How to add events to your website calendar

By SAME Web Manager

We will use the Oxnard Ventura Post for this tutorial, to explain how to add events to your website calendar. Let’s get started by following the steps below:

1. Go to your website.
2. Click on “MEMBER LOGIN" to go to the login page.

**Member Login**

Your account will be locked out after 8 unsuccessful attempts.

member@same.org

Username*: [Input Field]
Password: [Input Field]

Login  ☐ Remember Login

Forgot Password

3. Use your assigned username and password to login to your website.

**Member Login**

Your account will be locked out after 8 unsuccessful attempts.

member@same.org

Username*: [Input Field]
Password: [Input Field]

Login  ☐ Remember Login

Forgot Password

4. Go to your events page as shown in the image below:
5. As you can see from the image above, the Oxnard Ventura Post currently has no events listed on their calendar. To add an event to the calendar, click on the blue plus sign, on the right, above the yellow box that says: “No events to display”. The events box will pop-up as shown below:
6. Fill out the top part of the form as shown below:
For the example above, I entered the following information:
Title: Monthly Meeting – September 10, 2020
Start Date/Time: 9/10/2020 | 11:30 AM – 1:00 PM
Display End Date: checked (Yes)
Category: Post Events

7. Scroll down to the “description” section of the form, as shown below, to enter more information about the event:
I entered the following information to the description section of the form as shown below:

**Event Name:** Monthly Meeting – September 10, 2020  
**Event Location:** Oxnard, California  
**Event Date/ Time:** 11:30 AM – 1:00 PM  
For more details or to register, visit: this page  
**Event Description:** This is the September 2020 meeting. Light refreshments will be served.
8. To add a registration link to the event, select “this page” as shown below:
9. Click on the paperclip icon above:  

The link box will pop-up as shown below:
10. Paste your event’s register link in the URL section of the box and click “OK” to close the box. “This page” has been turned into a link as shown in the image below:
11. Scroll down and click “Updates” to close the form. The event has been added to the event calendar as shown below:

12. Double click on the event to view the event’s details as shown in the image below:
13. This concludes the process of adding events to your website calendar.