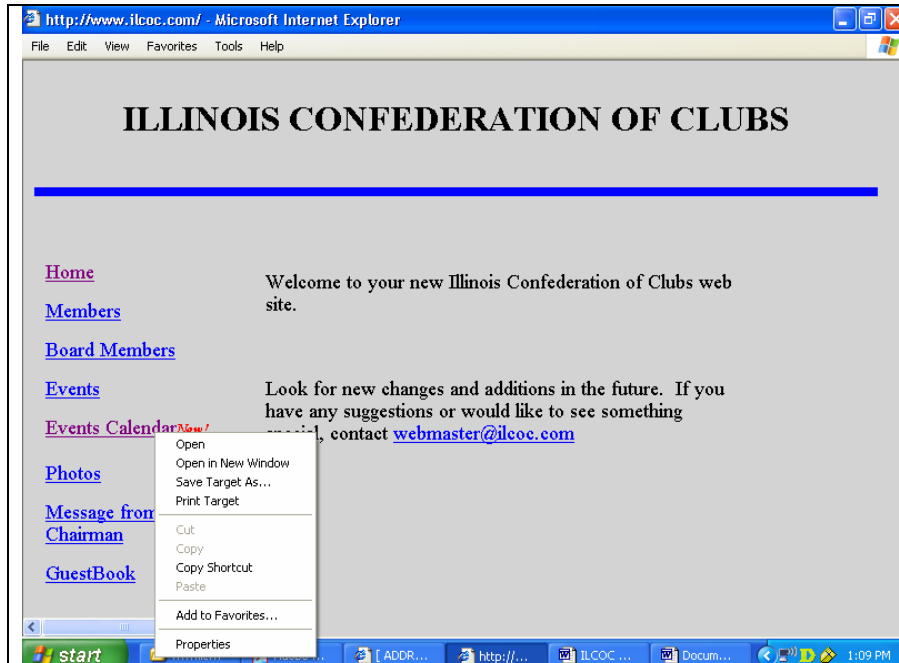


ILCOC Events Calendar

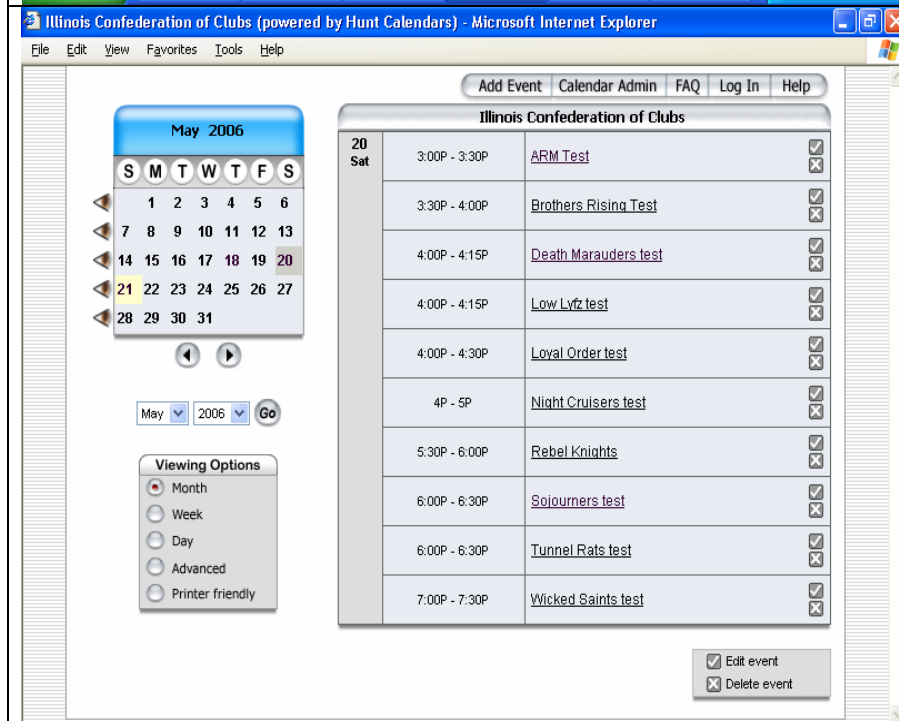


To View Events Calendar;

Click on 'Events Calendar' link on left side of page

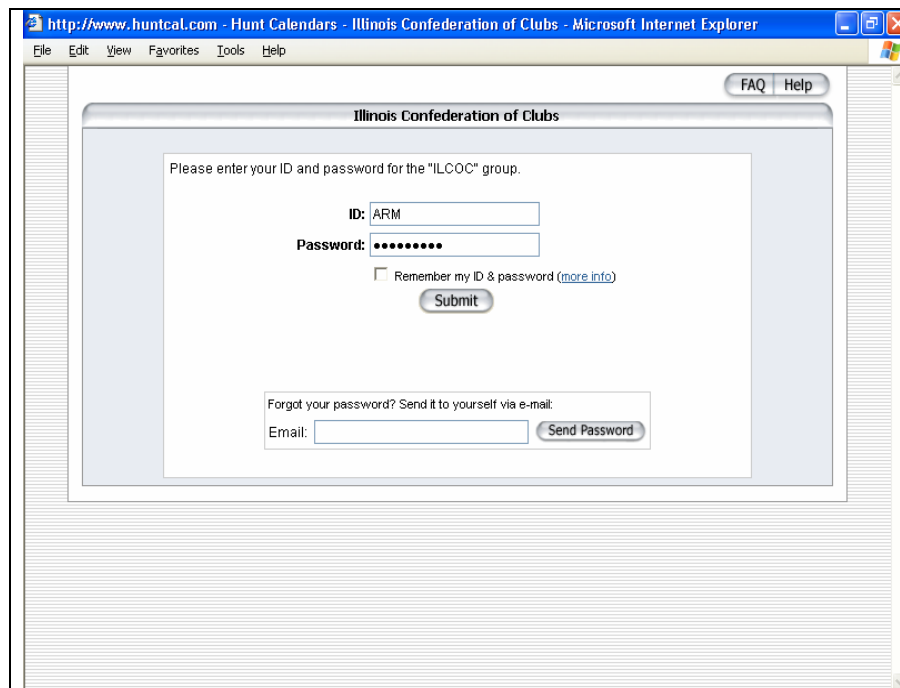
OR

To open calendar in a new window, right click on 'Events Calendar' and select "Open in New Window."



To add event:

Select "Log In" button.

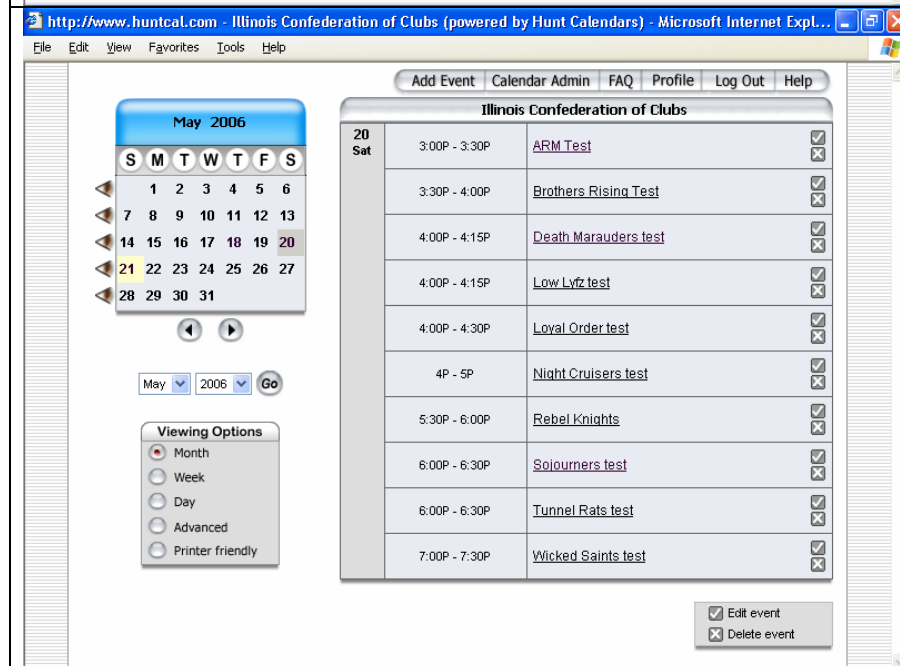


Type in the ID and password given to you.

Click on “Submit”

If you forgot your password you can enter your Email address and select “Send Password.”

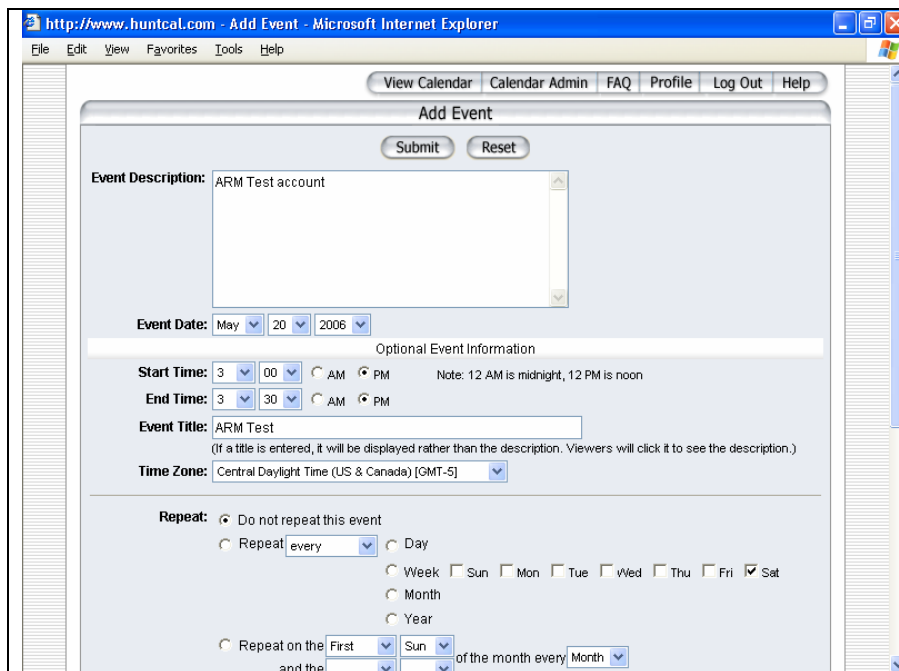
NOTE: This will work only if the administrator has entered an Email address for the account.



Once logged in, you can select the “Add Event” button.

NOTE: Be sure you are logged in – the button will now read “Log Out.” If it shows “Log In” then you have not logged in correctly and events will not be added to calendar.

Select “Add Event” button.

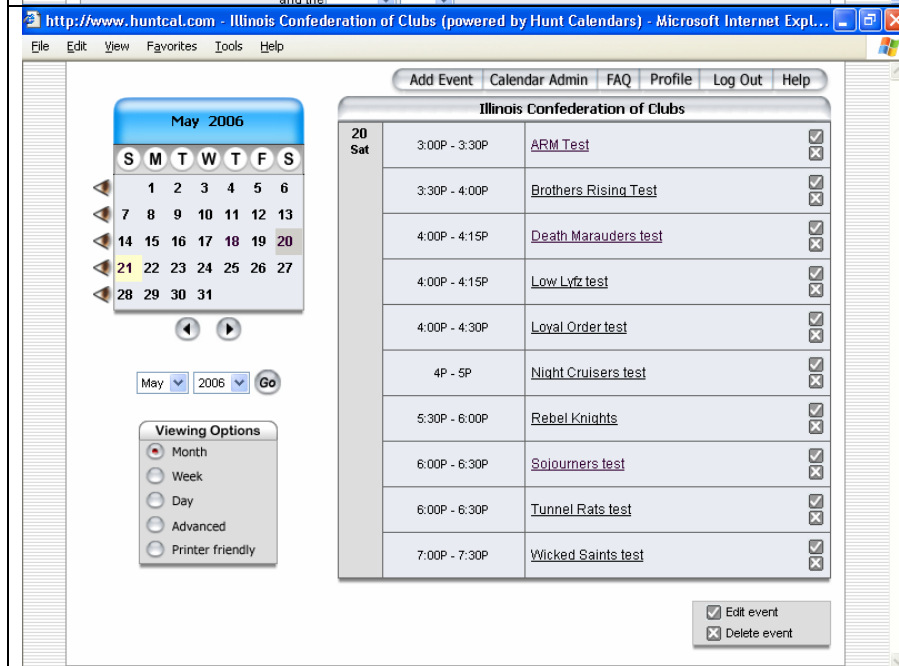


Enter desired information such as location, cost, etc.

Date is required while time selections are optional.

If title is entered, that will be displayed and when clicked on any information entered into the description box will be displayed in a pop-up box.

Click on "Submit" when finished.



If you would like to make changes or delete your event, you can do so by clicking on the required box at the right of each event (check or X).

You can only make changes to an event if you know the ID and password that was used to enter it originally (such as ARM, which was entered in this example)

Additional Information; Viewing options can be changed from Month to Week, Day, etc. by selecting the 'circle' to the left of the desired viewing choice.