

How to add something to the calendar

Login to the website with your email and password

Then click on "Calendar" in the top toolbar

Click on the drop down arrow and select the month.

Click on the (+) sign next to the date.

The screenshot shows the Paw Paw Presbyterian Church website. The header includes the church name, a heart logo, and the slogan "Join us in the Heart of the Village! As we draw closer to the Heart of God". The navigation menu includes HOME, GROUPS, SUNDAY EXPERIENCE, COMMUNITY OUTREACH, MEMBERS, MEET US, DAILY FAITH, CALENDAR, and LINKS. The main content area features a church photo, an invitation to join services, and a map of the church location at 120 Pine Street, Paw Paw, MI. The calendar is displayed for September 2014, with a dropdown menu showing months from June 2013 to November 2015. The calendar grid shows events for various dates, with a red circle highlighting the date 29 (+) on Monday, October 20th, and a red arrow pointing to it from the instruction text.

Paw Paw Presbyterian Church

Join us in the Heart of the Village!
As we draw closer to the Heart of God

HOME GROUPS SUNDAY EXPERIENCE COMMUNITY OUTREACH MEMBERS MEET US DAILY FAITH CALENDAR LINKS

First Presbyterian Church Paw Paw

We invite you to join us where families are engaged to grow in faith and to build fun, helping relationships in our community.

120 Pine Street, Paw Paw, MI
Phone 269-657-3111

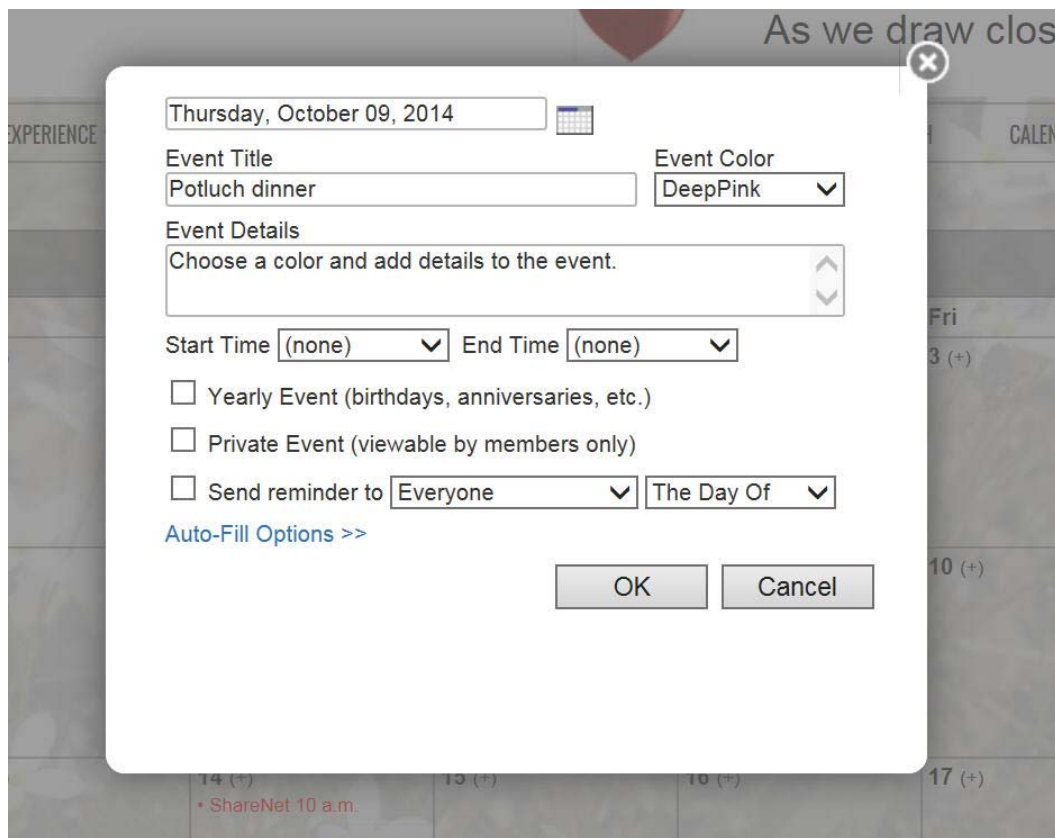
We are in our fall schedule of two services at 8:30 a.m. and 11:00 a.m.

June 2013
July 2013
August 2013
September 2013
October 2013
November 2013
December 2013
January 2014
February 2014
March 2014
April 2014
May 2014
June 2014
July 2014
August 2014
September 2014
October 2014
November 2014
December 2014
January 2015
February 2015
March 2015
April 2015
May 2015
June 2015
July 2015
August 2015
September 2015
October 2015
November 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
W1 31 (+)	1 (+)	2 (+)				
W2 7 (+) • One Service at 10 a.m.	8 (+)	9 (+) • ShareNet 10 a.m.				
W1 28 (+) • Bagels and Brew 10:30 a.m.	29 (+)	30 (+)	1 (+)	2 (+)	3 (+)	4 (+)
W2 5 (+) • Bagels and Brew 10:30 a.m.	6 (+)	7 (+) • 6:30 p.m. Fashion Show and Tea Fundraiser	8 (+)	9 (+)	10 (+)	11 (+)
W3 12 (+) • Bagels and Brew 10:30 a.m.	13 (+)	14 (+) • ShareNet 10 a.m.	15 (+)	16 (+)	17 (+)	18 (+)

Fill in the title, pick a color (any color that's different from others on the same date).

Fill in the details, start time, end time.



If you want to send a reminder, put a checkmark in the box and then choose who it goes to.

There are lists in there for deacons, women, men etc - if you want to make a new list, ask Kristen how to do it.

If you have a recurring event, you will use "Autofill" and you can make the even appear on the calendar automatically.

