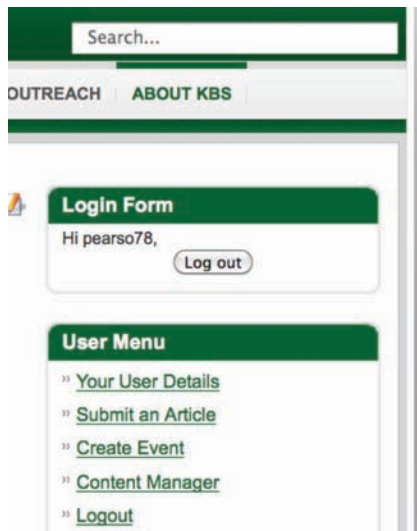


Adding Events to the Web Calendar:

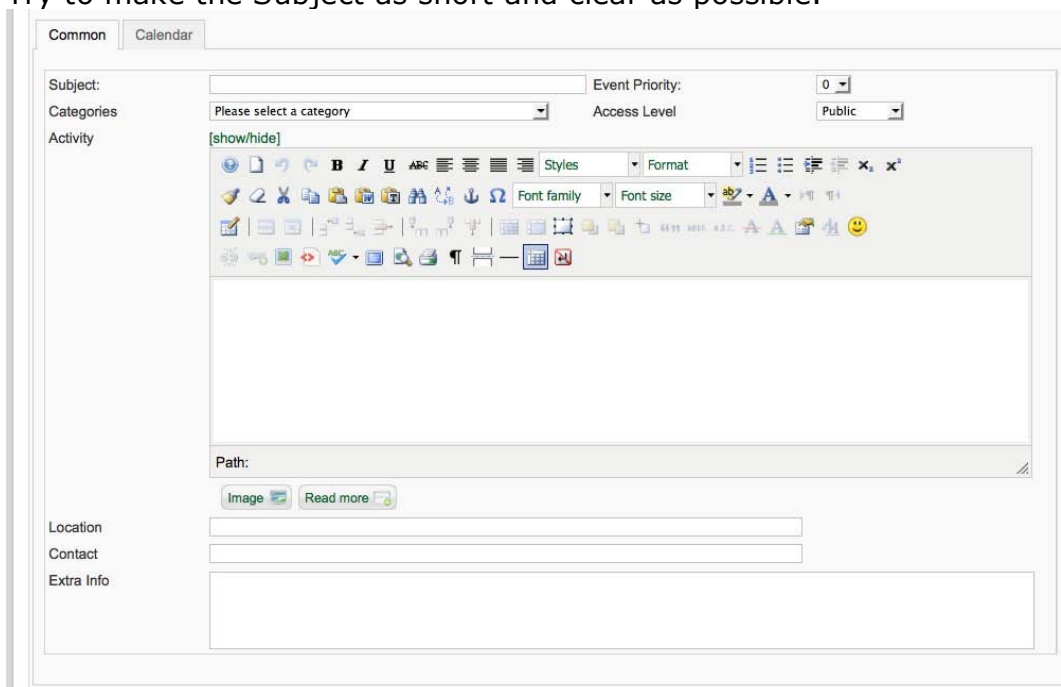


To create a new event, you'll need to go to the Login page.

One of the selections in the User Menu box is "**Create Event.**" Click that link.

Posting an event is a two-step process—in the first step you fill in the information and assign it a category from the pull down menu.

Try to make the Subject as short and clear as possible.

A screenshot of the "Create Event" form interface. The form is divided into two tabs: "Common" and "Calendar". The "Common" tab is active. The form contains several fields and a rich text editor. The "Subject" field is empty. The "Event Priority" dropdown is set to "0". The "Categories" dropdown is set to "Please select a category". The "Access Level" dropdown is set to "Public". The "Activity" field is empty. The rich text editor has a toolbar with various icons for text formatting, alignment, and insertion. Below the rich text editor is a "Path" field. At the bottom of the form, there are three more fields: "Location", "Contact", and "Extra Info", all of which are empty. There are also "Image" and "Read more" buttons near the "Path" field.

In the second step, you choose dates.

JEvents Edit Event Save Cancel

You are editing an event.
If you save this it will generate a new set of repetitions and delete all existing repeats and exceptions.

Common | **Calendar**

Start, End, Duration

All day Event or Unspecified time 12 Hour

Start date

2009-06-04 Start Time 07:23 am pm

End date

2009-06-04 End Time 04:47 am pm

Repeat type

No Repeat Daily Weekly Monthly Yearly

Once you have saved your new event, it may seem to disappear. That's because unless you are one of the users that has "superpowers" enabled on the calendar, your event has to be approved by one of the web editors.

This is mostly to have a second set of eyes look and make sure that everything is spelled correctly and there are no embarrassing typos before your event goes live on the internet.

Your event will be approved within 24 hours of posting.

You don't need to email the web editors—an automatic notification email is generated once a new event is submitted.