

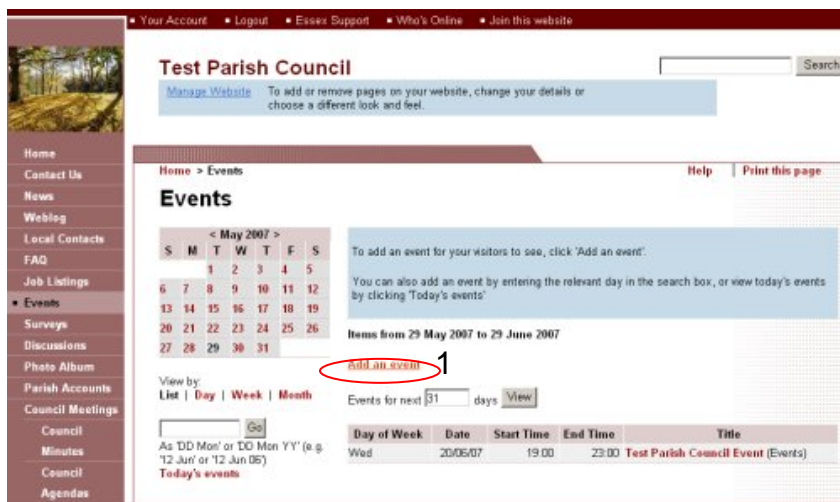
Adding Events

If you have an event that you want to put on the website, you can use the Events calendar page to show when and where it takes place.

Events Calendar

Adding an Events Calendar:

- Enable the 'Events Calendar' page from the 'Manage Website' and 'Use standard pages' menu
- Click **Events Calendar** which now appears in the navigation bar
- Click on the link 'Add an event'(1)



- Add a Title of the event
- Add a day and month using the drop down boxes and a year by typing it in
- Choose whether it is an all day event or check 'Use hours below' to manually select the times from the drop down boxes below.
- Add a description about the event in the 'Description' box
- If the event lasts more than one day or is a recurring event you can click the 'Yes' radio button when it asks you to repeat, if it is a one day event click 'No' (more information about repeated events can be found in the section below)
- Add a Contact Name, Email Address and Telephone Number. These details are not required so add as little or as much information here as you wish
- Add a Location for the event if you want
- If you have a map of the location you can enter the URL. If you do not have a map but have entered a postcode the system will generate a link to Multimaps, where a map to the event will be available
- Add the cost, if any
- Click 'OK'

For Repeating Events

- After you click '**OK**' you reach the page where you can specify the repeating event's details
- You can choose various options in specifying the event's duration and frequency.
- You can choose to edit the occurrence you have selected, or all occurrences of this event.
- Click '**OK**'

Editing events:

- Click on the title of your event shown on the right side of the events page
- Click on '**Edit**', shown underneath the details of the event
- This will take you back to the original form where you added the event. Make any changes and click '**OK**'
- You can also edit repeating events by choosing to edit one occurrence or all of them.

Deleting events:

- Click on the title of your event shown on the right side of the events page
- Click on '**Delete**', shown underneath the details of the event
- It will ask you whether you are sure you want to delete the event. Click '**Yes, delete it**'
- You will then be taken back to the events page

Deleting recurring events

- Click the recurrence you wish to remove
- Click '**Delete**'
- Choose either '**Delete only this instance**' or '**Delete all occurrences**'

Adding events to Microsoft Outlook:

- If you have Microsoft Outlook on your computer, you can add your event to your Outlook Calendar.
- Click on the title of your event shown on the right side of the events page
- Click on '**Add this item to Outlook on your computer**', shown underneath the details of the event and a calendar appointment from Outlook will appear (you may see a dialog box asking you if you want to open or save this file – choose '**open**')
- Add the details of the event and click '**Save and Close**'
- The event will now appear in your Outlook calendar
- Again you can add all or just one occurrence of a repeating event

You can reach the Help Desk at **01245 436559** or via email: support@essexinfo.net

