



# Guild of Oriental Dance




## Instructions for Entering a New Calendar Event

### Opening the Add New Event Page

1. Click on *Events* in the main menu.
2. Click the *Add New Event* link at the bottom of the calendar.

### Entering in the Event Information

1. Event title (80 character limit)
2. Description of the event, include:
  - Short description of 1-4 sentences
  - Hosted by (if it is not obvious which Guild member is hosting the event)
  - Contact name and email address and/or phone number
3. Date
4. Start and end time
  - a. Select *Timed Event* in the *Untimed Event* drop-down
  - b. Select the correct start and end time
5. Location building name and room name (if applicable)
6. Address
  - Abbreviate common words like Avenue to Ave and North to N—removing all punctuation for easier viewing
7. Cost
8. Ticket/Reservation info
  - Type in *n/a* if this section is not applicable
9. More info (URL)
  - Type in a complete website address beginning with *http://www...*
  - Type in *n/a* if this section is not applicable
10. Category (on top right side)
  - a. Click the *Edit* button just below Category. The Categories window opens.
  - b. Click on **one** of the categories on the left.
  - c. Click the  button to choose this category.
  - d. Click the *OK* button.
11. Attachments
  - a. Check the *Attachments* checkbox if you have attachments.
  - b. Email event attachments, in PDF format if possible, to [info@guildoforientaldance.org](mailto:info@guildoforientaldance.org).

### Saving the Event Information

1. Click the *Save* button below the event information.

### Next Steps

Events will appear in the calendar once they have been approved.

### Questions

Email [info@guildoforientaldance.org](mailto:info@guildoforientaldance.org) with any questions.