

## Event Calendar Maintenance

1. Log in to 0124@wbcci.net.
2. Click on the Google Apps block at the upper right area of the page bringing up the Apps menu. Click on the Calendar icon to bring up the unit calendar.
3. Go to the desired start date, click on the cell, enter the Event Title, and click on Edit Event.
4. Fill out the date fields, where it is, remove the video call, and enter a description of the event, including host names and any other pertinent information.
5. If a post has been created for the event, add a href line pointing to the post using the post permalink value. The GCal Events plugin will create a link to the post. The href reference is as follows:  

```
<a href="Permalink to post goes here">displayed link message</a.
```
6. Select the event colour. I am using green.
7. Save the contents and test.
8. To test, you may have to first clear the cache to force an update of the calendar contents for the web site. To do this, go to Dashboard => GCal Events => All GCal Feeds. Hover over the Ontario Unit Calendar entry, and click on the Clear Cache item. Then, you **must log out** of 0124@wbcci.net, to test as a normal user. Go to the web site and in the Unit Events widget, select the month for the event, and hover over the date in question. The date should be highlighted in red. As you hover over the date, a small window will appear giving the event name, the start and end dates, and if a href is present, a "More Details" link will appear which when clicked will take you to the event posting on our site.
9. You can test the full calendar by selecting Our Activities => Unit Event Calendar, and going to the date in question. When you click on the date, you will be proccented with a page showing all of the information that you have entered for that date.