

## How to

### Add an Event to the Community Calendar on stonecurves.org

rev. Feb 2016

1. go to [stonecurves.org](http://stonecurves.org)
2. select the **Members Only** tab at the bottom right of the screen
3. enter the community password **scmembersonly**
4. click on the calendar link at the top of the page
5. fill in your personal calendar username and password
6. Select and click on the date to which you want to post.
7. On new Screen, "Create Event,"
  - a. Enter a Name for your event (eg. Townhall meeting, birthday party) - This name will appear on the calendar as entered.
  - b. In Description, enter the details (eg. what will be discussed, what to bring, who to contact). These details will be seen on the calendar, when the viewer rolls the mouse over the event.
8. In Permission, select "member/resident" from dropdown box.
9. Enter start and stop times, if appropriate, or check "all day event."
10. Enter Location
11. IMPORTANT – Click **Save** at the bottom of the page.

To delete an event, double click on the event on the calendar, and click the Delete button at the bottom of the page.