



## Adding An Event to the Calendar

The calendar shows events going forward and backward. The main events page will show the current month's events, but you can see events for future months by clicking the calendar.

### Overview of how to add an event to the Calendar

- Open two browser windows – both open to with sustainapedianw.org
- Search for the event you want using the name that the page will be
- Create the event page
- Add the code that makes it show up on the calendar
- Preview
- Save

### Step by Step Instructions:

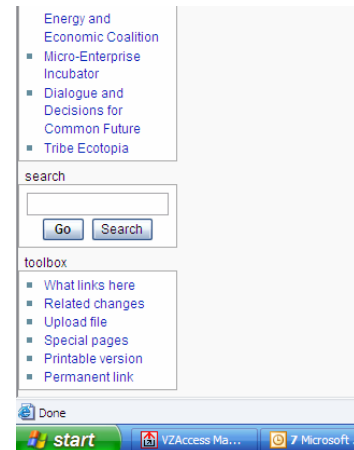
1. Open two sets of the sustainapedianw.org website. Keep one page open to Main, open the other to the Events page.
2. From the Main page, go to the very bottom, left side and find the "search" box. You will search for the page you want to create. When you search, use this format so that when you create your event page it has a title similar to the other events

Month, Date, Year – Event Title

Example: **September 21, 2006 – CEL Workshop: The Leadership of Sustainability**

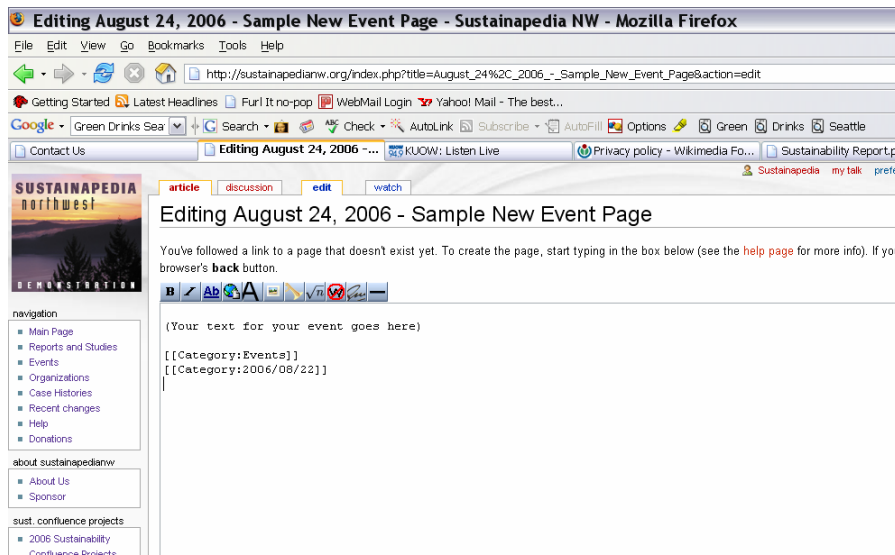
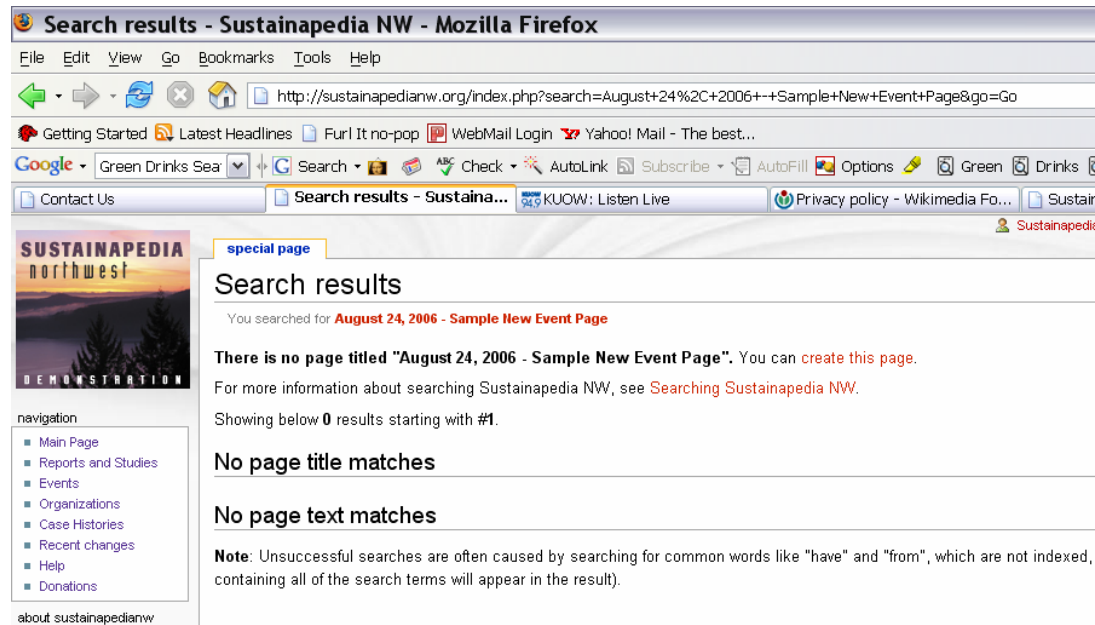
Enter the title in the correct format in the Search Box and hit GO.

3. The search results will return a page that says the event/page you are searching for doesn't yet exist. (See screen shot of what this page looks like on the next page of these instructions).



4. There is an option to "create this page." Click on "create this page."

5. A new page will appear with the title you searched on. (See picture of what this looks like below).

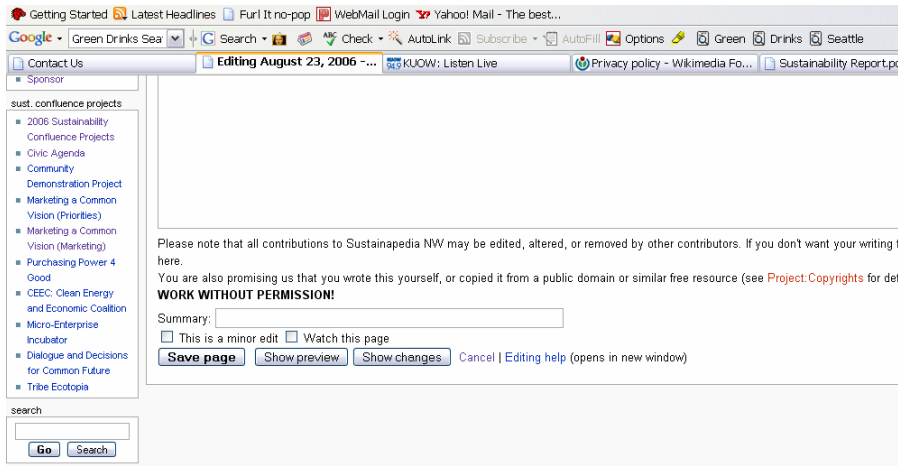


6. Enter your text that describes the event: date, place, time, who is invited, fee, etc. You can format with bold, italic, add a hyperlink, attach a media file or import a picture or graphic. These will appear as coded marks on the original page, but will be correct on the final saved version that appears on the calendar.

7. After you are done writing the text, enter the code **which must be included on this same page** in order to make the event show up on the calendar. The code is: `[[Category:Events]]` – USE THIS EXACT TEXT.

8. Then add `[[Category:200X/XX/XX]]` – Replace the XX's with your exact dates in the order of year, month, day.

9. You can review the text or submit. When you submit the text will be posted. You can also cancel the page.



## To edit or update your calendar event later

1. Go to the Main Page. Find the search box at the very bottom left of page and enter the title of the event by day, year, title into the search box. (Your search does not need complete wording of the title, but the date must be correct.) Click on "Search."
2. A list of recent activities will appear for that page. Click on the name of the event.
3. The event description will appear. At the top of the page is a choice for "edit". Click on this.
4. The original entry page will appear. Edit your text and click on "save page."

PLEASE NOTE: If you don't see your edits or changes appear after you "submit" trying using the Refresh command on your browser. On Internet Explorer, this is found under the View menu item.

<http://www.sustainapedianw.org>