

To add something to the calendar

Login (member login at top right) and click on "Member Area" (top right) which causes a light blue menu to appear.

If you are going to want to link your calendar event to a pdf document / brochure advertising or describing the event, you must first upload that document to the website, as described in the **"Upload Your Document"** section below. If you are just entering a basic calendar item and short description and no need for a link, go straight to the **"Add Calendar Item"** section below.

Upload Your Document (only if needed)

Click on the "Organization" link which changes the menu below

Click on the "Documents" link in that menu, and that will take you to the page where you will upload your pdf file. Make sure you have named your file with a recognizable name

Click on the gold "Add" button next to the right of the MISCELLANEOUS FILES folder.

In the Title box type the name of your calendar event, for example, "Bumpers and Banjos" (the permalink box will fill in automatically)

No description is needed

The "MISCELLANEOUS FILES" folder should show, if not, select it from the dropdown list

Choose "Public" for the Access level

Click the "Choose File" button, find and select the pdf file you want to upload

Click Save and you should see your file listed in the MISCELLANEOUS FILES folder

Add Calendar Item

Click on "Events" in the light blue menu

In the light menu below, click on "Calendar Items (Recurring)" even though you may be setting up a one-time event.

Click on the orange "Add Calendar Item" button

Fill in the Title of the calendar item

In the big box down below write a more complete description. If you want to include a link to a previously uploaded pdf file, follow the steps in (A) below (otherwise skip section A)

(A) Adding a link to your calendar entry description

Add the words you want to use to describe the link such as"
For more details, click [HERE](#)

Highlight the word [HERE](#)

Click on the little chain link at the top center of your designer

Select "Document" from the drop down arrow list

Select your document from the MISCELLANEOUS FILES folder

Click the "OK" button

That completes adding your link. Continue on with these instructions:

Scroll down the page, select the country, state, fill the zip code and select date and time

Leave the Recurrence choice at "One-time" if appropriate.

Click the "Save" button at the bottom

Your calendar item should now be visible on the website (it may take a bit of time to show up).