

VSCA Add Calendar Entries

How to add calendar entries



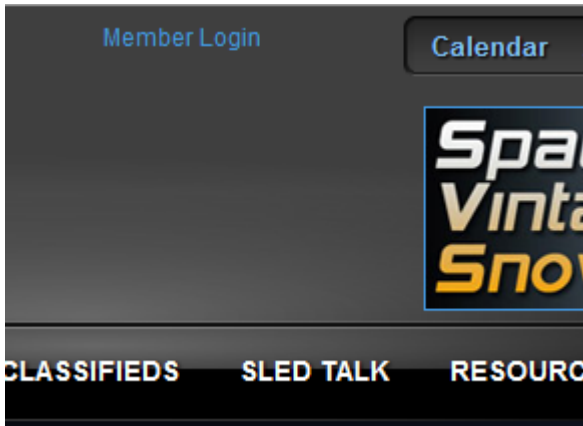
Table of Contents

| | |
|---|---|
| How to add Calendar Entries..... | 3 |
| Step 1 - Logging in to website..... | 3 |
| Step 2 - Adding a Calendar Entry..... | 5 |
| Step 3 - To logout of the website | 9 |

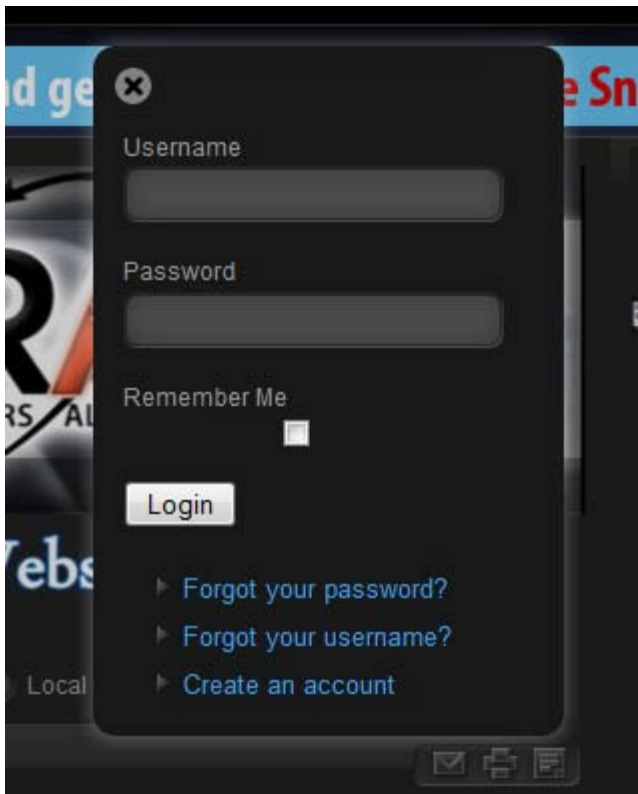
How to add Calendar Entries

Step 1 - Logging in to website

- I. Click on the "Member Login" at the top of the website:



- II. A pop-up window should appear where a username and password can be entered:

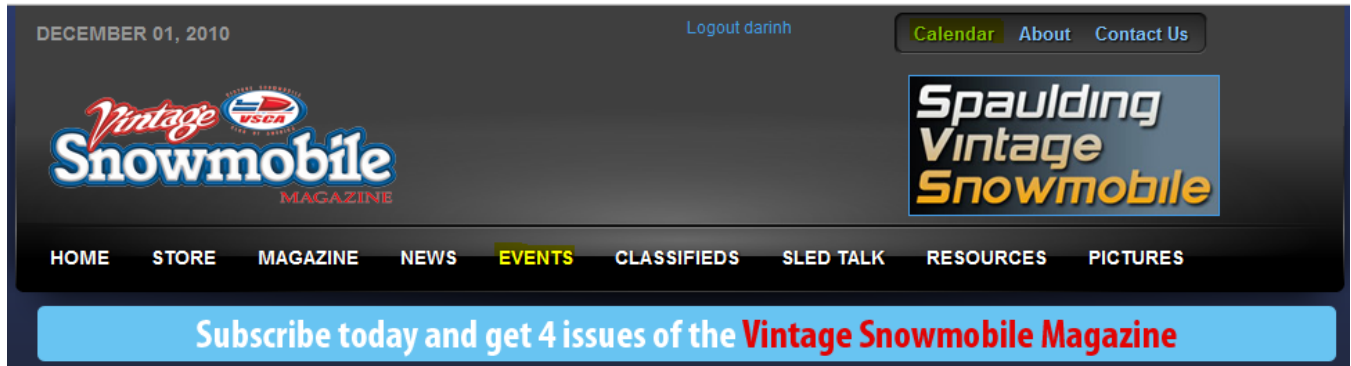


- III. Enter the Username and Password information and click the "Login" button.
Note: If you forgot the Username and Password, you can use the "Forgot your username" and or "Forgot your password?" links to retrieve the username and change the password for an existing account.
- IV. When successfully logged in, the username will be displayed at the top of the website. This information will display on all the website pages.

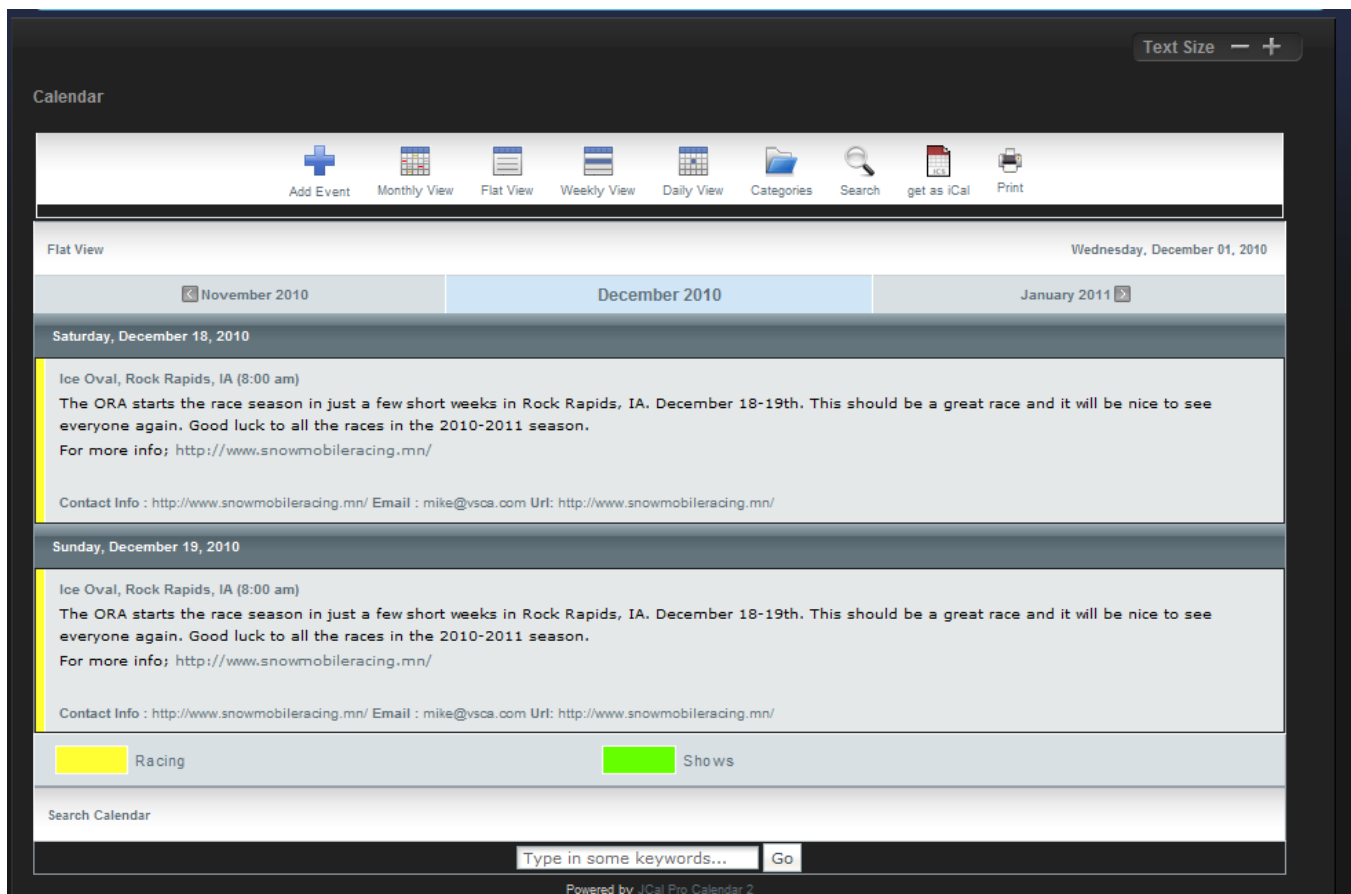


Step 2 - Adding a Calendar Entry

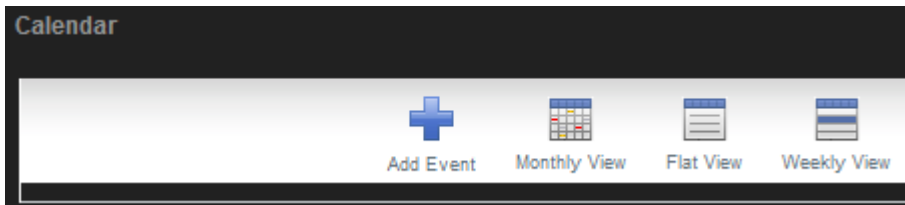
- I. From anywhere on the website select either "Calendar" from the top menu area or "Events" from the main menu area:



The VSCA calendar will display.



II. From the Calendar menu area, select the "Add Event" icon.



The Add event window will appear

A screenshot of the "Add Event" window in a web application. The window has a title bar that says "Add Event". It is divided into several sections: "Event Details" with fields for "Event Title", "Event Description", "Calendar" (set to "VSCA Calendar"), "Category" (set to "General"), "Start Time" (set to "1 December 2010 At 08 am 00"), and "Event Date" (with "Duration" options: "0 Days 1 Hours 0 Minutes", "All Day", and "No end date (Show start date only)"); "Contact Details" with fields for "Contact Info", "Email", and "URL"; "Repeat Event" with "Repeat Method" (radio buttons for "Don't repeat this event", "Repeat daily", "Repeat weekly", "Repeat monthly", "Repeat yearly") and "Repeat End Date" (radio buttons for "End after 2 occurrence(s)" and "Repeat until 2010-12-01"); and "Administrative Options" with a checked "Event Approved" checkbox and a "Privacy" dropdown set to "Public event". At the bottom are "Add Event" and "Back" buttons.



III. Enter the event information in the fields provided.

Event Title

Event Description

Calendar (Leave as VSCA Calendar)

Category (Select one of the following)

Racing

Shows

Start Time

Day

Month

Year

Hour (If Applicable, otherwise leave as 08 am)

Minute (if Applicable, otherwise leave as 00)

Duration (Select how long the event lasts)

Either enter number of hours or "All Day"

Contact Info (Name, address, phone number etc.)

Email (If available)

URL (If available)

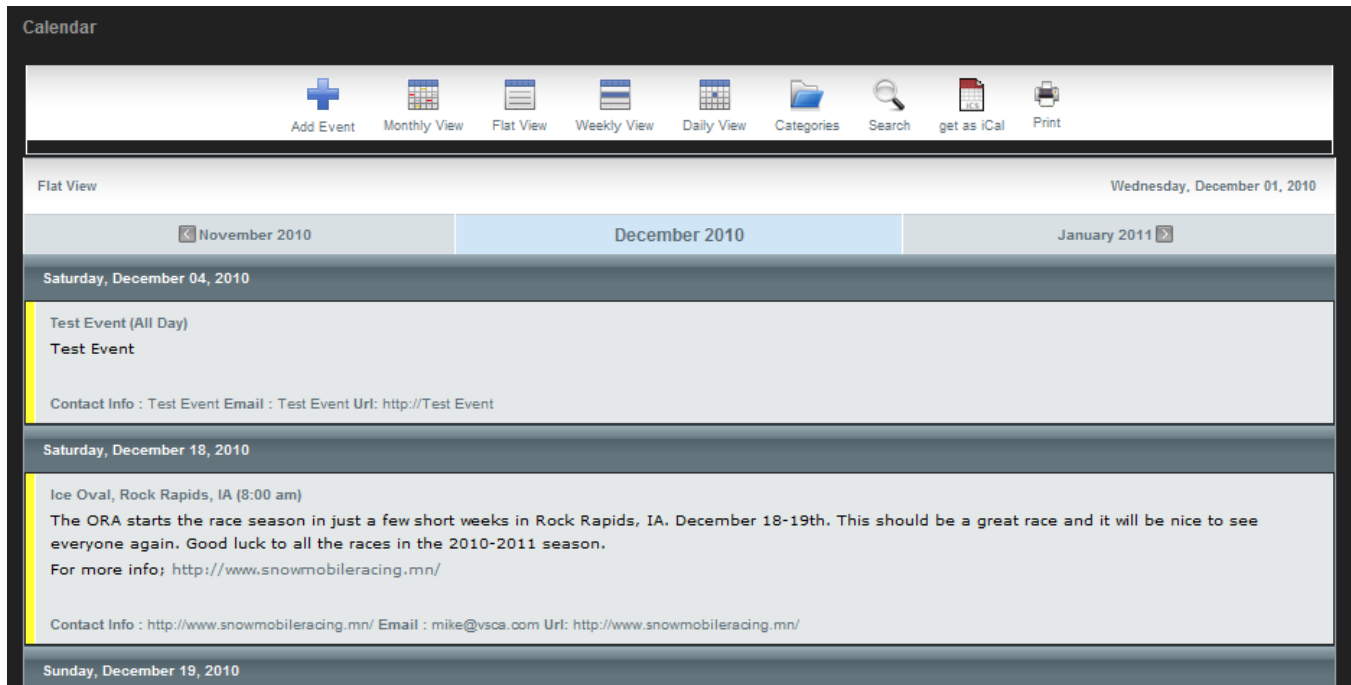
Repeat Method (If Applicable, otherwise leave as "Don't repeat this event" and leave "Repeat End Date" information as defined)

Event Approved (Leave Checked)

Privacy (Leave as Public event)

IV. With all information entered, click the "Add Event" Button

If all information is correct and the event is added the Calendar will display and depending on the date of the event may display on the returned window displayed.



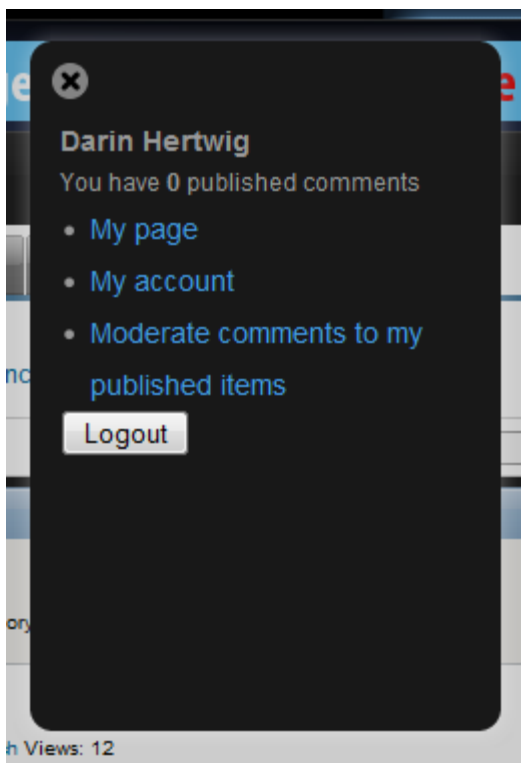
To add additional events go back and follow the steps previously documented.

Step 3 - To logout of the website

- I. Click on the "logout+username"



- II. The following pop-up window will appear:



- III. Click on the "Logout" button to logout of the website.