Adding an Event to the Calendar

First step is to log onto the website using your clubs username and password.

Once presented with the menu shown below, click on the Submit an Article link under the User Menu

The screen will change to the one below.

First step is to check to see if your desired venue is already in the system. Do this by clicking on the Select button.

Main Menu
- Home
- Contacts
- Calendar
- Documents
- Special Events
- Club List
- Web Links

User Menu
- Your Details
- Submit an Article
- Submit a Web Link
- Submit an Event
- Logout
- Community

CMC LOGIN

Hi, cmcadmin

Logout

SUBMIT AN EVENT

Save   Cancel

Details

Title:

Venue: Select Venue   Submit new venue   No Venue

select

Category: Select category

Date:

Enddate:

Time:

Endtime:

Registration

Allow registration: Allow to unregister:

No   No
Yes   Yes

Repetition

Repetition: nothing

Image

Image   Browse...

If your venue is already there then simply double click the left mouse button on it.

If it is not there then you need to close the list that is open and click on the Submit anew venue button. See separate document on entering a new venue.

If you have added a new venue then you will need to click on Submit an Event from the User Menu.

SUBMIT AN EVENT

Details

Title: Enter the Title of your event.

Venue: Select Venue   Submit new venue   No Venue   select

Click on Select to select the venue. Alternatively click on No Venue is there is not a specific venue for your event.

Category: Select category

Date:

Enddate:

Click on the Calendar to select the Date. For a single day event there is no need to select an Enddate.

Time:

Endtime:

Enter the Time of the event as hh:mm. Again you do not have to enter and Endtime.

Registration

Allow registration: Allow to unregister:

No   ⦿   No   ⦿

Yes   ○   Yes   ○

The Registration option is not enabled on this system so leave these items as No.

Repetition

Repetition: nothing

Most events are one off so leave the Repetition as nothing.

Image

Image   Browse...

If you wish to add a small image

(100 x 100 pixels) you may do so by using the Browse button and uploading an image from your machine.

Finally you can add some information about the event by using the Description box, see next page.

Enter your description here. This can be used as a Word Processor to add Bold lettering etc.

Image

Image   [   ]   Browse...   💡

Description

Warning: /home/councilofmotoringclubs.asn.au/htdocs/templates/solartransport/css/template.css
or /home/councilofmotoringclubs.asn.au/htdocs/templates/solartransport/css/template.css.php does not appear to be a valid file.
Reverting to JoomlaFCK's default styles
Please be aware there is a newer version of the JoomlaFCK Editor which can be downloaded from http://www.joomlafckeditor.com.
Please note the above message will only displayed to Administrators and above and cam be turned off in the Plugins Advance settings.

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Size [▾]   ⬚ ☑ ⦿ abl ▦ ▦ ▭ 🖼 ▨   😊 Ω ▣ ❓

Path: body » div

Image

Once you have entered all the relevant information click on the Save button at the top right of the Submit An Event form.