

## Instructions for adding events to the Salmo Seniors online calendar

[www.salmoseniors.ca](http://www.salmoseniors.ca)

If you do not already have login credentials for Salmo Seniors, **you must first register on the site.** It's easy and registration is FREE!

### **To Register:**

1. Visit [www.salmoseniors.ca](http://www.salmoseniors.ca)
2. Click on the 'Register' link at the top right hand side of the Home page.
3. Fill out the short registration form taking note that all form fields are required and you must tick the box that indicates your agreement with Terms & Conditions
4. Click on blue "Create My Account" button

Once the registration is submitted, a confirmation email will automatically be sent to the email address you provided. It is important that you follow the instructions contained in this email and verify your registration. Once registration has been verified you will be directed the site login page where you will be asked for the user name and password you entered during the registration process.

### **To Add and Event to the Seniors Events Calendar:**

1. Login to the Salmo Seniors Website using the login credentials you specified during registration or that were provided to you by the site administrator.
2. Navigate to the Senior Events calendar by clicking on the main menu item "Seniors Events" located at the top of the home page.
3. There is a link to watch a video tutorial on the calendar page or you can follow the instructions below.
4. Click the "New Event" link located at the top left corner of the events calendar. This will take you to the "Add New Event" Page
5. There is a lot on this page but there are just a few entries that are required to create your new event:
  - **Title:** Give your event a title
  - **Summary:** Not required
  - **Content Text:** This is where you will type the main description and details of your event. This area works just like most word processing programs so should look familiar

to you if you have used programs like Microsoft Word or Open Office to create documents. While there is a lot of freedom in what you COULD do here, it is best to keep it simple as this is what will display to the user when they click on your calendar event.

We recommend you type the following here:

**When:** *Date and time of your event*

**Where:** *Physical address of your event*

That's it for this area!

**NOTE:** Ignore everything else below this Content Text area and continue with the fields on the right hand column of this page.

- Under the **"Publish"** section leave everything as is.
- Fill Out the information under the **"Time & Date"** section
- Select a color if you like in the **"Color"** section
- Under the **"Categories"** Section, select one or more categories that apply to your event.

**NOTE:** *You can ignore everything else below the "Categories" area as it is not required. You can upload an image if you like in the "Featured Image" section but not required.*

6. Once all of the above info is entered, click on the blue **"Update"** button located up in the **"Publish"** section.

**IMPORTANT! - Your event will NOT be saved if you fail to click the blue "Update" button.**

7. Once you have saved you event you will be taken to "All Events" page where you will see a listing of all the events you have entered and options to edit or delete each event. This is your event management page and you will only see the events YOU have entered.
8. Click on the little Blue House Icon located at the top left of the All Events page to return to the event calendar. You should now be able to see your event.
9. As long as you are logged into the site, you can continue to add new events or manage/edit all previously added events by clicking on the **"Manager"** link located next to the **"New Event"** link. Once you are logged out these links will no longer be visible.
10. If you have any trouble, please **watch the provided video** or navigate to the **"Contact Us"** page and fill out the contact form to request assistance.