Troop 4 Web Site—Creating a New Event

This document describes how to create a new one-day event.

First, [login to the web site](http://www.troop4milford.org/docs/2010/07/troop-4-web-site-logging-in.docx).

On the Dashboard, click on “My Calendar.”



Enter event details on the Add Event form:



Event title is required. For special events such as camping trips, enter details into the Event Description as soon as they are known. For a single-day event, you only need to enter the Start Date; you can leave the end date blank. If the time is not yet known, you can leave Time and End Time blank.

Scroll to the bottom of the form and click on the “Save Event” button.

Go to the troop web site to double-check that the event is showing up properly. Check the Upcoming Events column on the right side of the home page, the calendar page, and the events page.