[1] If there are no events already on selected date, there will be no "create" link.

4. **To Edit an Existing Event:** On the pop-up window, click the “Edit” link beside the event and input your changes. Click the “Submit” button at the bottom of the page and then the yellow “View Calendar” button at the top.

5. **To Delete an Existing Event:** On the pop-up page, click the “scissors” graphic on the right side of the table to eliminate the event from the calendar.