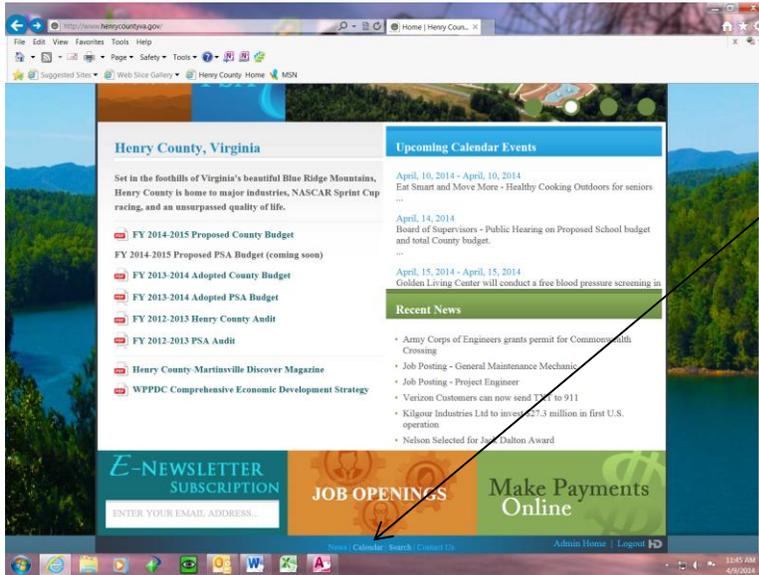
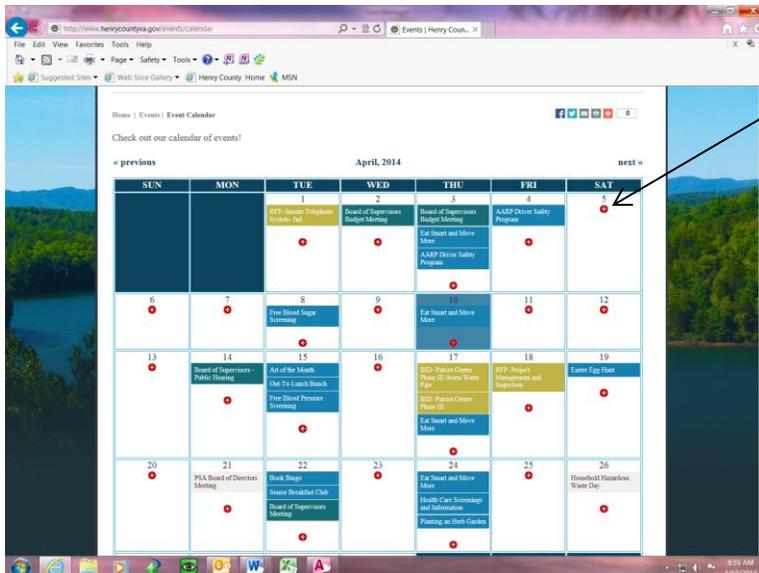


# How Do I Enter an Event on the Calendar

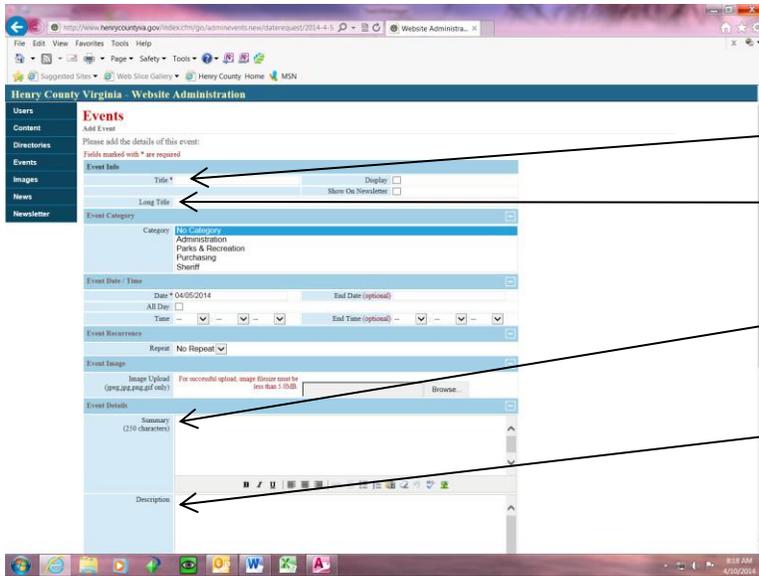


Login to the website

Click on Calendar



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



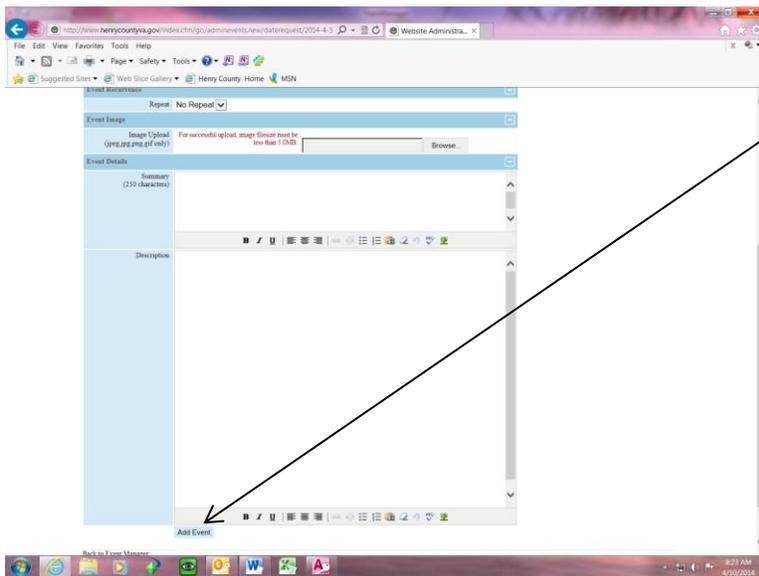
Enter the requested information

Title shows on the calendar

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

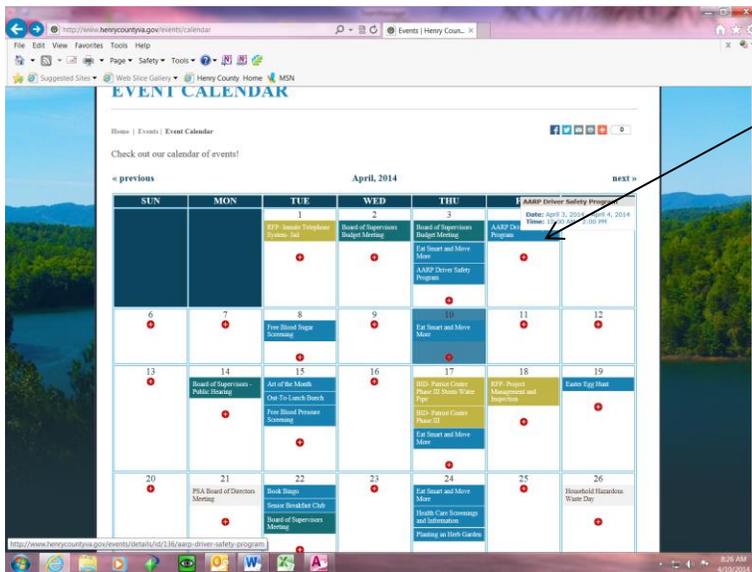
Summary shows on the Calendar of Events

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

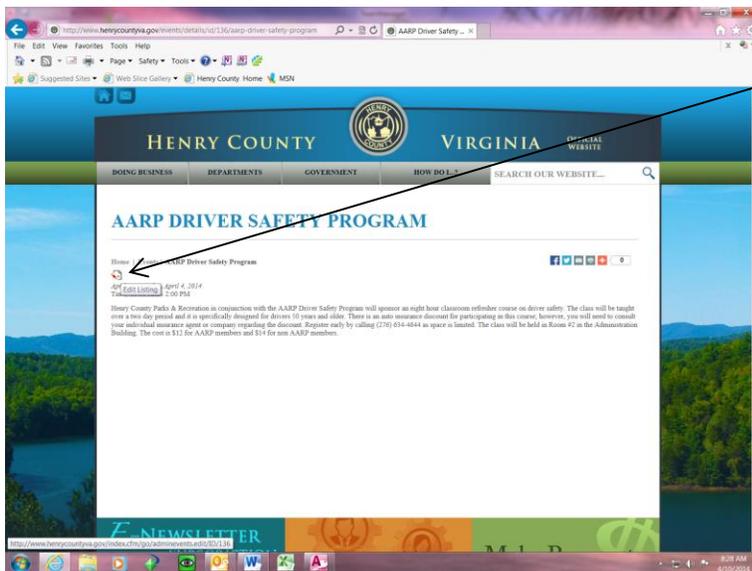


Scroll down the page and click on ADD EVENT

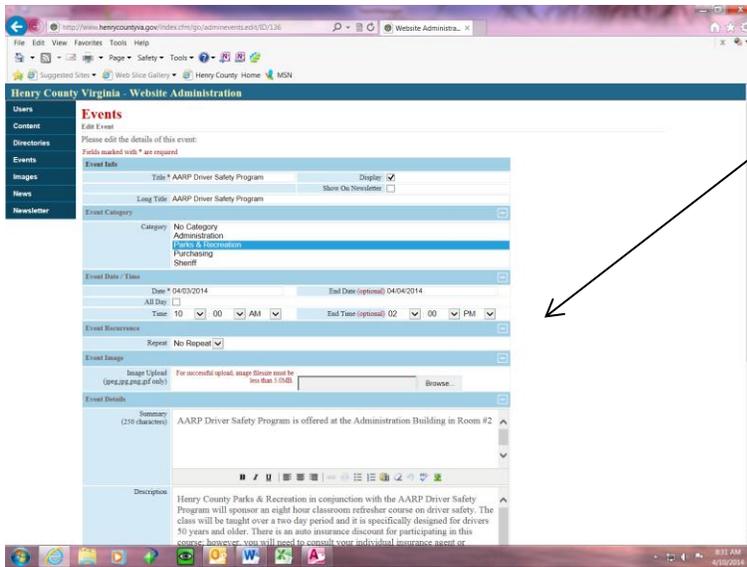
# How to Edit Calendar on Web Site



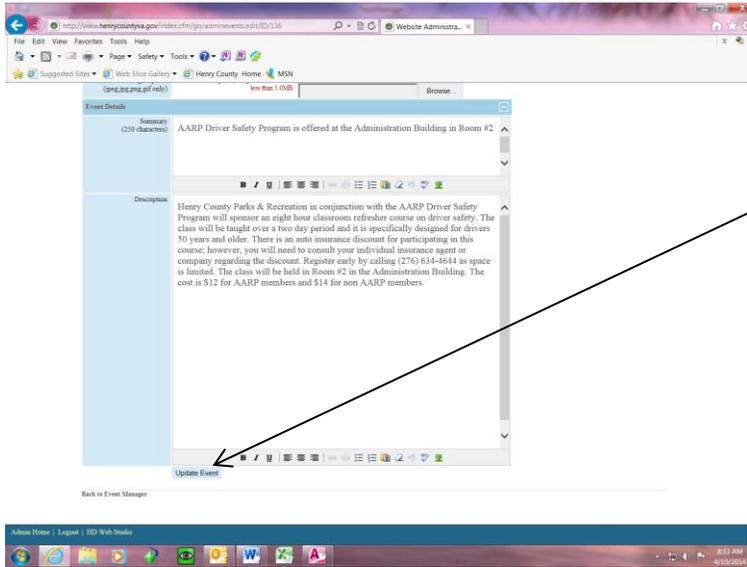
Click on the event on the date that you want to edit



Click Edit Listing button



Make changes on the form



Scroll to the bottom of the page after editing is completed.

Click on Update Event