## 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. 2.	Log into the LHS website as OFFICEuser at <a href="http://custweb03.vws.ifl.net/~r35864//wp-admin/">http://custweb03.vws.ifl.net/~r35864//wp-admin/</a> You will see the Dashboard:    You will see the Dashboard:       Olick on My Calendar
3.	Crick off My Calefidian
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. Add/Edit Event (Edit events) Event Title (required)
5.	In the <b>Event Date and Time</b> 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.
	End Date (YYYY-MM-DD) (optional) End Time (hh:mm am/pm) 08:40 pm Hide end time This is a multi-day event. Enter the beginning and ending dates/times for each occurrence of the event. If this is a multi-day event, it creates a separate events for each occurrence.
б.	Finally click on Save Event.