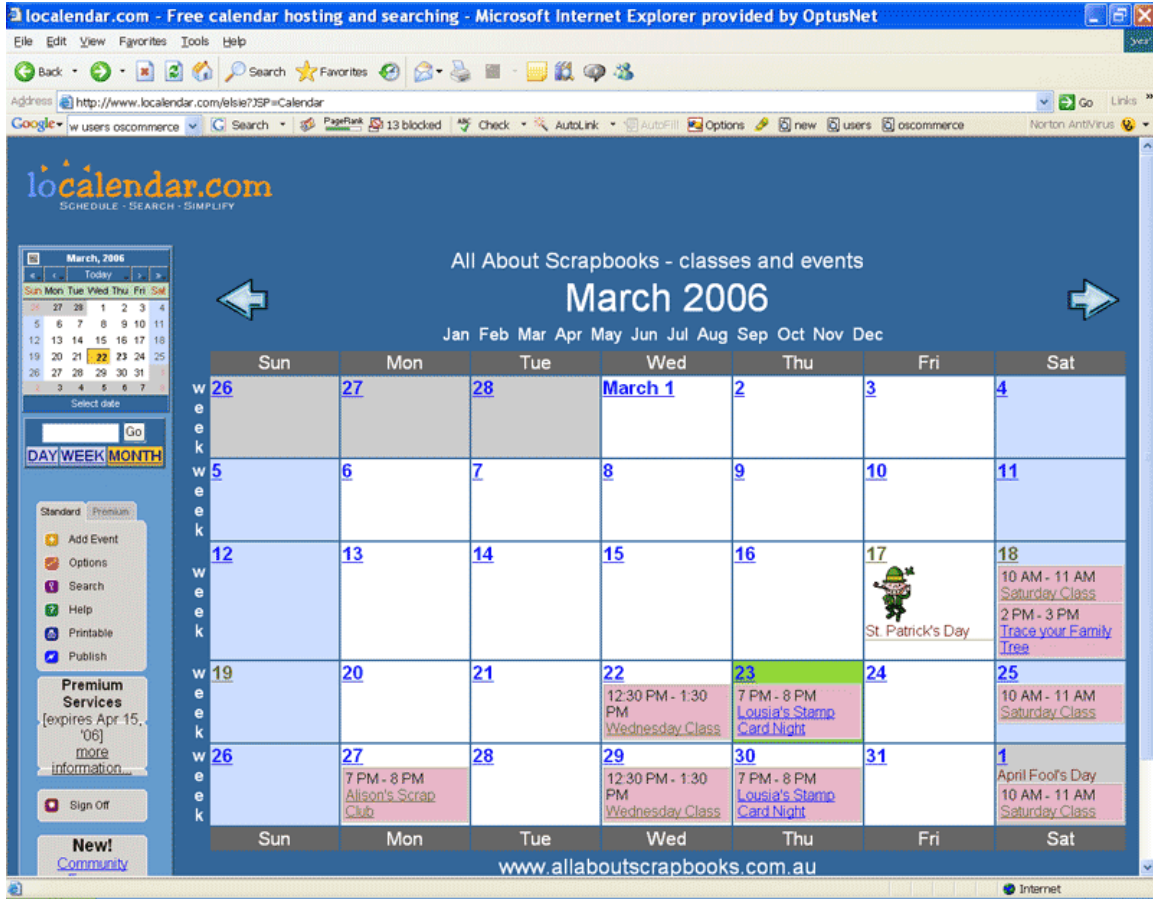


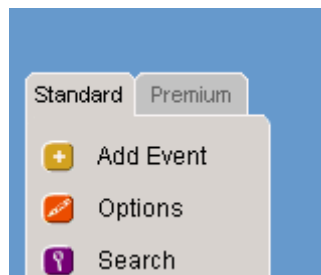
Online Calendar Manual

1. Login (see Login Details page for details)
2. After you login you will see a page that looks like this:

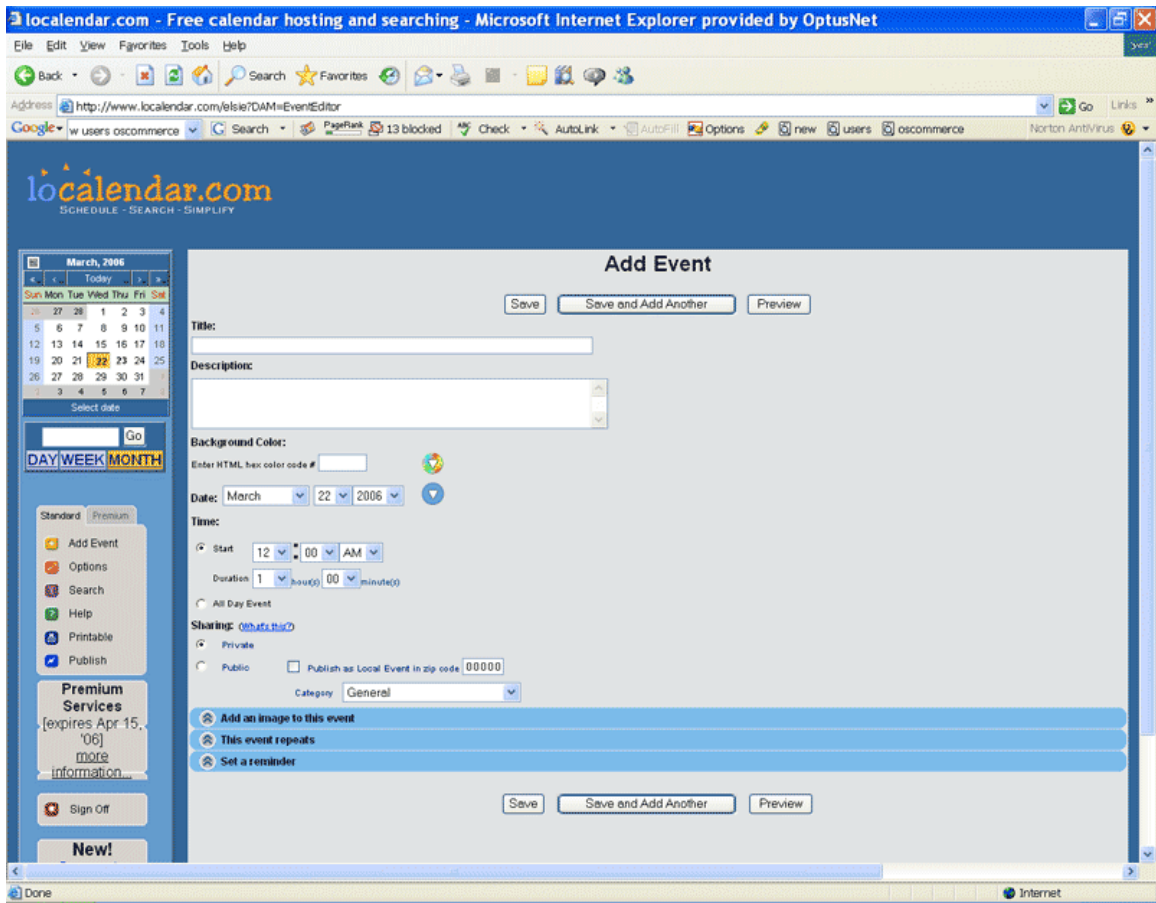


To add an event

Step 1. Click on the 'Add Event' link that is on the left side of the page.



After you click the link you should be at this page:



Step 2. Fill in all the details of your event.

Step 3. If the event is going to be on every week then click the link 'This event repeats'.

Click the relevant circle eg if your event is weekly then click 'By Day of Week'.

Check the box next to the day of week that the event is on.

Check the box next to 'Weekly'.

Click 'Save' if you only have one event to add, or 'Save and add another' if you have more than one event to add.

To print your calendar

Step 1. Click on the link called 'Printable' which is to the left of the page. A new window should open up.

Step 2. Click on 'File' > 'Print'.

Step 3. When you are finished, don't forget to click 'Sign Off' which is at the bottom left corner of the screen.