

Guide to Editing an Event in EZWebCalendar.com

To edit 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. **You are only permitted to edit events that you have added to the system. The calendar administrator has access to edit all events.**

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...](#)

Great for:

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

Member Login

User:

Password:

Login

| [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 edit 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 editing 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...sfdlskfjsdlkjklsdjf
- another test

[All Site News >>](#)

Event Category Filter:

Any
 cat 1
 new category
 hgjhj
 xyz

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

To edit 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](#) [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
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](#)

	<< Prev	June 2004						Next >>
	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 procaps 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	

Select an event to edit and click on the underscored Name of the event. This will take you to the event details page.

YOUR GROUP NAME HERE > View Event

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

[View Day](#) | [Back To Calendar](#) | [Add Event](#) | [Edit Event](#)

[Sync to Desktop](#) 2

Event Details	
Event Name:	test
Event Date / Time:	06/13/2004 / 6:00 AM - 6:30 AM
Event Category:	PLC
Added By:	admin admin
Description:	
User's Contact Information:	
Email:	1
Phones:	
	Cell 5556667777

To edit the event click on the Edit Event link and you will be directed to the event edit page. **If you do not see the Edit Event link you did not enter this event in the calendar and cannot edit it. Please contact you calendar administrator if you need changes made to the event. Make the necessary**

changes to the event and click either the Update Event button (if you have changed required fields only) or click the Update button at the very bottom of the event details.

YOUR GROUP NAME HERE > Edit Event

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

[View Day](#) | [Back To Calendar](#) | [Add Event](#) |

[Sync to Desktop](#)

Sunday, June 13, 2004

Added By	<input type="text" value="admin, admin"/>
Name	<input type="text" value="Practice"/>
Start Time	<input type="text" value="6:00 AM"/> <input type="checkbox"/> Not Time Specific
End Time	<input type="text" value="6:30 AM"/>
Status	<input type="text" value="ACTIVE"/> Status of <i>INACTIVE</i> will remove this event from the calendar!
Category	<input type="text" value="new category"/> <input type="checkbox"/> Make event Private

(Or Continue for Additional Options)

This is a repeating event.
Select all the associated events you want to edit:

- Practice, 05/23/2004
- Practice, 05/30/2004
- Practice, 06/06/2004
- Practice, 06/13/2004
- Practice, 06/20/2004

Description	<input type="text" value="Practice"/>
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<p>Event Files</p> <p>To add files use the Browse Button to upload a file.</p> <p>Or you may enter a link to your file on another internet site in the link box.</p>	Add New Files		
	Link to a current file: <input type="text" value="Select Existing File"/> ?		
	OR		
	Upload Additional Images		
	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"/>

Event Reminders

Select time to send reminder

Send Reminder: When Event is UPDATED and / or Day(s) Before Event

Select User
to send reminders to users in your calendar.

Select User:

Or you may enter **Email Address(es)** for this event.

Email Address :

To enter multiple email addresses separate using a comma.

After updating the event please return to either the Day view by clicking the View Day link or the calendar view by clicking Back To Calendar at the bottom left of the .

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