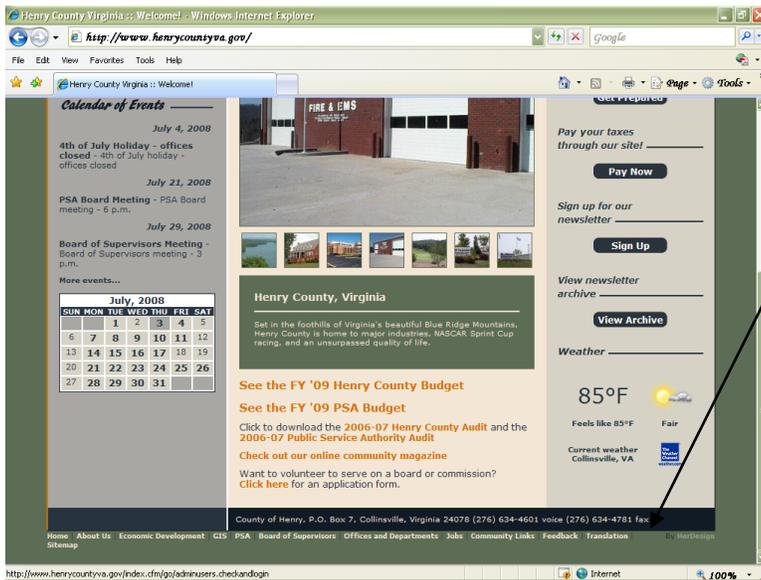
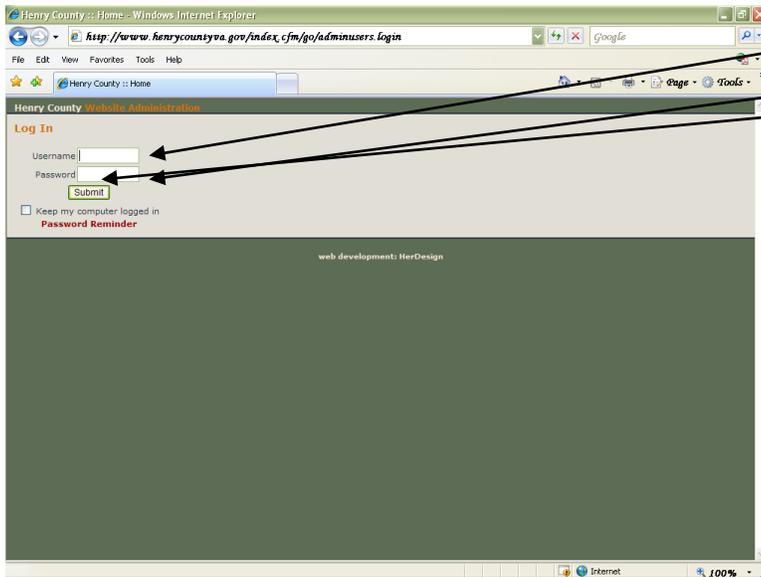


How to Enter an Event on the Calendar

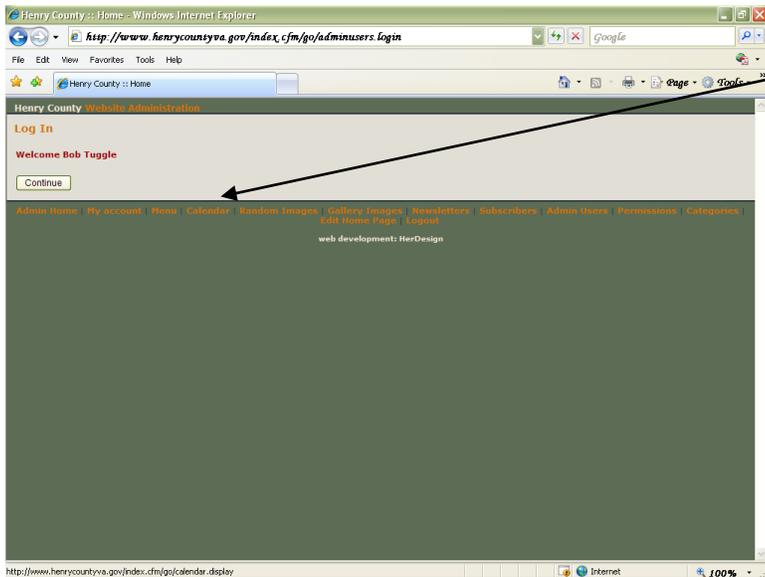


Click to the left of HerDesign in the bottom right corner.

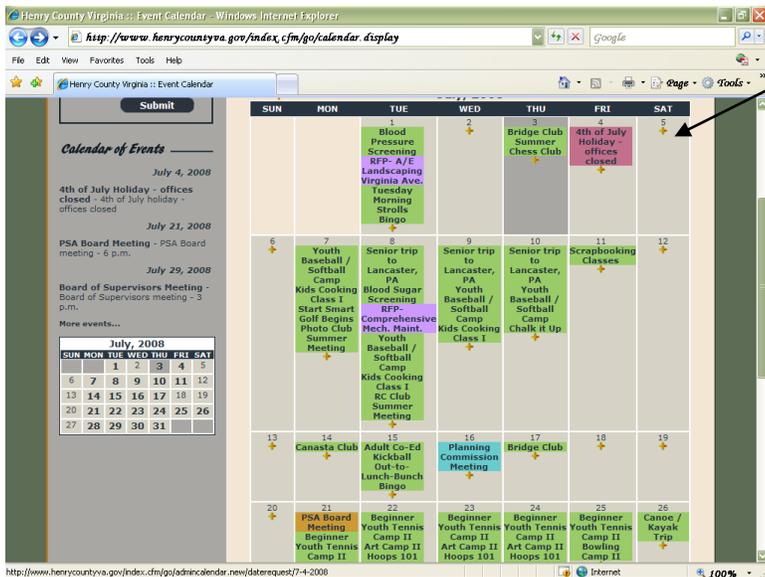
The cursor will turn into a hand when you are over the hidden link.



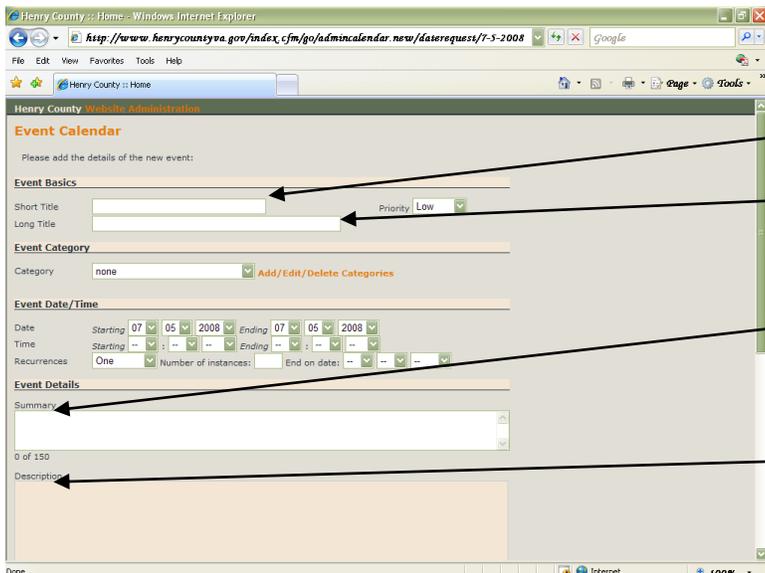
Enter **USERNAME**
PASSWORD
Click **SUBMIT**



Choose Calendar



Click on the + on the date that you want to enter an event



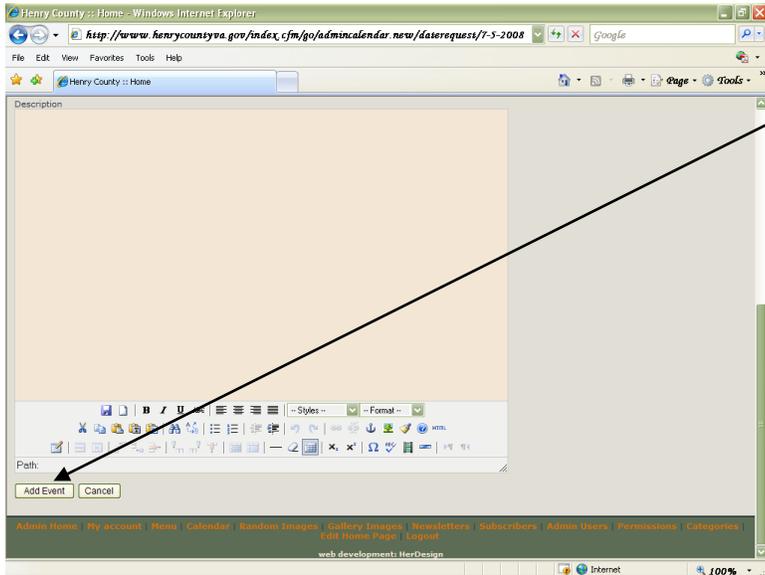
Enter the requested information.

Short Title shows on the calendar.

Long Title shows on the page when you click on the event.

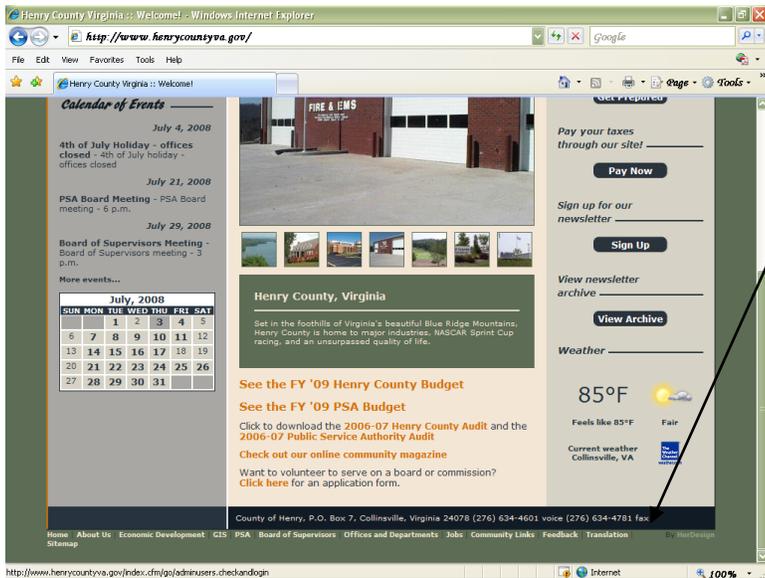
Summary shows on the Calendar of Events located to the left on the main Website page.

Description shows on the page when you click on the event.



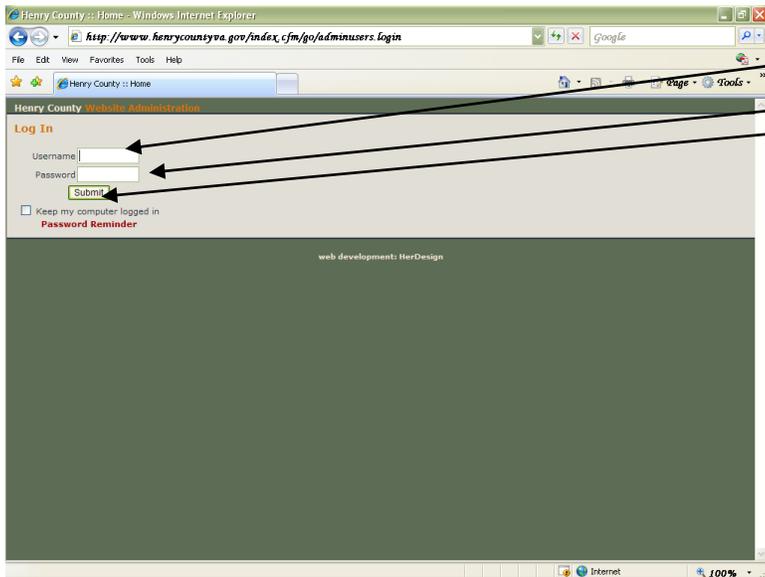
Click on ADD EVENT

How to Edit Calendar on Web Site

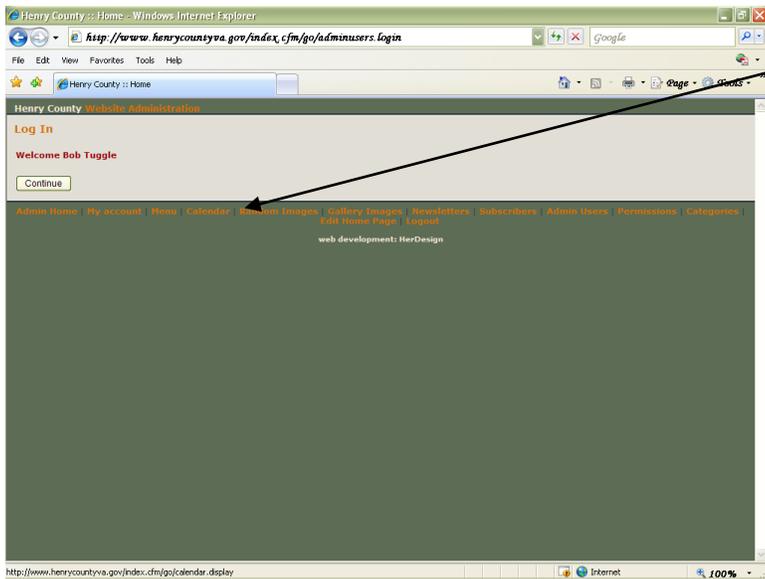


Click to the left of HerDesign in the bottom right corner.

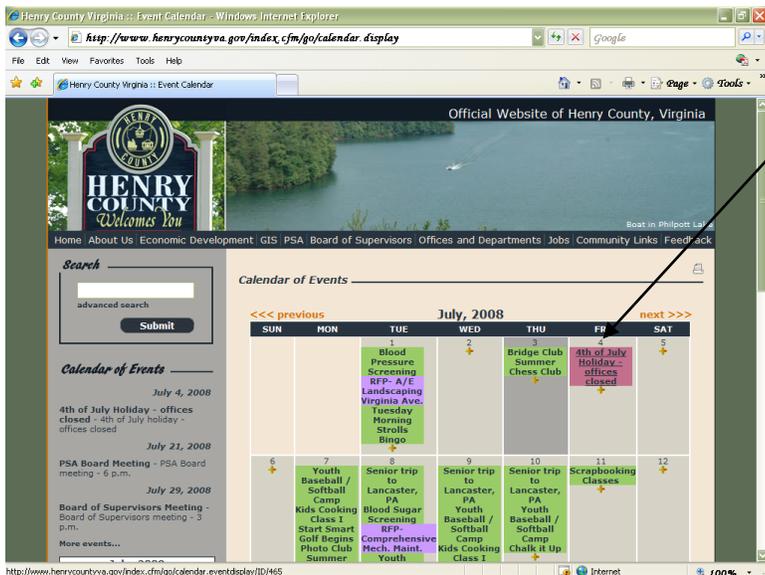
The cursor will turn into a hand when you are over the hidden link.



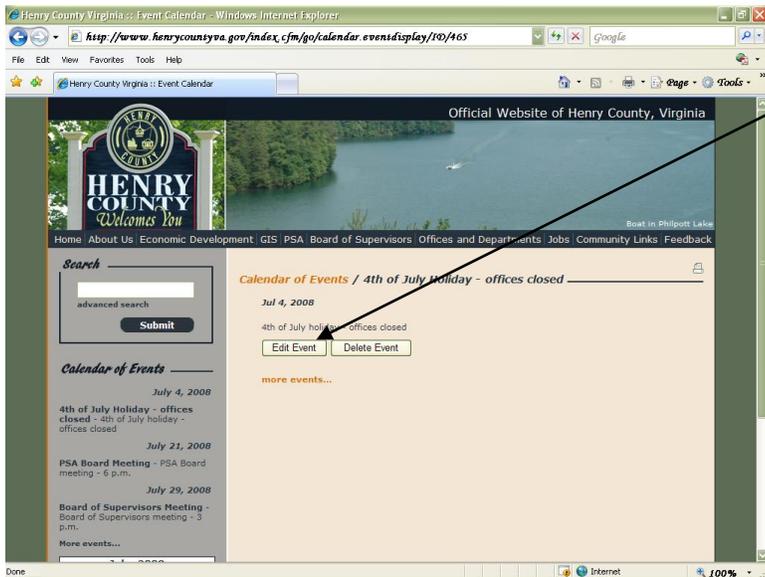
Enter **USERNAME**
PASSWORD
 Click **SUBMIT**



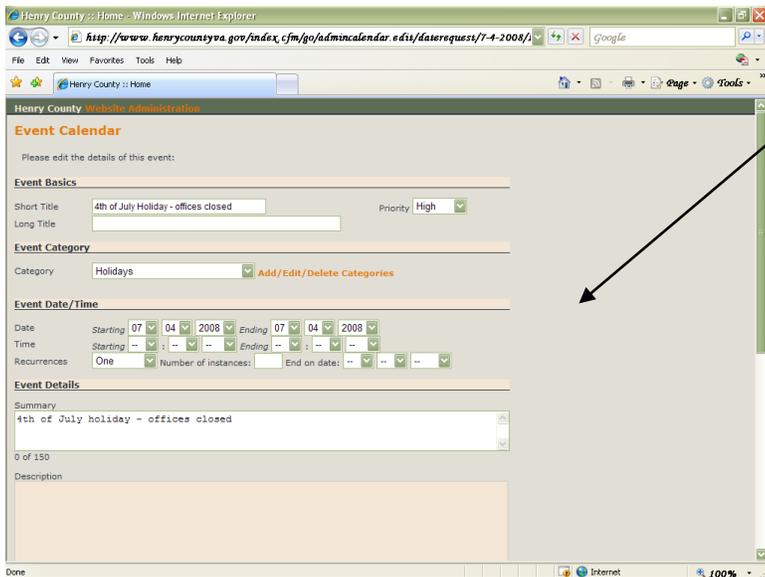
Choose Calendar



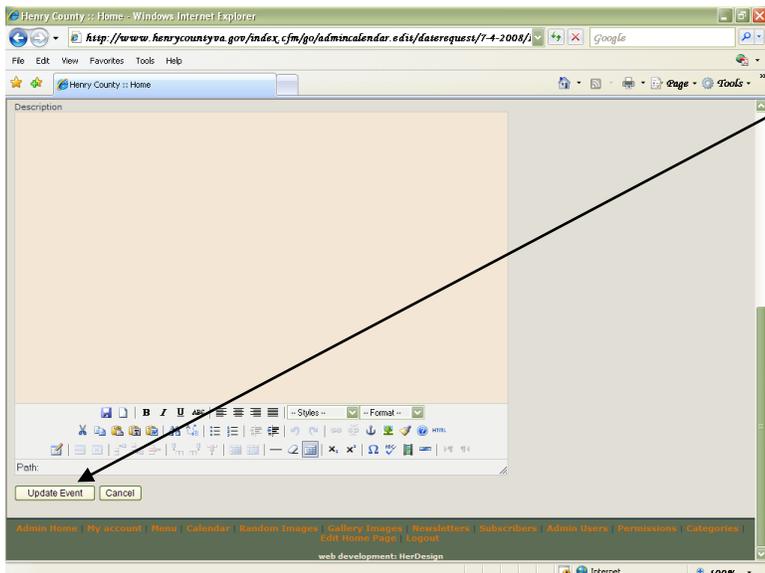
Click on the event on the date that you want to edit an event



Click on **EDIT EVENT**



Change the information on the form.



Click on **UPDATE EVENT**