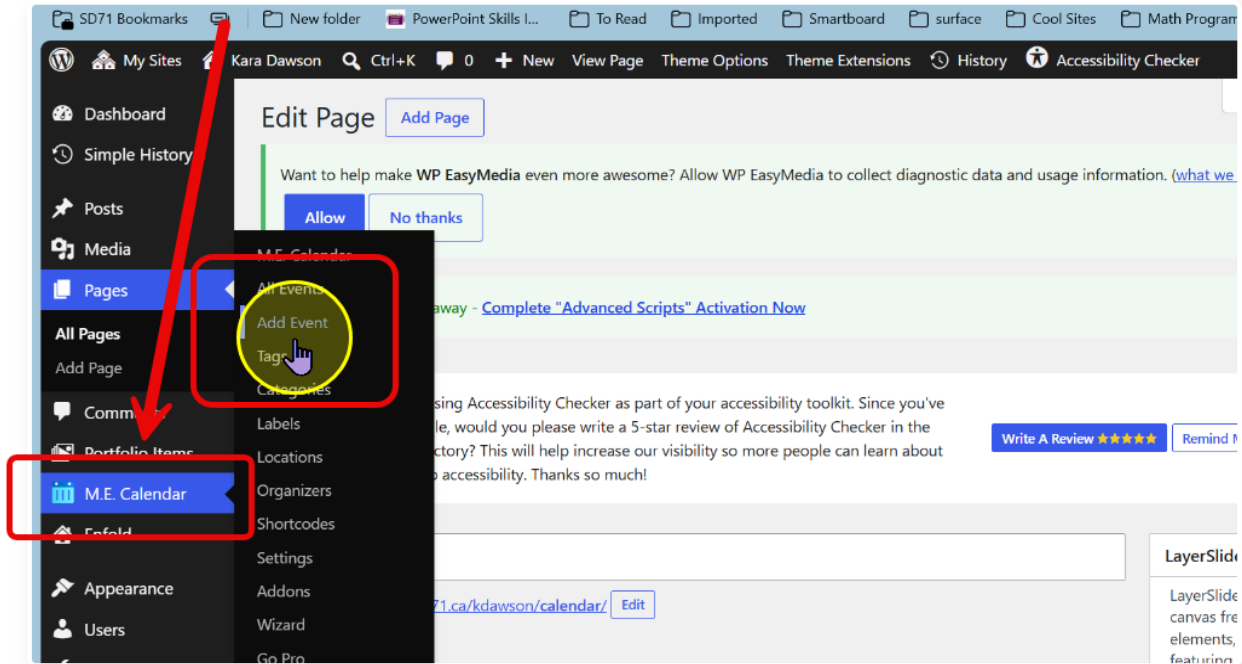


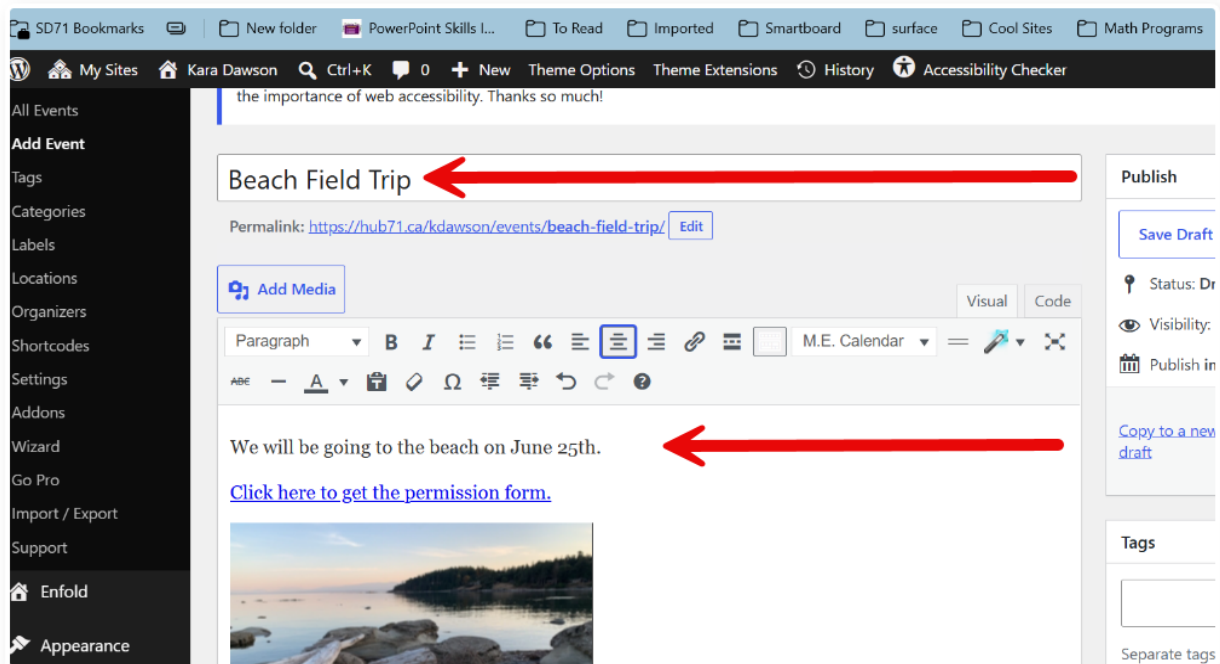
How to Add Events to your Calendar

You can add events and details to your calendar.

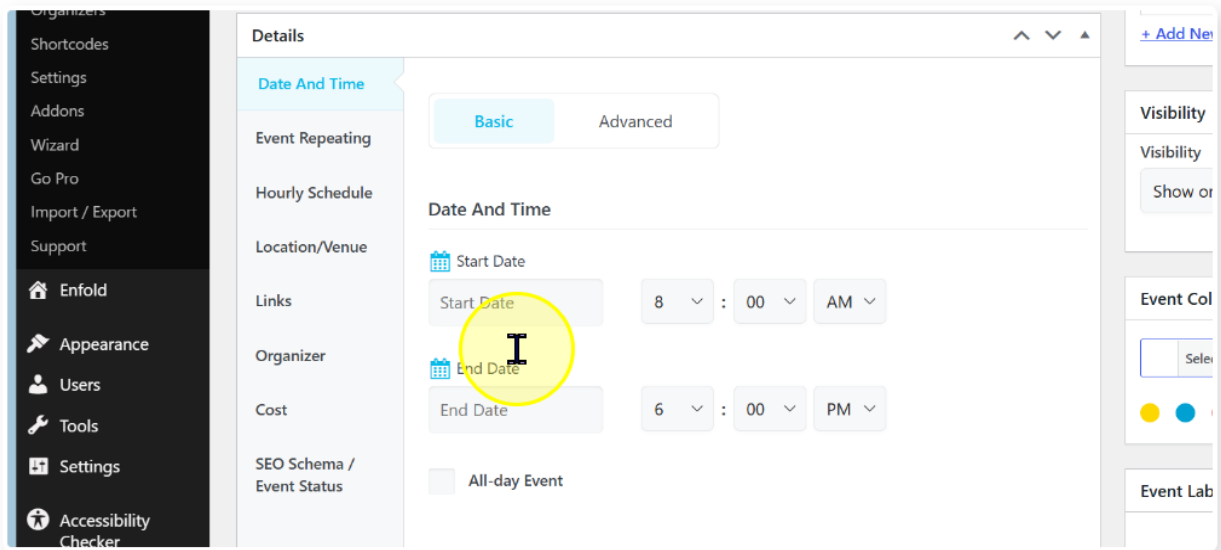
- 1 Go to your website and click on **Edit** to get to your dashboard. Then move your mouse over **M.E. Calendar** on the left and click on **Add Event**.



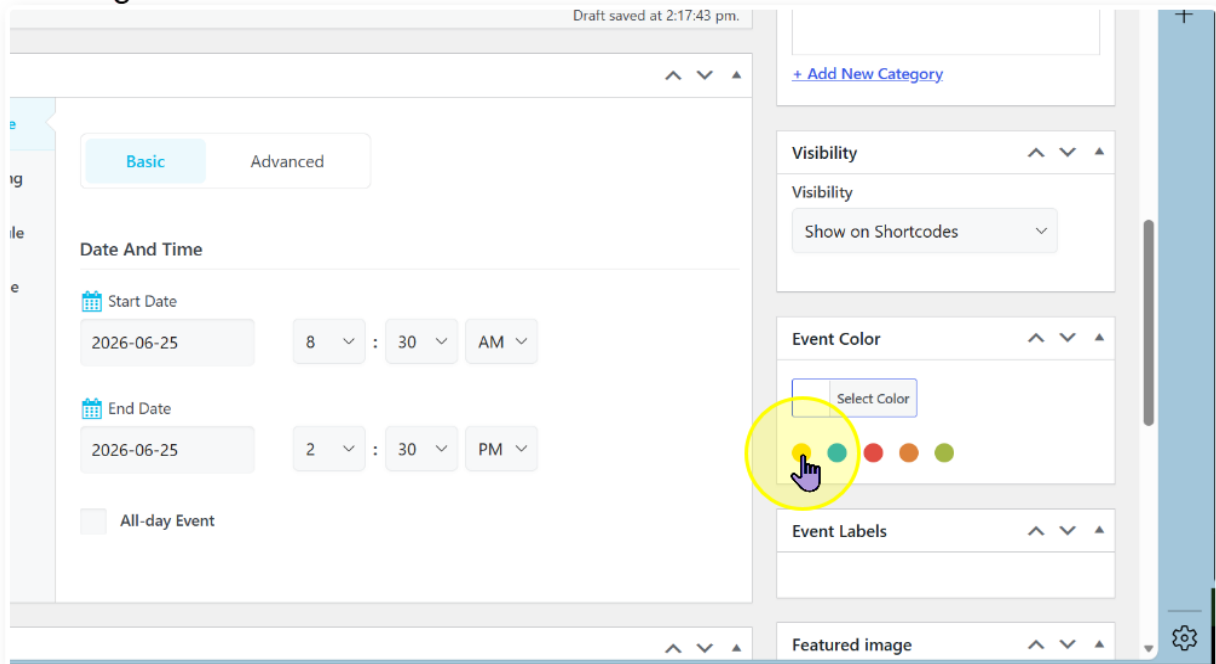
- 2 Add a title and description of your event. This is like a word processor and you can add links and images.



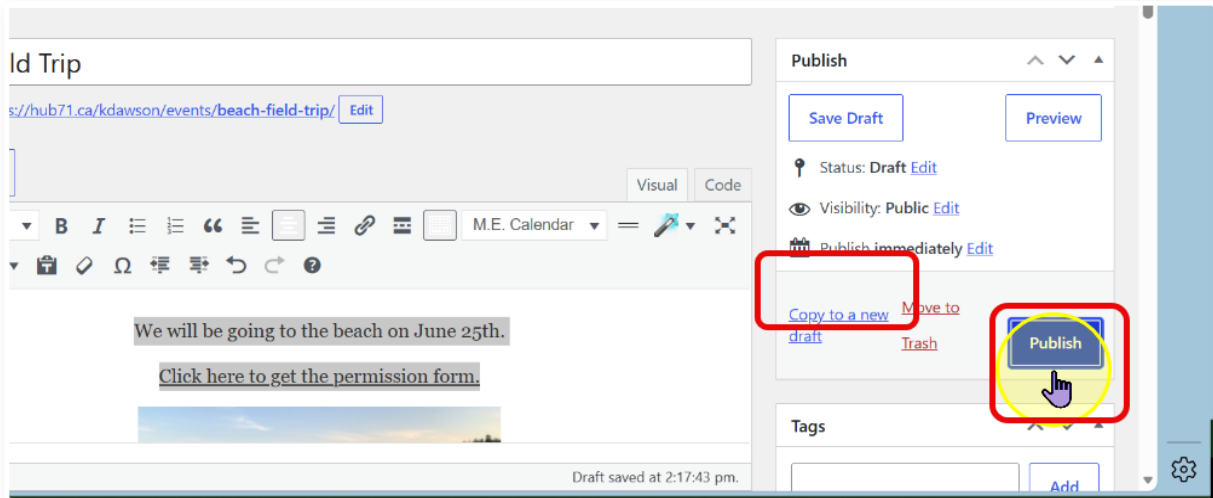
3 Scroll down and add details about the starting and ending date if applicable.



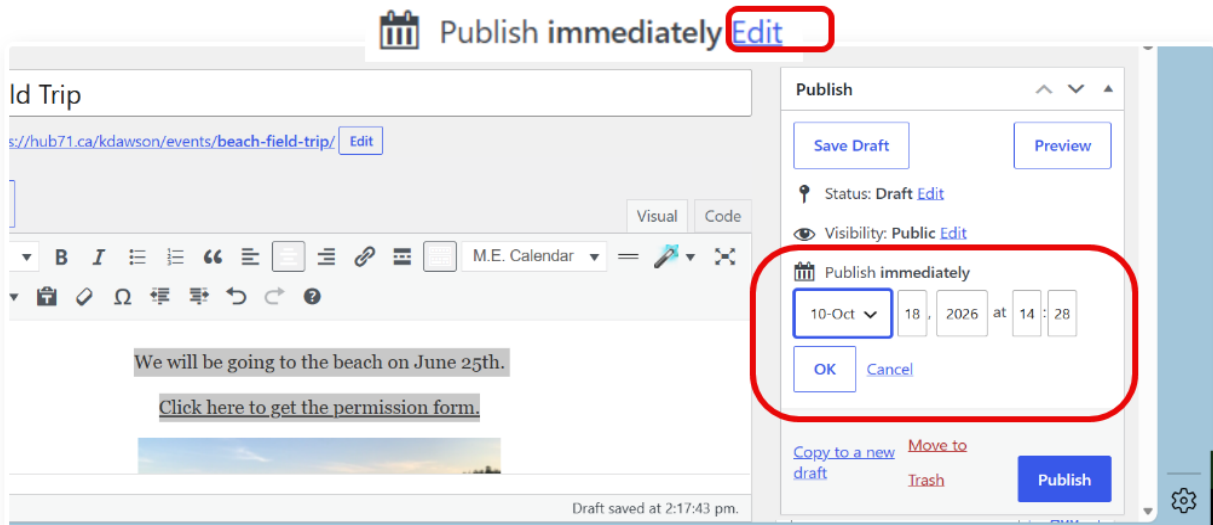
4 You are also able to colour code the event and add tags using the controls on the right side.



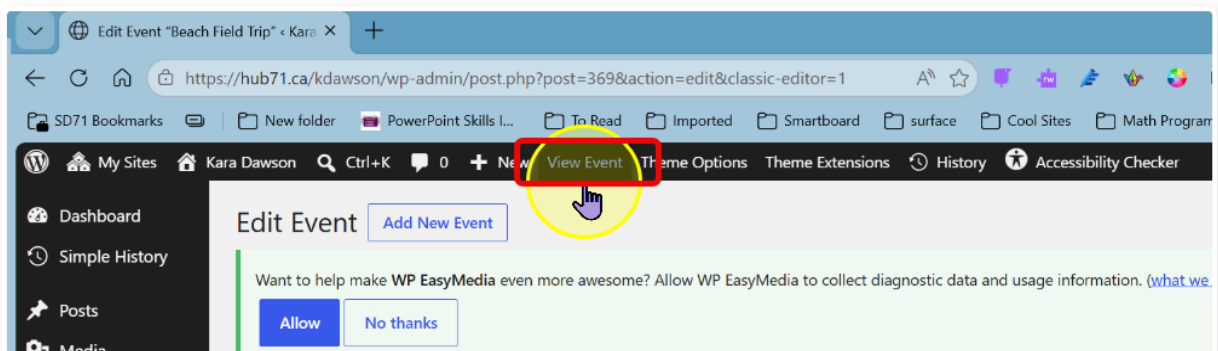
5 When you are finished you can click on **Publish** or **Save Draft** to work on it later.



6 You are also able to schedule when this event will be available to the public by clicking on **Edit** beside **Publish Immediately** and changing the date



7 To view your event, click on **View Event** at the top



8 You can always click on **Edit Event** to make changes.

