



Seniors **Events** Calendar

How to insert events - Guide



1. Log in into your area of the calendar with your username and password
2. In order to start inserting events, click on **ADD NEW** tab
3. Then proceed filling the slots with the relevant information about your event





A screenshot of a web application interface for managing a calendar. At the top, there is a search bar with a dropdown menu set to 'contains', an empty search input field, and 'Search' and 'Show' buttons. Below the search bar, there is a 'Records Per Page' dropdown menu set to '20'. A red arrow points from the top of the page down to the 'Add new' button. Below the 'Records Per Page' dropdown are three buttons: 'Add new', 'Delete selected', and 'Print selected'. At the bottom, there is a table header with columns: 'Start Date' (with an upward arrow), 'End Date', 'Name of Event', 'Recurrent Event', and 'Comment'.



1. Fill the slots with information relevant to your event
2. Always **SAVE** your information
3. Click on the calendar icon to insert the dates (as below)
4. Use the Editor's icons as in MS Word

Calendar of Events, Add a new Event



Name of Event (no html)	<input type="text"/>
Start Date (pick a date)	12 <input type="button" value="v"/> May <input type="button" value="v"/> 2009 <input type="button" value="v"/>  
End Date (pick a date)	<input type="button" value="v"/> <input type="button" value="v"/> <input type="button" value="v"/>  
Start Time (enter HH:MM)	<input type="text"/>
End Time (enter HH:MM)	<input type="text"/>



Description of
Event
(WYSIWYG editor)





To insert picture, click on this icon and upload pictures form your computer.

Insert a Link


Insert Table

Calendar of Events, Add a new Event

Save Reset Back to list

Name of Event (no html)	<input type="text"/>
Start Date (pick a date)	12 May 2009  *
End Date (pick a date)	<input type="text"/> <input type="text"/> <input type="text"/> 
Start Time (enter HH:MM)	<input type="text"/>
End Time (enter HH:MM)	<input type="text"/>

Description of Event
(WYSIWYG editor)



The image shows a WYSIWYG editor toolbar with various icons. Three red arrows point to specific icons: the first arrow points to the 'Insert Image' icon (a picture of a landscape), the second arrow points to the 'Insert Link' icon (a chain link), and the third arrow points to the 'Insert Table' icon (a grid).



Inserting Google Map – Copy the embed link as marked below and paste into ADDRESS MAP in your event form.

The map links directly with Google and will help people find the event venue.

Print Send Link

Paste link in **email** or **IM**

http://maps.google.com.au/maps?f=q&source=s_q&hl=en&geo

Paste HTML to embed in website

```
<iframe width="425" height="350" frameborder="0" scrolling="no"
```

[Customise and preview embedded map](#)

Parliament House



PUBLISHED – allows you to decide WHEN you wish your event is to become visible. You MUST choose YES or NO for your event to be saved corectly.

SAVE – saves your information in your own, hidden, password protected space on the calendar website

RESET – clears your form

BACK to the LIST - directs you back to your personal and separate area with all your events entries, published and not published.

Telephone Number (no html)	<input type="text"/>
Email (email address only - no html)	<input type="text"/>
Website (URL only - no html)	<input type="text"/>
Keywords (no html)	<input type="text"/>
Published (select y or n)	Please select <input type="button" value="v"/> * ←

⚠ - Required field

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