

Guide to Adding an Event in EZWebCalendar.com

To add an event you must be logged in to the calendar. Go to www.EzWebCalendar.com the login link is on the lower right corner of the main page. To login to the demo calendar use the user name and password "admin". This will give you admin rights to the demo calendar. If you are already a registered user of EzWebCalendar use the User ID and password for your account.

Pricing for youth groups, non-profits, & businesses of all sizes.

| [Start](#) | [Features](#) | [Questions & Answers](#) | [Sign Up](#) | [Demo](#) | [Contact Us](#) |

EzWebCalendar.com

more than just a calendar

Easiest way to get a calendar online TODAY for your business or organization.

- Multi User Online Calendar
Add different user accounts to your system.
- Upload images and documents for each event
Make it easy to share your organizations documents.
- Add categories to filter your calendar views (Meetings, Games, Review Session, etc.)
- Phone Book
Provides a easy way for your group to communicate.
- Site News
List current events and announcements on the top of your calendar.
- Document Listing Section
The list of documents you have uploaded to the system. These can also be linked to your events.
- All through our web based interfaces that require no programming!
- [And more...](#)

This hosted online calendar solution makes it easy for any organization large or small, to have a web calendar in minutes.

Great for:

- Small and Large Businesses
- Schools
- Sports Teams
- Youth Organizations

Member Login

User:

Password:

| [Features](#) | [Questions & Answers](#) | [Sign Up](#) | [Demo](#) | [Contact Us](#) |

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Info@EzWebCalendar.com

If you are already browsing the demo calendar you can login to add an event by clicking on the Login link at the upper right of the page. Use the user name and password "admin" which will give you admin rights to the demo calendar to test adding events to the system.

YOUR GROUP NAME HERE > Monthly View [Create an Account FREE for 15 days!](#) [Login](#)

[Hide Categories](#)
[Event Search](#)
[Site News](#)
[Documents](#)
[Phone List](#)
[Print Options](#)

May 2004						
Su	M	T	W	T	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Site News

- [this is another news announce ment with a long title...sfdlskfjksdlkjsdlj](#)
- [another test](#)

[All Site News >>](#)

July 2004						
Su	M	T	W	T	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Event Category Filter:

Any
 cat 1
 new category
 hgjhj
 xyz

To add an event navigate to the desired month using the Prev and Next Month links located on the left and right top of the main calendar. The Month names above the mini calendars can also be used to navigate to the desired month.

YOUR GROUP NAME HERE > Monthly View

[Create an Account FREE for 15 days!](#)

[Log](#)

[Hide Categories](#)
[Event Search](#)
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May 2004

Su	M	T	W	T	F	Sa
						1
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30	31					

Site News

- Important NEW JOB
- This is a news item....

[All Site News >>](#)

Event Category Filter:

Any
 Staff Meetings
 Vacation
 Sales Call
 Weddings
 Concert
 PLC
 Meeting
 Sports Event

[Refresh](#)

July 2004

Su	M	T	W	T	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

[Monthly View](#) |
 [Weekly View](#) |
 [List View](#) |
 [Yearly View](#) |


[Add Event](#)

[How to Add Events](#)

	June 2004						
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Week 1			1 sales call 3:00 PM - 11:30 PM	2 Weekly Meeting 11:00 AM - 11:30 AM	3 Test 6:00 AM - 6:30 AM	4	5
Week 2	6 ggggg 7:00 AM - 9:00 AM	7 procaps 10:00 PM - 6:30 AM	8 procaps 10:00 PM - 6:30 AM	9 fourth of firth 6:00 AM - 6:30 AM craig 9:00 AM - 11:00 AM Irwin Kula Scho... 6:30 PM - 10:00 PM procaps 10:00 PM - 6:30 AM	10 Squamish match 2:00 PM - 10:30 PM procaps 10:00 PM - 6:30 AM	11 Klaas 6:00 AM - 6:30 AM procaps 10:00 PM - 6:30 AM	12 procaps 10:00 PM - 6:30 AM

Click either the Add Event Link at the top of the calendar (See Box Above) or click the icon in the desired day to go to the add event screen.

Adding an event requires you to enter the following information:

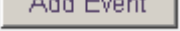

- Name (Required)– Enter a short title/description for this event (40 character maximum).
- Date (Required)– Enter the date of your event by typing or clicking the  calendar icon located to the right of the box.
- Start/End Time (Required)- Select the start and end times for your event. If this event has no starting and ending times check the Not Time Specific check box to the right.
- Category (Required)– Choose the appropriate category for this event. If this event is only to be visible to users of the selected category also check the Make Event Private check box to the right.

YOUR GROUP NAME HERE > Add Event

[Create an Account FREE for 15 days!](#)



[Back To Calendar!](#) | [View Day!](#)

Sunday, June 13, 2004	
* Name	<input type="text"/> ? (Fields marked with a * are required.)
* Date	<input type="text" value="06/13/2004"/>  ? mm/dd/yyyy format.
* Start Time	<input type="text" value="NoTime"/> <input type="checkbox"/> Not Time Specific
* End Time	<input type="text" value="NoTime"/>
* Category	<input type="text" value="Select Category"/> <input type="checkbox"/> Make Event Private

The event can be added now when you click the  button or you can continue to specify additional options for this event. If you want to save this event now and add another check the  button.

- Description – More detailed information regarding the event.
- Repeating – Events can be entered once, and repeated for a number of days or weeks. The system default is to add the event for one day only; the event in the date box at the top. If you want to repeat the event click the radio button next to daily, or weekly, then select the number of repetitions. The event will then be added for the current day, plus the number of repeats you select.
- Sync to Desktop Calendar - This will sync the event to a desktop application. You must have a desktop scheduler that accepts an iCal formatted file. iCal is a standard date format for event files, this is used by MS Outlook and many other applications. When this option is checked, a popup window will open when you save your event. The iCal file will also open. Depending on your desktop configuration you maybe prompted to save or open the file. Save the file to your computer before opening it.
- Event Files - Files or links can be attached to an event. You may select a category and or a caption for each item. To upload a file, click the browse button. You will be able to upload a file from your computer. To add a link to this event type the link into the link box. This could be a link to a resource on your external web site. 3 files or links can be added when you add an event. These files and links will be viewable in the documents section.
- Event Reminders – Email reminders can be sent for an event. Select when you would like the reminder to be sent. You may choose to send the reminder to calendar users or to a designated list of email addresses. When listing email addresses please use a comma to separate them.
*Note the event reminder feature is not functional in the demo calendar.

Description	<div style="border: 1px solid black; height: 100px;"></div>												
Repeating	<input checked="" type="radio"/> No, one day only. <small>?</small> <input type="radio"/> Daily For <input type="text" value="1"/> day(s) <input type="radio"/> Weekly For <input type="text" value="1"/> week(s) <input type="radio"/> Monthly For <input type="text" value="1"/> month(s)												
Sync To Desktop Calendar	<input type="checkbox"/> (Creates a .vcs calendar file that can be used by your desktop calendar programs, ie MS Outlook.) <small>?</small>												
Event Files <small>?</small> To add files use the Browse Button to upload a file. Or you may enter a link to your file on another internet site in the link box .	Link to a current file: <input type="text" value="Select Existing File"/> <small>?</small> OR Add New <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #008080; color: white;"> <th style="width: 20%;">File Category</th> <th style="width: 30%;">Optional Caption</th> <th style="width: 50%;">File</th> </tr> </thead> <tbody> <tr> <td><input type="text" value="None"/></td> <td><input type="text"/></td> <td>Upload <input type="text"/> <input type="button" value="Browse..."/> Link <input type="text"/></td> </tr> <tr> <td><input type="text" value="None"/></td> <td><input type="text"/></td> <td>Upload <input type="text"/> <input type="button" value="Browse..."/> Link <input type="text"/></td> </tr> <tr> <td><input type="text" value="None"/></td> <td><input type="text"/></td> <td>Upload <input type="text"/> <input type="button" value="Browse..."/> Link <input type="text"/></td> </tr> </tbody> </table>	File Category	Optional Caption	File	<input type="text" value="None"/>	<input type="text"/>	Upload <input type="text"/> <input type="button" value="Browse..."/> Link <input type="text"/>	<input type="text" value="None"/>	<input type="text"/>	Upload <input type="text"/> <input type="button" value="Browse..."/> Link <input type="text"/>	<input type="text" value="None"/>	<input type="text"/>	Upload <input type="text"/> <input type="button" value="Browse..."/> Link <input type="text"/>
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Event Reminders Select time to send reminder Select User to send reminders to users in your calendar. Or you may enter Email Address(es) for this event.	Send Reminder: <input type="checkbox"/> When Event is Added and / or <input type="text" value="1"/> Day(s) Before Event Select User: <input type="text" value="admin admin demo demo"/> Email Address : <input type="text"/> <small>To enter multiple email addresses separate using a comma.</small>												

The event will be added when you click the  button at the bottom of the page. If you want to save this event and add another check the  button.

After clicking the add Event button you will be taken to the event that you have added for review. Edits can be made at this time.