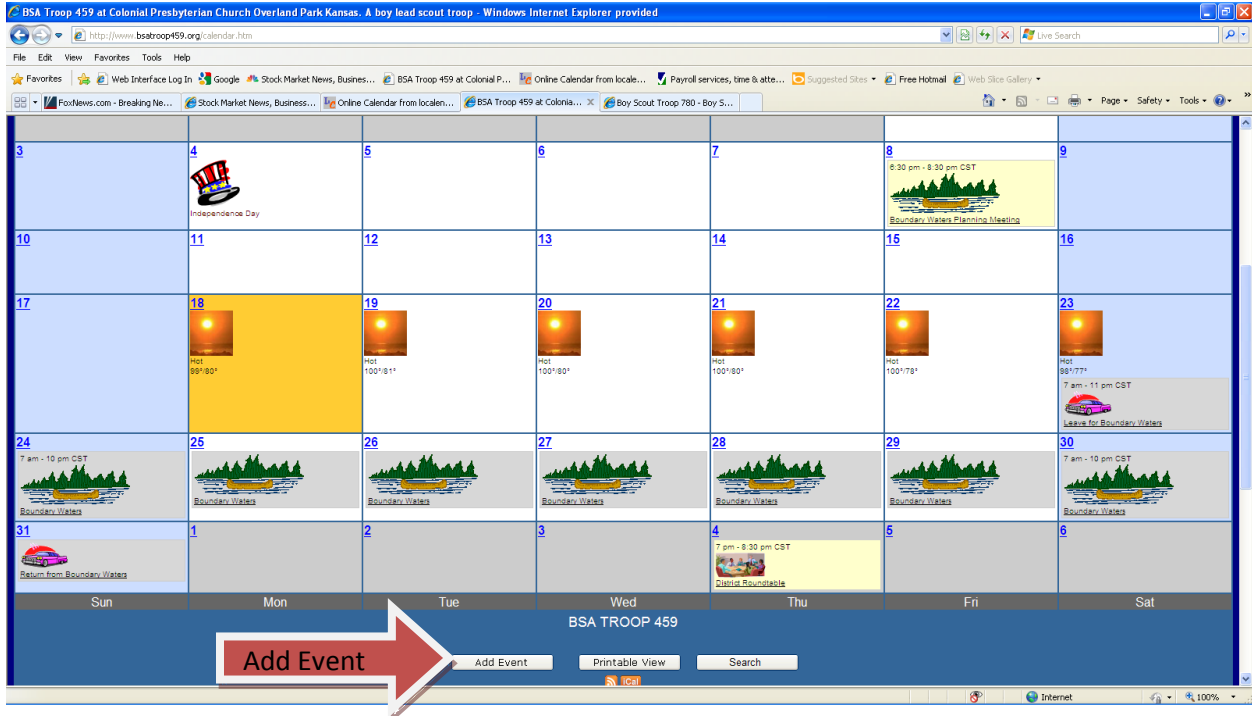
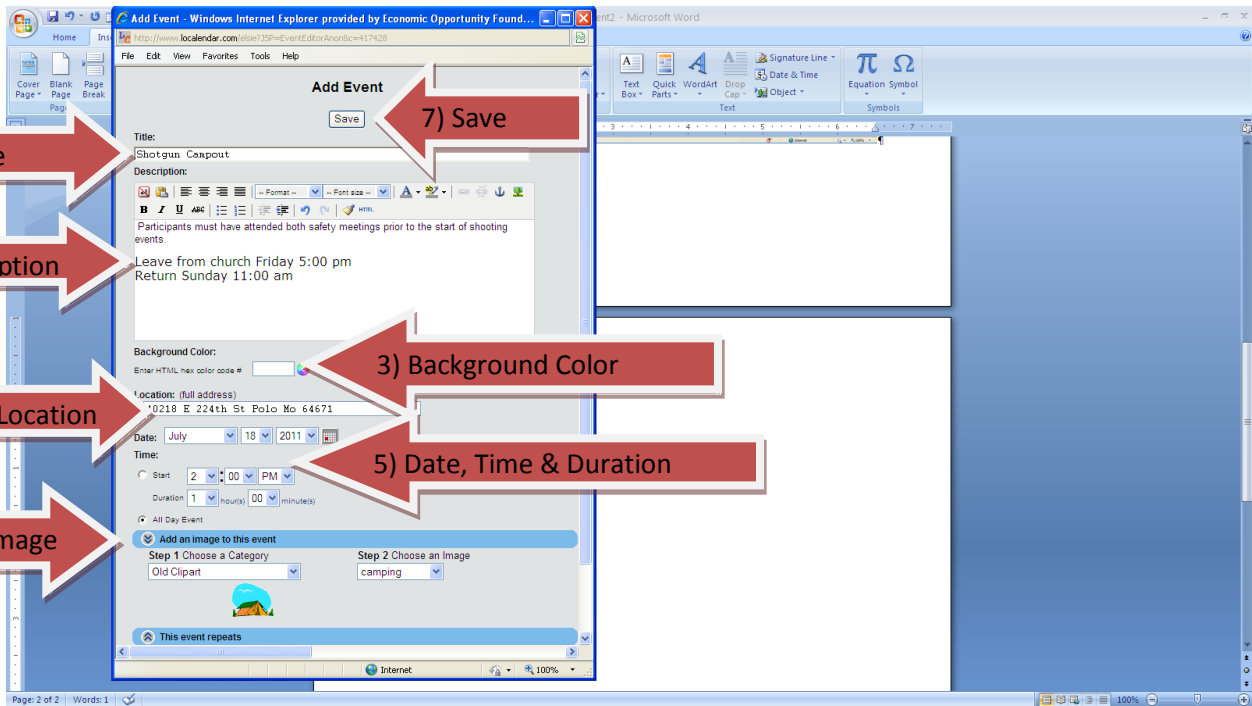


ADD AN EVENT TO THE CALENDAR



To add an event to the calendar click on the "ADD EVENT" button



Fill in all the relevant information

1) Title: Give your event a specific title

2) Description: Enter any and all relevant information. Such as schedule of the event, cost, what to bring etc.

3) Background Color: You can give you event any of a number of colors;

4) Location: Enter the address of the event. This will enable the folks to get a Google map.

5) Date & Time & Duration: Be sure the date is set to the date you want it to take place.

Time: The start time and the duration.

You can indicate it is and all day event.

6) You can add image to the event

You can make the event repeat in any number of ways

You can set a reminder if you choose

7) Save: When you click the save button the system will send an email notification to the calendar administrator for review and approval. You will not be able to see your event on the public calendar/troop website until the administrator approve it and makes it public. If there are issues that need to be addressed the administrator will contact you for clarification.