

Calendar Event Editing

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>Volunteer Support Documents

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	Editor
Mary Jane McKown -	Alpine, non-profit groups	Editor
Russ Toran -	Alpine, other	Editor
Nancy Otto -	Club Events/Meetings	Editor
Jim Nixon -	General	Editor
Margy Eller -	General	Editor
Mary Cosgrove -	CACF Events	Editor
Jana Shober -	Innkeepers	Editor
Jock MacDonald -	Hike Leaders	Editor