

## Posting a Calendar Event to the MBCC Website

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Log into the site. Under **Create Content**, select **Calendar Event**



Fill in the **Title of Event**, **Date**, **Time**, **Event Location** (e.g., Assembly Hall), and **Event Description**.

If the event is repetitive (e.g., weekly, monthly), there is a checkbox that will bring additional information to complete.

Under **Groups**, select the sponsoring group (if listed).

A screenshot of the 'Create Calendar Event' form. The form has several sections: 'Title of Event' with a text input field; 'EVENT DATE' with a checkbox for 'Show End Date', 'Date' and 'Time' input fields (with an example 'E.g., Feb 1 2016' and 'E.g., 08:25am'), and a 'Repeat' checkbox; 'Event Location' with a text input field; 'Groups' with a dropdown menu showing options like 'None', 'Adult Discussion Group', 'Bible Study', and 'Music & Theater'; and 'Event Description' with a rich text editor toolbar and a text area.

You can also add an image, video link, and attachments (e.g., a flyer).

Click **Save** at the bottom.

A screenshot of the lower portion of the 'Create Calendar Event' form. It shows the 'Event Image' section with a 'Browse...' button and an 'Upload' button, and a note that files must be less than 128 MB. Below that is the 'VIDEO' section with a 'Video URL' input field and an 'Add another item' button. The 'FILE ATTACHMENTS' section has an 'Add a new file' button and a note that files must be less than 10 MB. At the bottom, there are 'Menu settings', 'URL path settings', 'Revision information', 'Comment settings', and 'Authoring information' sections. A red arrow points to the 'Save' button at the very bottom of the form.