

Instructions for Calendar Events

You must have editor status for adding, editing, or deleting events on the Calendar.

Go to the Calendar page.

To edit or delete an existing event –

1. Click on the event to view the event details.
2. In the black bar at the top of the window, click on Edit.
3. Make your changes.
4. UPDATE or DELETE

To add an event –

1. In the black bar at the top of the window, click on +New.
2. Fill in the Title, time/dates, and information.
3. Select the category from the box to the right of the window (you may need to scroll down).
4. PUBLISH

See the Event Style sheet for standard format – MEMBERS>VOL SUPPORT DOCS

Event Categories

Sundays at Alpine Lodge -	Gold (Public Events)
Alpine Lodge Events -	Green
CAC Foundation Events -	Brown
Club Outings -	Orange
Echo Summit Lodge Events -	Blue
Official Club Events -	Red

Calendar Editors

Jan McCulloch -	Echo
Mary Jane McKown -	Alpine, non-profit groups
Russ Toran -	Alpine, other
Nancy Otto -	Club Events
Jim Nixon/Margy Eller -	Club Meetings
Mary Cosgrove -	CACF Events
Jana Shober -	Innkeepers
_____	Hike Leaders