OurChapter.org

Calendar – Make your events known.

This presentation will show you how to use the "Calendar" function for this Website.
- Create entries for each calendar event, single or multiple days.
- Use "Web Link" to share current calendar on your existing websites.
- Promote your calendar events with other chapters (optional).
- Change log for any calendar updates.

This website is FREE to use with any chapter within any organization.

Don White – April 13, 2022
Designer and developer of YoungEaglesDay.org, EAABuildersLog.org and FlyingStart.org websites.
** We do not distribute, market, sell or use your information outside of this website in any way. All member and chapter information is kept confidential to that chapter and/or organization.

Calendar – Login

1. Use the "Login" link at the top right to Login into the website.

2. Fill out your email and password and click the "Login" button in the window box.

Calendar – Your events.

1. You can show your calendar events or activities know to the public.

2. Click on the "Calendar" icon to start the process.

Calendar – Add your own

1. You can add a new Calendar entry by clicking on the top button.

2. Other chapters can share their calendar entries.

3. You can include their entries with your chapter by clicking the green "+" icon or remove them with the red "-" icon.

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Chapter/Group Calendar: Create a new Calendar Entry

Calendar entries.

Date	Title	Contact	Location	Website

Shared Events from other Chapters/Groups

	Miles	Date	Title	Chapter/Group	Contact	Location	
⊕	41	Apr 23,2022	Young Eagles Rally	Merritt Island (EAA-)	Don White	Merritt Island,Florida	✖

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Calendar – Add your own

1. Fill in your calendar entry. You can make this "Private", if you want it.

2. You can specify your event with other chapters and the "OurChapter.org" home page by specifying the number of miles away.

3. "Submit" it to make it live.

4. If you want to delete an existing entry, click the red "Trash can" icon on the top right.

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Chapter/Group Calendar Entry

Calendar Title: Test Entry   — Please include **CITY** and **STATE** in the title. (max 43 characters)

Description: Descriptions

Private Event: ☐ - Yes, this is a private event. It will NOT be advertised on the home page

Start Date & Time: 04/23/2022   08 : 00 : 00 AM ⊗ — **End Time:** 12 : 00 : 00 PM ⊗ — Multiple Days?

Contact Name: D. White

Contact Email: support@ourchapter.org

Contact Phone: Contact Phone

Event Address: 900 Airport Road

Event City: Merritt Island   **State:** Florida   **Zip code:** 32952

Event Directions: Short directions to your Event location - Optional   — (Optional)

Event Website: Event website URL   - Optional - Event Website URL - ex: "http://myevent.com/itshere"

Share Event: 4 ⇕   - Optional - Number of miles that you want to share this event with other chapters? (0 - 500)

- Note: You must enter a city and state at a minimum for this to be a valid shared request.

Calendar Entry - Submit
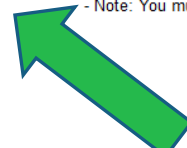
Calendar – Your entry

1. You can edit your entry by clicking on the "Title".

2. Mouse over the "Share" icon next to the title to see details of the share distance.

3. You can use the Website link to include it in other websites or emails Campaigns.

4. You click on the "Weblink" icon to share your active calendar on an existing website.

Calendar – Log icon

1. The "Log" icon can also show you all activity with this function.

2. This log is only read only, you can not edit it.

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Change Log for Calendar Entries.

Date	Update by	Calendar	Cmd	Changes
Apr 13,2022 08:35am	Don White	Test Entry	NEW	Fld:title, New:Test Entry Fld:descr, New:Descriptions Fld:date, New:04/23/2022 Fld:sttime, New:08:00 Fld:entime, New:12:00 Fld:cname, New:D. White Fld:cemail, New:support@ourchapter.org Fld:addr, New:900 Airport Road Fld:city, New:Merritt Island Fld:state, New:Florida Fld:zip, New:32952 Fld:share, New:4
Apr 13,2022 08:07am	Don	Young Eagles Rally	DLT	Shared Request Removed

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Conclusion / Questions

* Questions / Comments: Use the "Contact Us" link

* Best free website for organizations to manage and grow memberships.