

CALENDAR

Directions for **Adding an Event**

- 1. Go to the Event Manager (<http://www.phsd.org/escal/calendar/events>)
- 2. Log in if you have not already done so
- 3. From the multi-calendar view, click on the date you wish to add an event to
- 4. Fill out the required fields. (Limit short description to 20-25 5. characters)
- 5. Select the "Category" you wish to add the event under
- 6. Leave all fonts, alignments, and other clickable buttons alone. (Bold and Italic **are** allowed)
- 7. Fill out the body of the document (don't add too many words as it will make the popup grow too large)
- 8. Click on "Save Event"
- 9. (for a multiple event day just start at the 3rd step and it will automatically change it to a multi event day)

Directions for **Editing/Deleting an Event**

- 1. Go to the Event Manager (<http://www.phsd.org/escal/calendar/events>)
- 2. Log in if you have not already done so
- 3. Find the event on one of the THREE monthly calendars 'hover' over the date and a popup will occur. At the bottom of the event popup you will notice two buttons: edit and delete.
- 4. To edit, click on the edit button and follow the 4th step down on the "Adding an Event" instructions.
- 5. To delete, click on the delete button and it will prompt you "Are you sure you wish to do this as it is permanent?"