**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