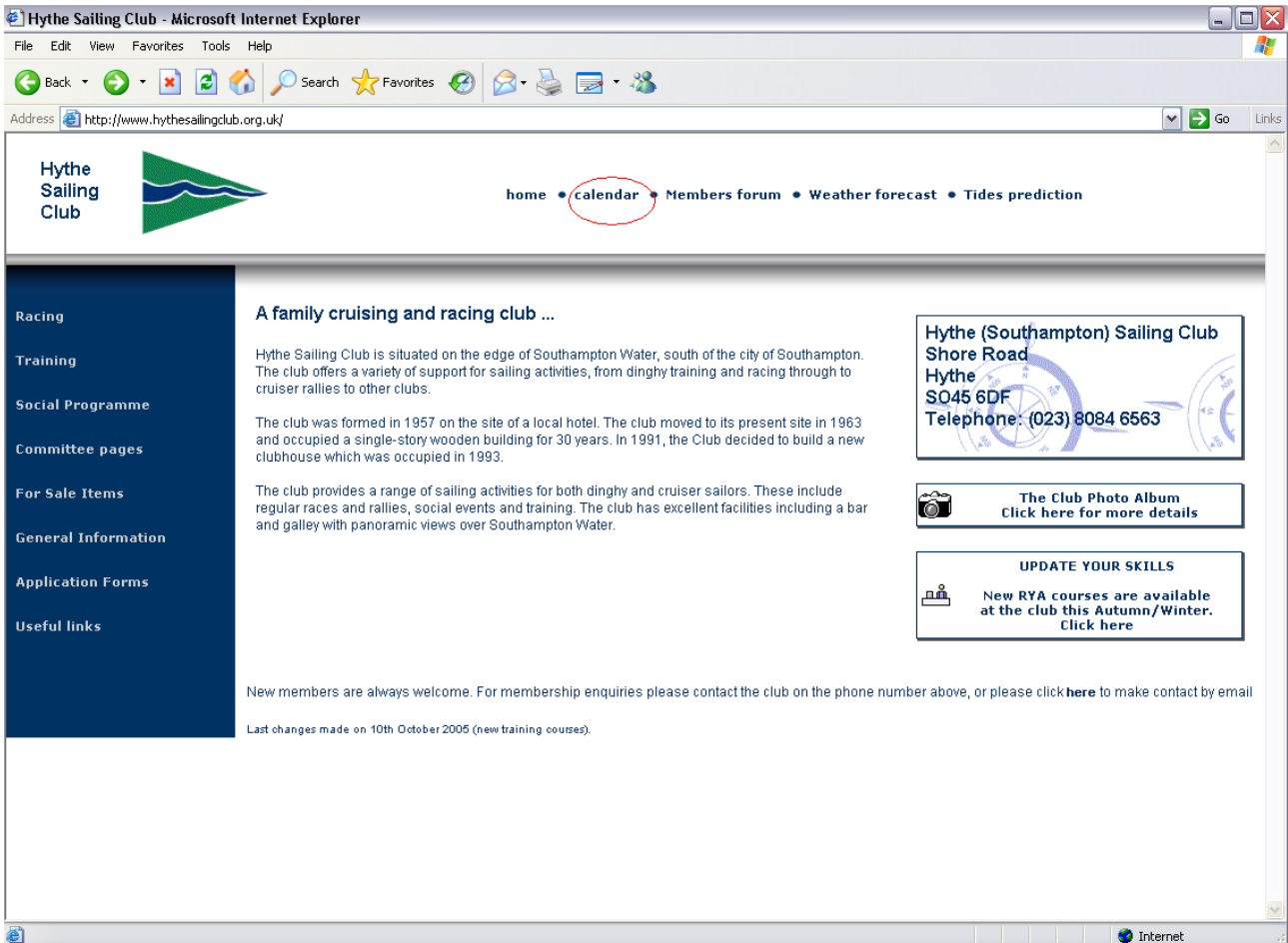


How to update the calendar for Hythe Sailing Club web site

1. Goto the web site main page
2. Click on the Calendar



3. Look at the bottom of the page. It might read

Current user: Public Access (Login)

4. Click on the word "Login"
5. On the next page type in the username and password I have given you.
6. Click on the "Login" button
7. You are now shown "your" calendar
8. Move around the dates until you find the one that you wish to update. The easiest thing I have found is to move to the bottom of the first page and look on the left. There is a list of months that you can select next to the word "**Month:**". Choose your month and press "**Go**"

9. Find the date on which you wish to add the calendar entry. On the particular date notice that there is a small plus (+) sign in a grey circle.

	Thu	Fri	Sat	Sun
03	04	05 •12pm» DR Winter 2	06	
10	11	12	13	
17	18	19	20 •12pm» DR Winter 3	
24	25	26	27	

10. Click on the plus sign to add a calendar entry on that date.

11. When you click on the plus then a new page is shown in which you can type the details for the calendar entry.

12. Type in the brief description. It is important you keep it brief. Type a longer description in the “Full description” field.

13. Next to the word “Untimed Event” is a small arrow. Click on this and select the words “Timed Event” from the list that you are shown.

14. Type in the time of the event, and select AM or PM

15. Make sure the duration remains 0 hours and 0 minutes.

16. Make sure the setting next to the word **Access:** is “Public”

17. Press SAVE

18. Note that when you look at the calendar you will see two entries for the event. This is because you are seeing the entry for yourself and also the entry for the Public. Press the (Logout) word at the bottom of the page and then “Public access to the calendar” and you will see what other members of the club can see.