Village Calendar Editing

The Village Calendar (VC) is accessible on the FHA website at the "Calendar" tab. As a manger of the VC, you have access to making changes, additions, etc. There are two calendars on the FHA website: Village Calendar and Gathering Place Schedule (GPS), which is managed by Clairebeth Lehn and never touched by the VC manager! Most things on the GPS need to be added to the VC, but the reverse is not true. Only events that take place at the GP are on that schedule, while events that take place at other locations, such as Galloway or The Barn, are added to the VC.

Steps:
1. Open the VC in one browser window and the GPS in a second window.
2. Compare the VC with the GPS
3. Open each event on the GPS and copy each onto the VC

How to create an event on the Village Calendar

1. Open the VC from the FHA website.
2. There is a plus sign (+) at the upper right corner of each date box. Click the + and a window will open that allows you to enter the Content and the Calendar information.
3. At this screen, under "Common", you add the Title, select Village Calendar from the calendar dropdown menu, Select the location under Categories, and Contact Information. Access level should remain "Public" and State "Published".
4. To add verbiage from the FHA newsletter, use the Select Agenda drop down menu and the information will be automatically added to the event description.

    If you want to cancel the entry, **DO NOT CLICK THE BACK BUTTON! ONLY USE THE CANCEL BUTTON.**

5. After you complete the Common information, click "Save" and then click the "Calendar" tab where you will have the opportunity to add the start time and end time or No specific end time.

Events that repeat on a regular basis can be configured to repeat.

To create a repeating event, select the repeat type (daily, weekly, monthly, yearly). For a monthly repeat, you can select by day and by week (first, second, third, fourth, fifth). Select to repeat until a specific date.

6. Click Save & Close
7. View the event by clicking it on the monthly view of the VC Check to verify the information (especially a.m. or p.m.).
8. Once an event is created, it can be edited at any time.
    Open the event and click the pencil icon

The menu will provide several options. If the event is a single event (non-repeating), you would select "Edit main event". If the event is a repeating event and you only wish to edit the particular date, click "Edit this repeat". Only the event on that specific date will be changed. This sometimes happens when a group has a change for a particular month due to a holiday or conflict.

REMEMBER: DO NOT CLICK THE BACK BUTTON TO EXIT THE EDITOR - ONLY USE THE SAVE & EXIT BUTTON TO SAVE CHANGES. OR THE CANCEL BUTTON TO FORGET CHANGES.

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