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

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

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