## **EVENTS**

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

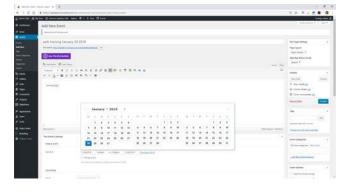
Click Events, then click New event

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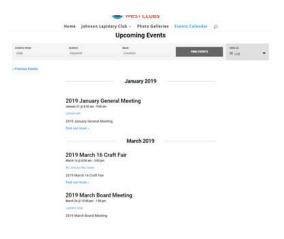
Give it a Name, (suggestion – put the date in the name making it easier to edit or delete) Enter a short description or copy event title.

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

Venue:	Create or Find a Venue 🔹
Show Map:	<ul> <li>Image: A set of the set of the</li></ul>
Show Map Link:	$\checkmark$



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