



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
 - a. This should take you to the Calendars page
3. To the right, above the calendar, is a plus sign (+). Click on that to add your event
4. You will see a window open up where you can now create the date and time for your event, as well as add a brief description related to the content of your event.
5. After you type in your Event Description, you have the option of attaching a document or creating a link to a website page.
6. 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.
7. 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.