

Calendar Application Guide

There is a new web site calendar which displays events and allows members to easily post, delete and edit events.

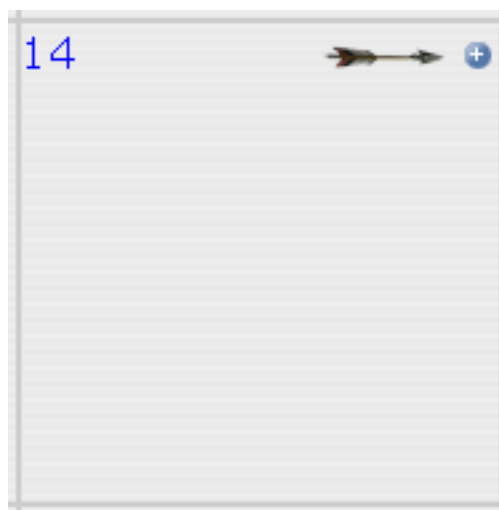
The calendar links back to the web site's home page by clicking on the blue banner at the top of the page.

Passwords: A password is not required to view the calendar. Editing the calendar requires a password to prevent other than members from accessing the edit features. The **username** and **password** combination is the same as the "**Members Area**" credentials on the PSMRC web site.

Recurring Events: may be posted in multiple days using the "**Add Event**" panel and the "**This event recurs**" check box together with the pull down menu [**Daily, Weekly** or **Monthly**] and the "**This many times**" check boxes. Since PSMRC events are posted largely absent of these prescribed patterns, and with varying descriptions, this feature has limited value.

Example: Add a single event on March 14th and edit the event.

For each day there is block where the events occurring that day may be detailed, for example March **14**th:



Click on the + sign bullet to add a new event or edit an existing event using the screen on the following page where the meeting times, title and description are input.

New Event: Create an event for March 14th by using the pull-down menu **Start Time & End Time** and entering the event's **Title & Description**.

03/14 - Add Event

Start Time: [09]: [00] [am]
>All day:
No Start Time:

End Time: [05]: [00] [pm]
No End Time:

This event recurs:
[Daily]
This many times:

Title: [Meeting]

[Link] [Bold] [Italic] [Image]

Description:
41 Lomar Park, [Unit#], Pepperell, MA

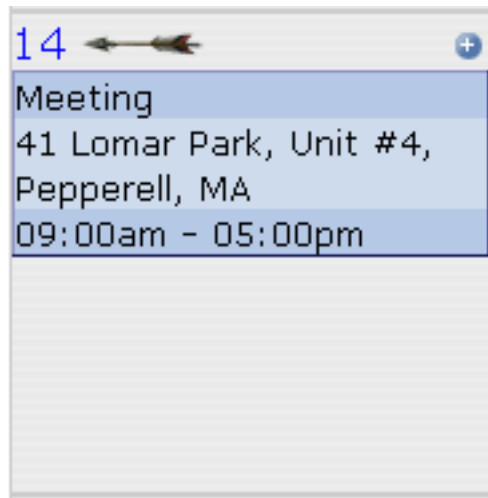
[Add Event]

Edit/Remove Events

[No events to edit.]

Click on "**Add Event**" and the event will instantly appear on the calendar.

New Event Display: The new entry for March 14th will show the meeting **Title** in the top blue bar, the meeting **Description** in the lighter blue background and and the **Time Period** of the event in the darker blue bar.



Navigation: Click on the day number [**14**] above to see details below. Click on the date "**2018 - March -> 14**" to return to the calendar page by clicking on the blue banner at the top of the page.

Select an Event to Edit or Delete: Click on the day's + sign bullet:



Go to the "**Edit/Remove Events**" block at the bottom of the screen and select the title to edit. This day has only one event. Click on "**Meeting**".

03/14 - Add Event

Start Time: :

>All day:

No Start Time:

End Time: :

No End Time:

This event recurs:

This many times:

Title:

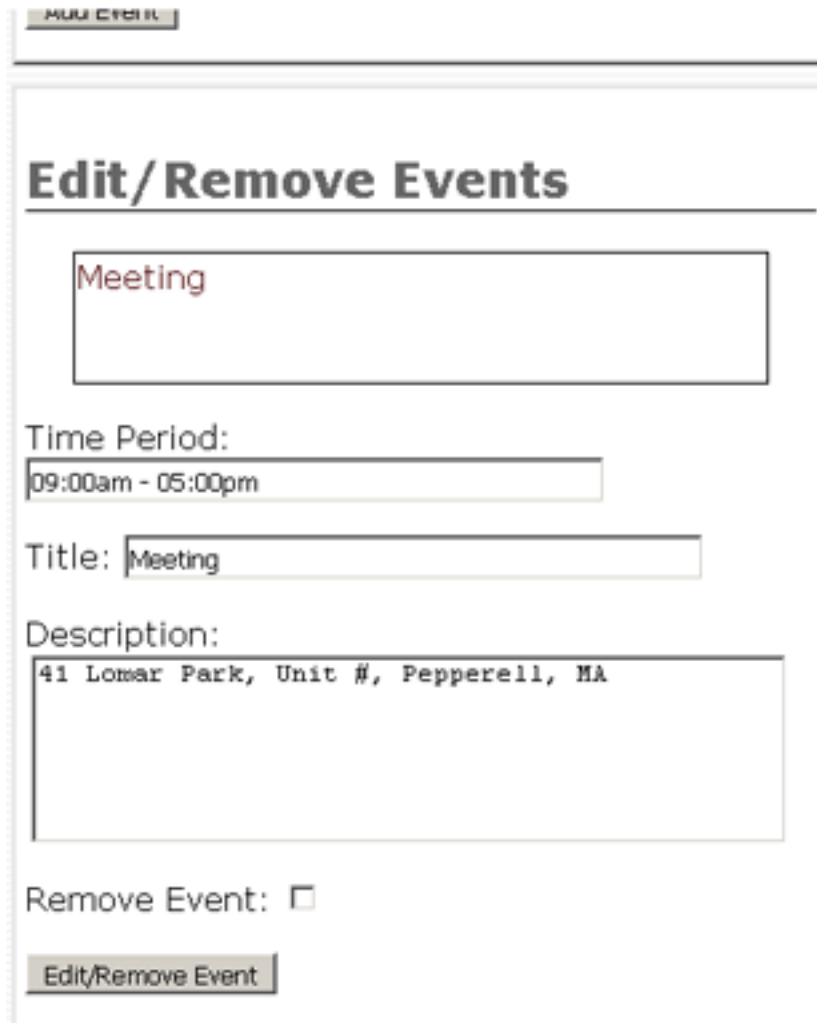
Description:

Edit/Remove Events

Meeting

Edit the March 14th "Meeting" Event: The below screen has the top portion of the March 14th event clipped off to focus on the screen bottom.

Either edit the details [**Time Period**, **Title** and/or **Description**] or click on "**Remove Event**" box. Once satisfied with the edit(s), click on the "**Edit/Remove Event**" button to save the change.



The screenshot shows a web form titled "Edit/Remove Events". At the top, there is a small button labeled "ADD EVENT". Below the title, the event name "Meeting" is displayed in a red font within a rectangular box. Underneath, the "Time Period:" is set to "09:00am - 05:00pm" in a text input field. The "Title:" field contains the word "Meeting". The "Description:" field contains the text "41 Lomar Park, Unit #, Pepperell, MA". At the bottom of the form, there is a "Remove Event:" label followed by an unchecked checkbox. A button labeled "Edit/Remove Event" is located at the very bottom of the form.

This guide was last updated on November 20, 2021.