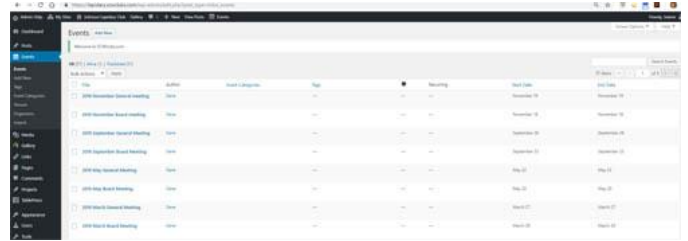


# EVENTS

Events will appear in the event calendar. Especially good for general and board meeting times. Use your site for official notification of meetings

Click Events, then click New event

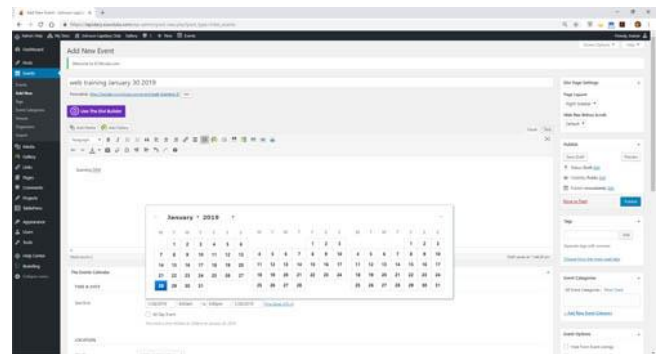


Give it a Name, (suggestion – put the date in the name making it easier to edit or delete)

Enter a short description or copy event title.

Enter the date, starting and ending times

Enter the venue google maps will be checked, uncheck Google maps, they do not work well in events (they work fine in pages). Click Publish



LOCATION

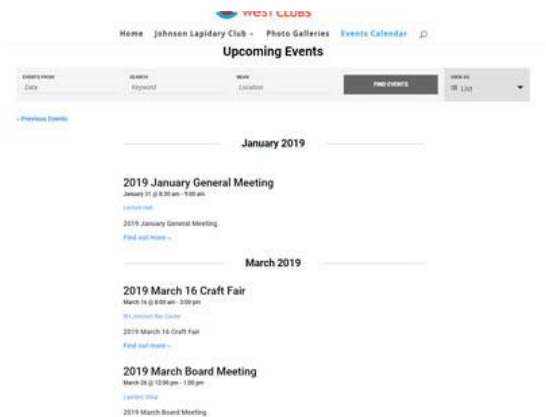
Venue:

Show Map:

Show Map Link:

ORGANIZERS

Our calendar will default to the list format. You can view by day or month by changing the view in the upper left corner.



Instructions by Gene Mitofsky