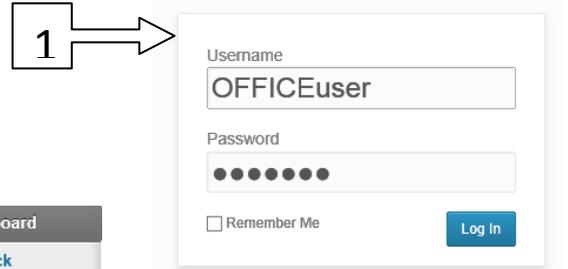


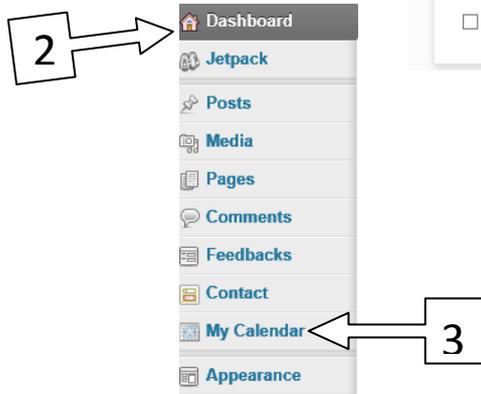
LHS Website – “How to” Guide 5

This document will take you through the processes that will allow you to make simple entries to the website **Calendar**.

1. Log into the LHS website as **OFFICEuser** at <http://custweb03.vws.ifl.net/~r35864//wp-admin/>

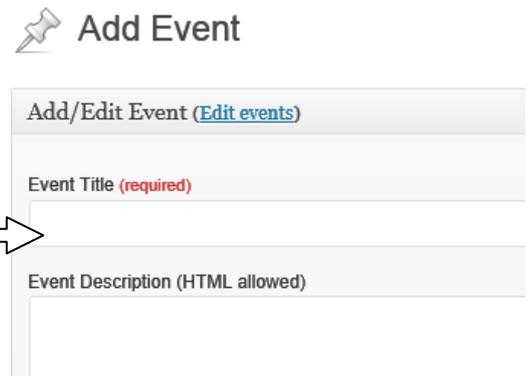


2. You will see the **Dashboard**:

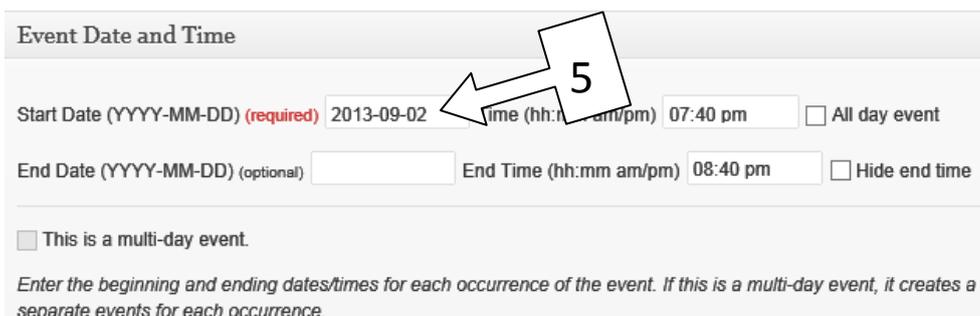


3. Click on **My Calendar**

4. The **Add Event** page will be displayed. In the **Event Title** space type a short title for the event, and then type a short description in the **Event Description** space.



5. In the **Event Date and Time** panel click on the date after (required) to reveal a drop down calendar. From this select the start date for the event. Next type the start time. Now type the end date and time in the panels below this.



6. Finally click on **Save Event**.

