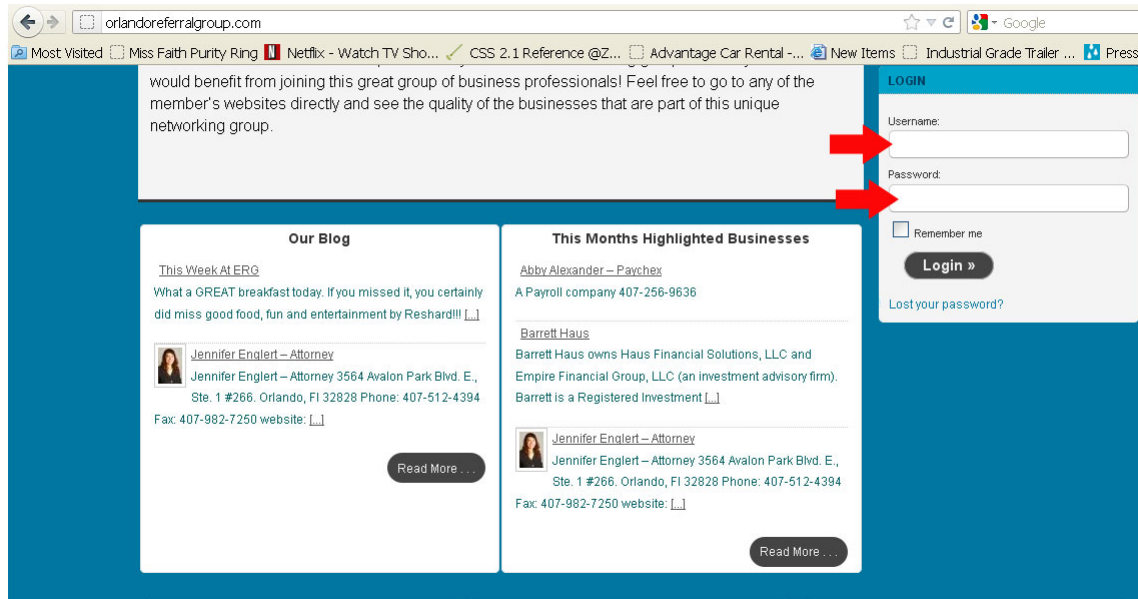




1. Go to <http://orlandoreferralgroup.com>
2. Login with your username & password.



3. You will have a username & a password when you pay the \$25. per year to be a Gold Web Site Member.

Included in your membership is a profile and a business web page.

Carol Gann the Orlando Web Wizard will initially set it up for you.

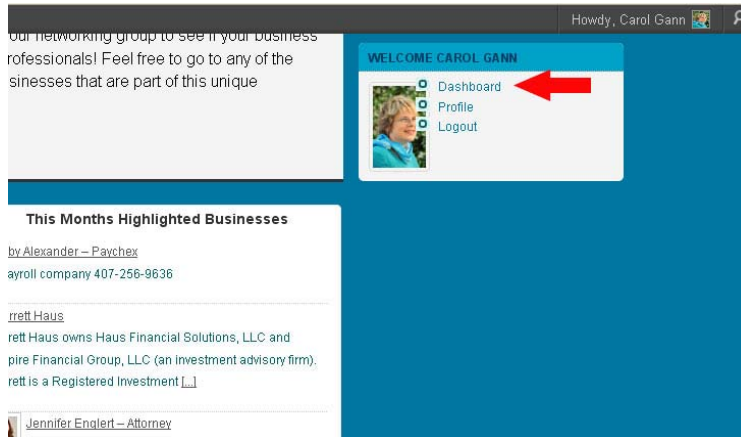
It will then be your responsibility to maintain. If you want more help Carol Gann is available for a nominal fee.





4. When you see your picture you're logged in.

5. Click on the "Dashboard" link.



6. You're now in the "Dashboard" or administrative area of the web site.

7. Find the "Events Calendar" tab in the left navigation. Expand it.



8. When expanded click on “Add Event”

Executive Referral Group    + New    Howdy, Carol Gann

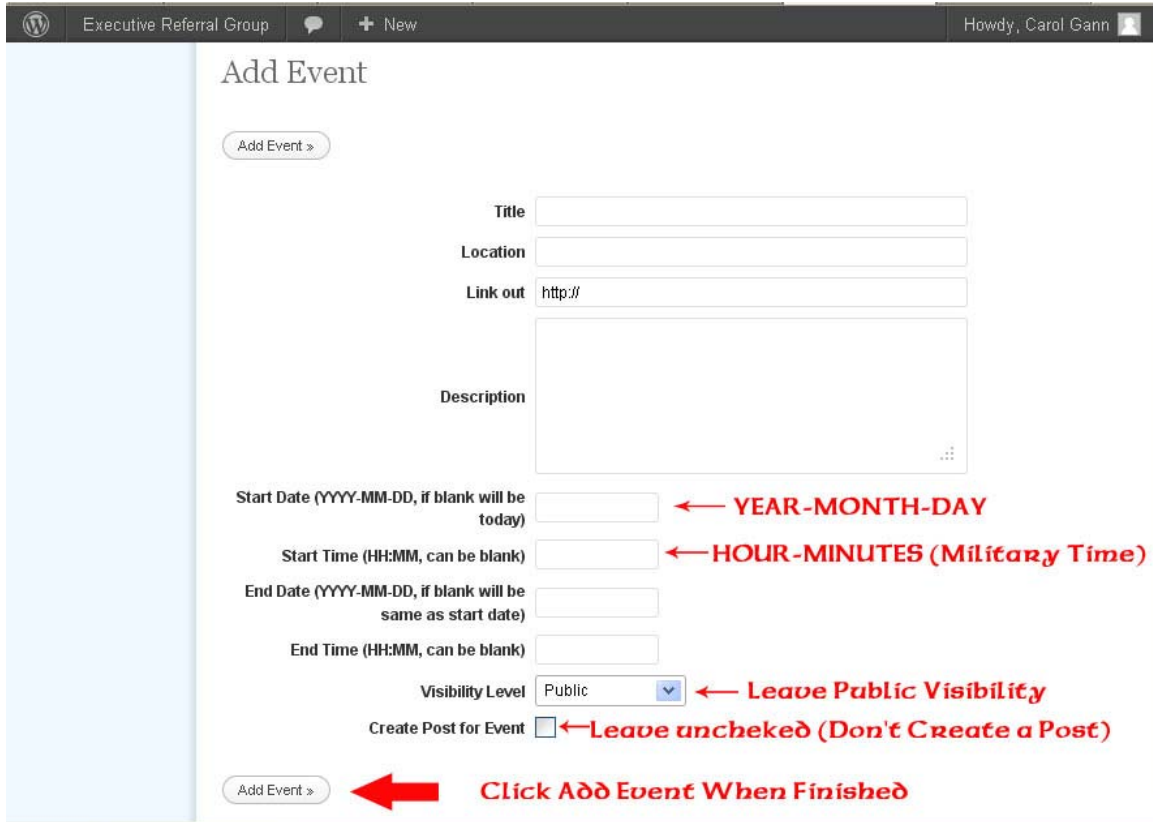
- Dashboard
- Posts
- Media
- Comments
- Profile
- Tools
- Contact
- Events Calendar**
- Calendar
  - Add Event** ←
  - Options
- Collapse menu

« December — Events (January 2012) — February »

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Happy Birthday Mark Nelson ✖	4 ERG Meeting ✖	5	6	7
8	9	10	11 ERG Meeting ✖	12	13	14
15	16	17	18 ERG Meeting ✖	19	20	21
22	23	24	25	26	27	28

9. This is the “Add Event” Form.

10. Follow the form written instructions.



The screenshot shows the 'Add Event' form in a WordPress interface. The form includes the following fields and annotations:

- Title:** A text input field.
- Location:** A text input field.
- Link out:** A text input field with 'http://' pre-filled.
- Description:** A large text area for the event description.
- Start Date (YYYY-MM-DD, if blank will be today):** A date input field with a red arrow pointing to it and the text '← YEAR-MONTH-DAY'.
- Start Time (HH:MM, can be blank):** A time input field with a red arrow pointing to it and the text '← HOUR-MINUTES (Military Time)'.
- End Date (YYYY-MM-DD, if blank will be same as start date):** A date input field.
- End Time (HH:MM, can be blank):** A time input field.
- Visibility Level:** A dropdown menu set to 'Public' with a red arrow pointing to it and the text '← Leave Public Visibility'.
- Create Post for Event:** An unchecked checkbox with a red arrow pointing to it and the text '← Leave unchecked (Don't Create a Post)'.
- Bottom Button:** An 'Add Event >' button with a large red arrow pointing to it and the text 'Click Add Event When Finished'.

11. Click the “Add Event” button when finished.

(WARNING) Do not check create a post. Leave the “Visibility Level” public so that everyone can see it.

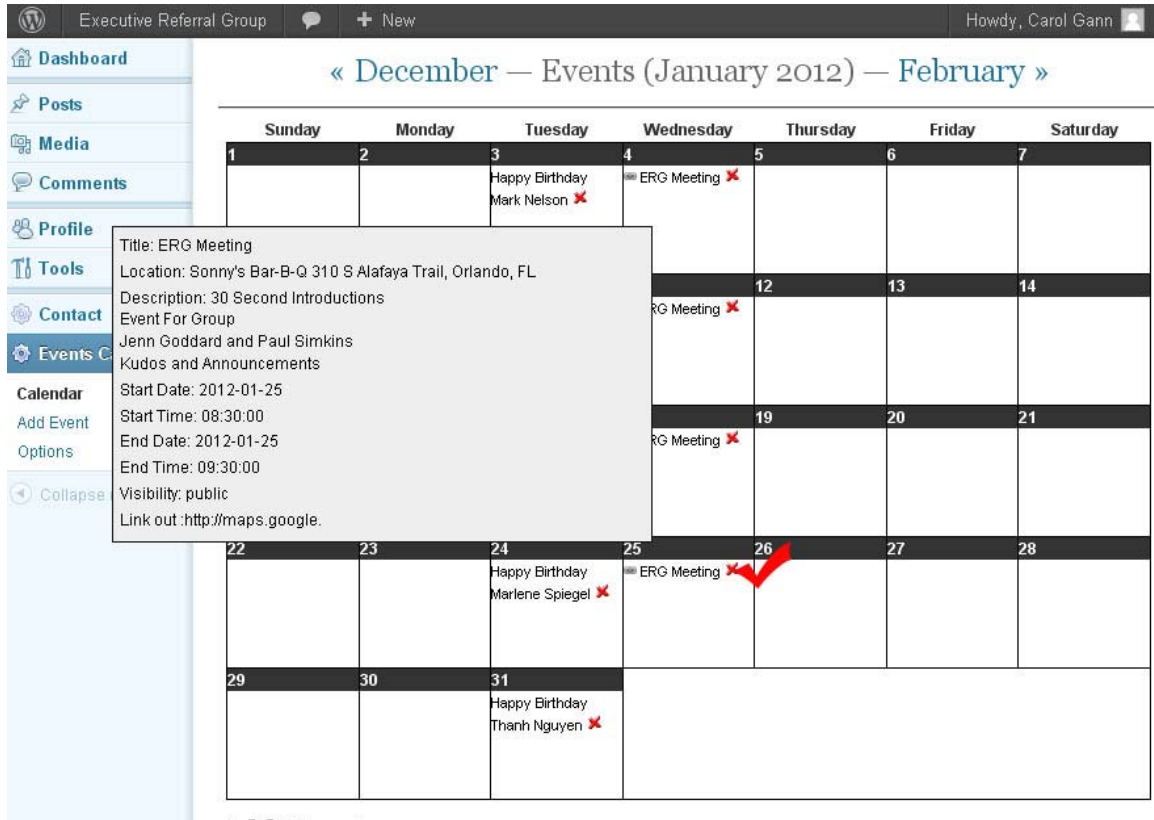
Don't create another event if you made an error. Navigate to your already created event and edit it.

12. To navigate the calendar click the next month if your event isn't this month.

« December — Events (January 2012) — February »

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Happy Birthday Mark Nelson ✖	4 ERG Meeting ✖	5	6	7
8	9	10	11 ERG Meeting ✖	12	13	14
15	16	17	18 ERG Meeting ✖	19	20	21
22	23	24 Happy Birthday Marlene Spiegel ✖	25 ERG Meeting ✖	26	27	28
29	30	31 Happy Birthday Thanh Nguyen ✖				

13. Find your event and click on the title.      14. To delete the event click the RED x



Executive Referral Group    + New    Howdy, Carol Gann

« December — Events (January 2012) — February »

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Happy Birthday Mark Nelson ✕	4 ERG Meeting ✕	5	6	7
8	9	10	11 ERG Meeting ✕	12	13	14
15	16	17	18 ERG Meeting ✕	19	20	21
22	23	24 Happy Birthday Marlene Spiegel ✕	25 ERG Meeting ✕	26 ERG Meeting ✕ ✓	27	28
29	30	31 Happy Birthday Thanh Nguyen ✕				

Title: ERG Meeting  
 Location: Sonny's Bar-B-Q 310 S Alafaya Trail, Orlando, FL  
 Description: 30 Second Introductions  
 Event For Group  
 Jenn Goddard and Paul Simkins  
 Kudos and Announcements  
 Start Date: 2012-01-25  
 Start Time: 08:30:00  
 End Date: 2012-01-25  
 End Time: 09:30:00  
 Visibility: public  
 Link out: <http://maps.google>.

**WARNING:** Be careful where you're clicking & try not to delete someone else's event.



15. Make your changes to the event.

16. Click the “Update Event” button.

Executive Referral Group    + New    Howdy, Carol Gann

- Dashboard
- Posts
- Media
- Comments
- Profile
- Tools
- Contact
- Events Calendar**
- Calendar
- Options
- Collapse menu

### Edit Event

Update Event »

**Title** ERG Meeting

**Location** Sonny's Bar-B-Q 310 S Alafaya Trail, Orlando, FL

**Link out** <http://maps.google.com/maps?q=Sonny%27s+Bar-B-Q>

**Description**  
30 Second Introductions  
Event For Group  
Jenn Goddard and Paul Simkins  
Kudos and Announcements

**Start Date (YYYY-MM-DD, if blank will be today)** 2012-01-25

**Start Time (HH:MM, can be blank)** 08:30:00

**End Date (YYYY-MM-DD, if blank will be same as start date)** 2012-01-25

**End Time (HH:MM, can be blank)** 09:30:00

**Visibility Level** Public

**Post ID** 0

Update Event »