**Editing Upcoming Events for the Home page**

In edit mode, chooseDashboard from the left side menu, click on Appearance and Widgets then

choose from the center column Home Events from the dropdown menu choose Text: Upcoming Events

Enter information replacing old events using the same format but inserting the new data shown in the sample below in yellow.

**Note:** copy the link from the calendar pointing to the event so that anyone wanting more information goes to that page

**Remember to press Save before closing**

**Check page to make sure it reads correctly**

Tip: before making changes, copy existing data into text format as back up in case you need to reinsert it

An example of a properly completed event looks like this:

<ul>

<li><b>Saturday, July 4</b> <a href="http://www.californiaalpineclub.org/events/alpine-july-4th-bbq-potluck-2/">July 4th BBQ and Potluck</a></li>

Notes:

<ul> means unnumbered list

<li> means listed item

<b> means **bold** – enter date ie, Saturday, July 4

<a href= means anchor (a) the html (h) reference (ref) url link to the calendar event page for the specific event. Note the url is in “quotation marks” – capture link from calendar page

Next comes the event name note < >

Followed by /a></li means anchor (a) the list item (li)