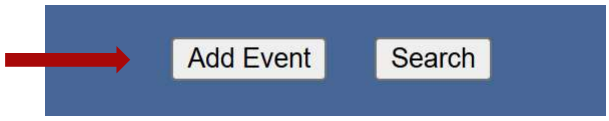
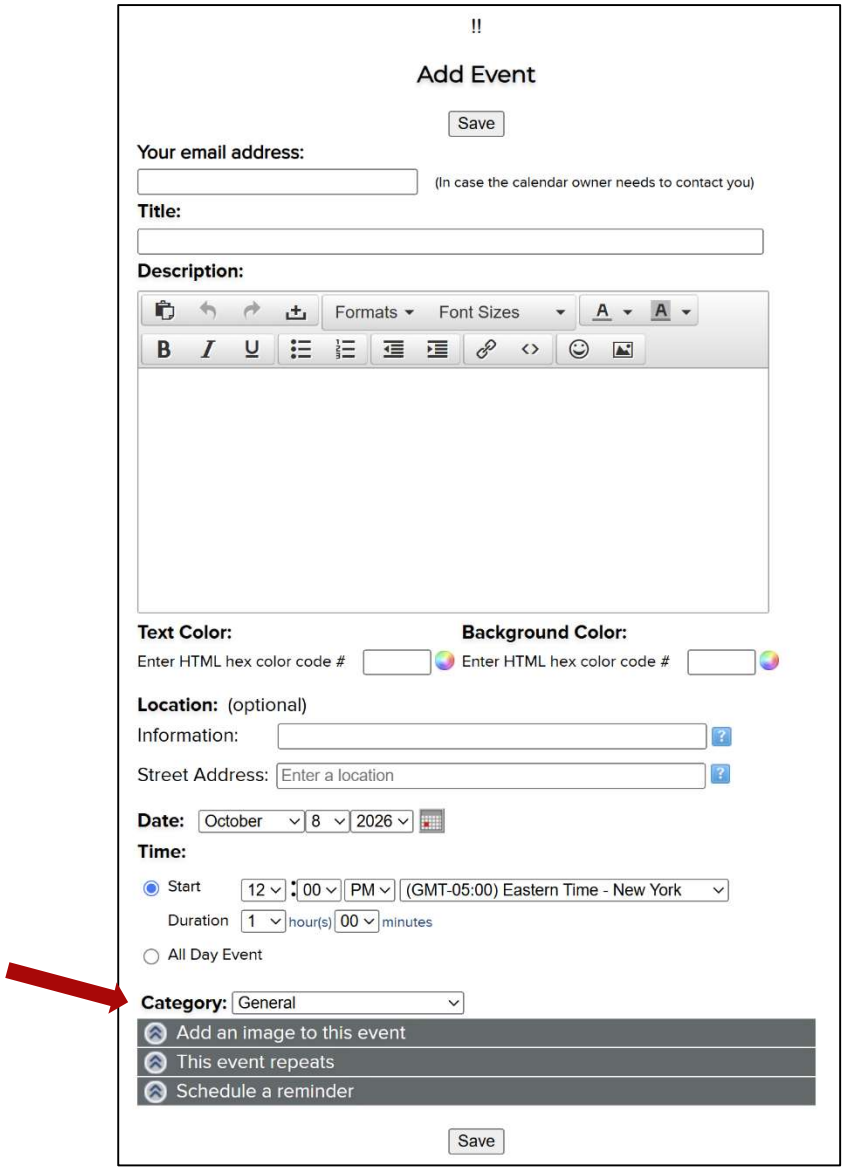
PCSCHH Club Calendar

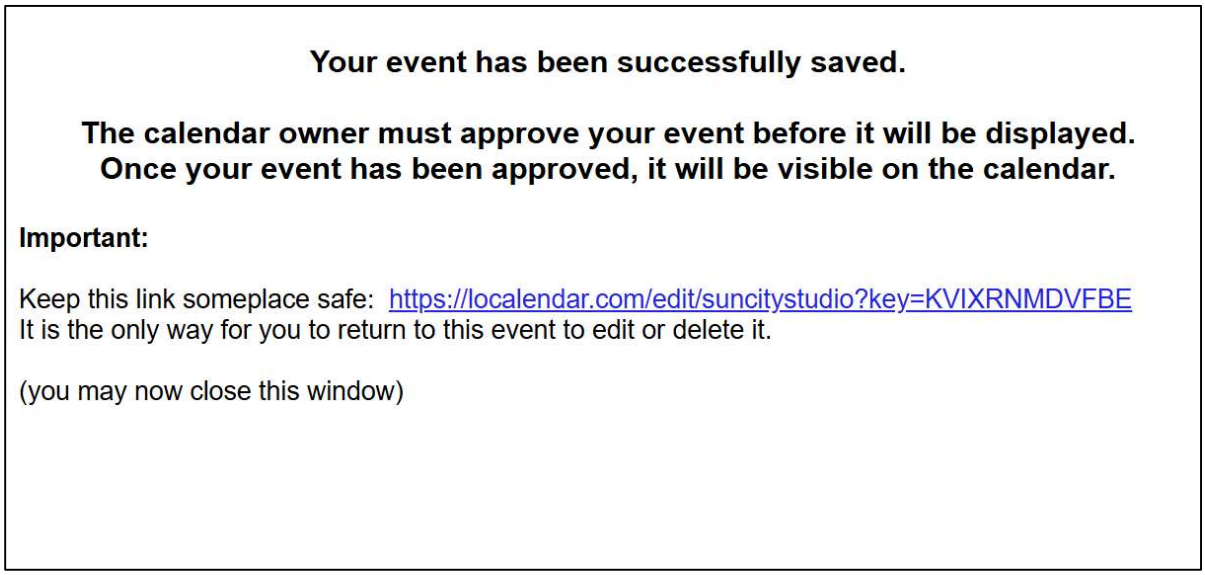
Add Events to the Club's Calendar



1. You will see a new button on the club calendar to **Add Event**



2. This will open a window to enter the details of your event.
3. Enter: Email address, Title of Event, Description of event, Location of Event, Address of Event Location, Date of Event, Time of Event, Duration of Event and select a category
4. You do not need to do anything to the color fields. The category will determine the color of the event.
5. **Very Important** - Make sure to select a category. This is very important as the coloring of the event on the calendar is based on the category selected.
6. If this is a repeating event, click the "This event repeats" tab and select the repeating pattern to have all events added.
7. Click Save
8. The event will go into a pending status and will be reviewed and approved by the administrator. If there is an issue, you will be notified for resolution.
9. You will receive a message with a link for editing prior to approval. You will also receive an email with the details of your submission.



Your event has been successfully saved.

The calendar owner must approve your event before it will be displayed. Once your event has been approved, it will be visible on the calendar.

Important:

Keep this link someplace safe: https://localendar.com/edit/suncitystudio?key=KVIXRNMDVFBE
It is the only way for you to return to this event to edit or delete it.

(you may now close this window)

Change Events to the Club's Calendar

1. If the event has not been approved, use the link provided when adding the event to make changes.
2. If the event has been approved, Click Change Event link at the bottom of the calendar on the website. This will take you to a Request Change Form.