

How to Add an Event and Post an Event to the Athletics Calendar

1. Log-in and open the site manager.
2. Choose the Athletics channel on the left.
3. Go to the Athletic Section you want the schedule events for. Example Girls Varsity Basketball.
4. Click on the Sport Calendar page.
5. Click the New Event button.
 - a. Give it a title
 - b. Start date
 - c. Start time
 - d. End date
Leave the END DATE alone unless it lasts all night!
 - e. Category (color)
6. Click on the Recurrence tab (if you want to schedule an event for the same time multiple days.)
 - a. Check the Recurrence box
 - b. Choose Weekly. Pick the days you want the event to automatically recur on.
 - c. Choose an end by date (day after last event day needed).
7. Go to the post to Calendars tab.
 - a. Click the checkbox for Post to Calendars
 - b. Now click the Add Collections button.
8. Ask the person in charge of the EKCS Athletics Calendar to approve your event for that calendar.
 - a. Click on Athletics.
 - b. Click Add Collections Button
 - c. Click on Athletics.
 - d. Click Add Collections Button
 - e. If you are all set with your event, click save.

