



HOW TO POST AN EVENT ON THE WEDNESDAY MORNING DIALOGUE CALENDAR

1. Log into the website
2. Click on the Member Calendar link on the left side of the home page. This will take you to the Calendars page
3. At the Top of this page, click on "Add an Event"
4. Add Event Comes up with the first tab being "Basic". *You will note that certain categories and locations have been established. If none of these are appropriate, click on "Manage Events" at the top to add new category names and new locations. You can put a specific location or just the town.*
5. **Click on update on each screen that you are entering information before leaving that Tab.**
6. Go back to the "Basic" tab and enter your Event Type, Description, and Date
7. If it is not an all- day event, click on "Lasts all Day" and choose "No"
8. You will then be able to add the time frame for your event
9. Enter the Location (Note 4 above if you need to set up a new Location)
10. Click on the "Description tab" to enter your Event Description, you have the option of attaching a document or creating a link to a website page within the Description box.
Remember to click on Update before leaving this page.
11. After you have finished adding all of your information, be sure to click on the Update button to confirm your data. This updating function will add your event to the calendar.

If you have any problems with the posting, please send an email to

MediaDirectors@WednesdayMorningDialogue.com to coordinate a time when she can help you to get your event posted.