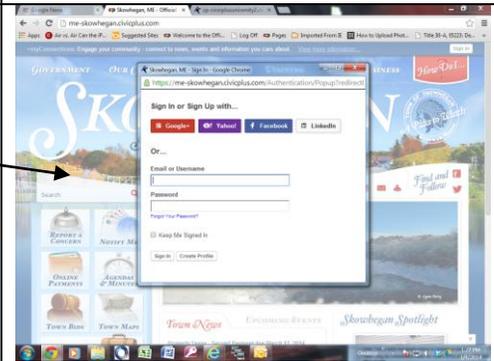


Starting page
Skowhegan.org

Click sign in Tab



Enter user name and password



If you are signed in you will see your name

Once Signed in you will see Modules show up. Click on Modules



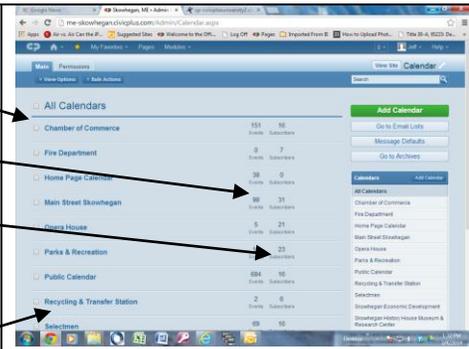
Yours will look different in that you will only see the modules that you have permission for.

Click on Calendar



This will list all calendars

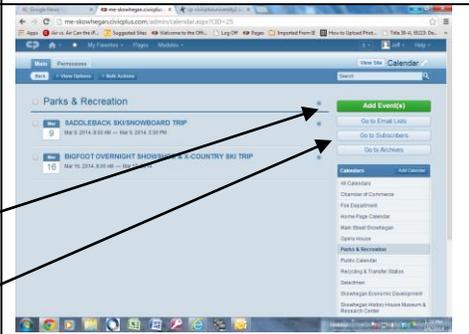
Here you can see all the calendars, How many events in the Calendar How Many have subscribed to your calendar



Pick your calendar you want to add an event to. Just click the name

This will show you all the events that you have online. To modify one click on the name of the event.

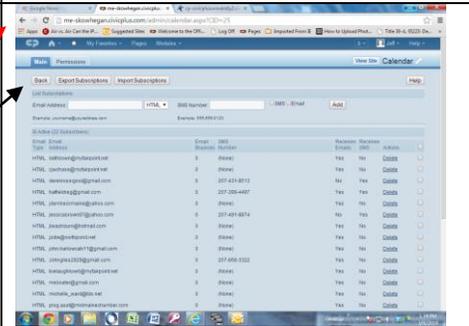
To add event, click Add Event If you want to see who is a subscriber click here



Subscribers are people who sign up to be sent a notice when a New event is added or changed.

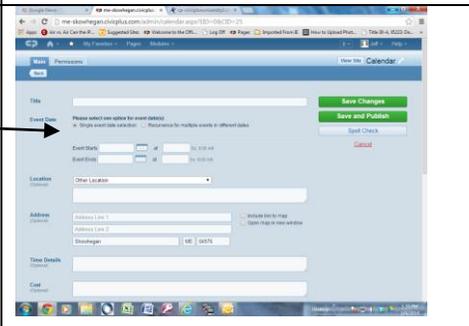
Also remember that when you want to return to the previous page click on back

Don't click the arrow up at the top



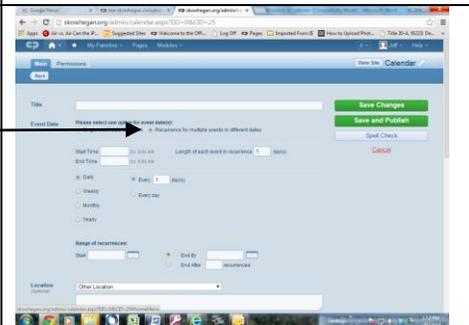
Add Event

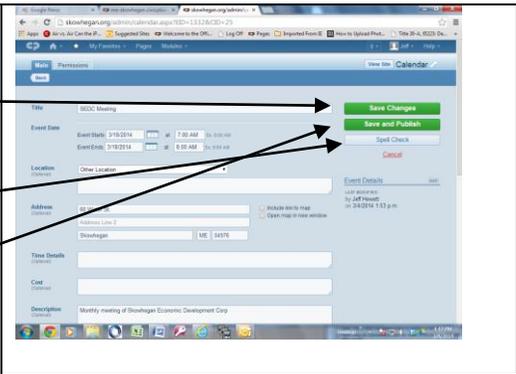
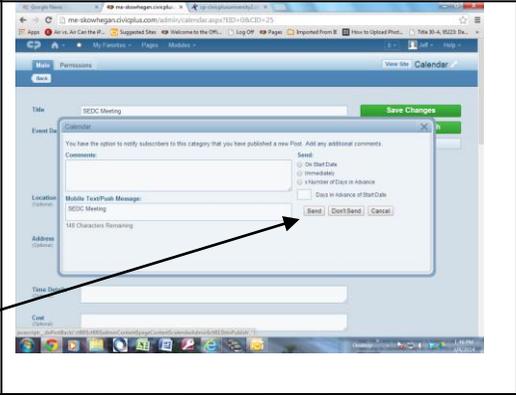
Fill in the form with as much info as you can. Title Is it one time or multi times



This is what you would see if you had clicked Recurrence for multi events in different dates

Then just fill out this section.



	<p>If you are not finished and want to finish later, click “save changes”</p> <p>One last thing to do before you are done click “Spell Check”</p> <p>If you are finished, then click “save and publish”</p>	
	<p>Once you save and publish, this section will open up.</p> <p>In the Comments section you can put a message for subscribers. Then you select if you want to send on start date of event, immediately, or # of days in advance.</p> <p>Then Click Send</p>	
	<p>Always check on it looks on the public side.</p>	