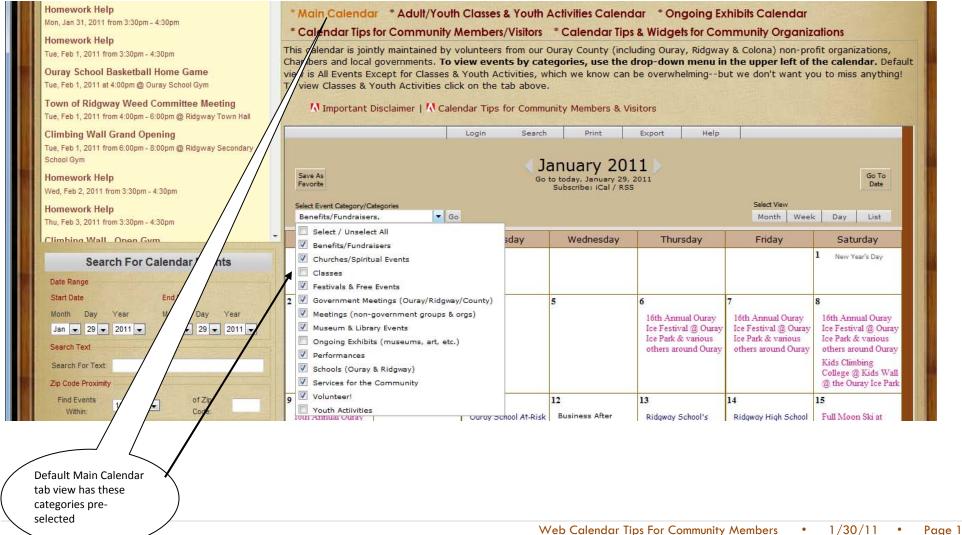
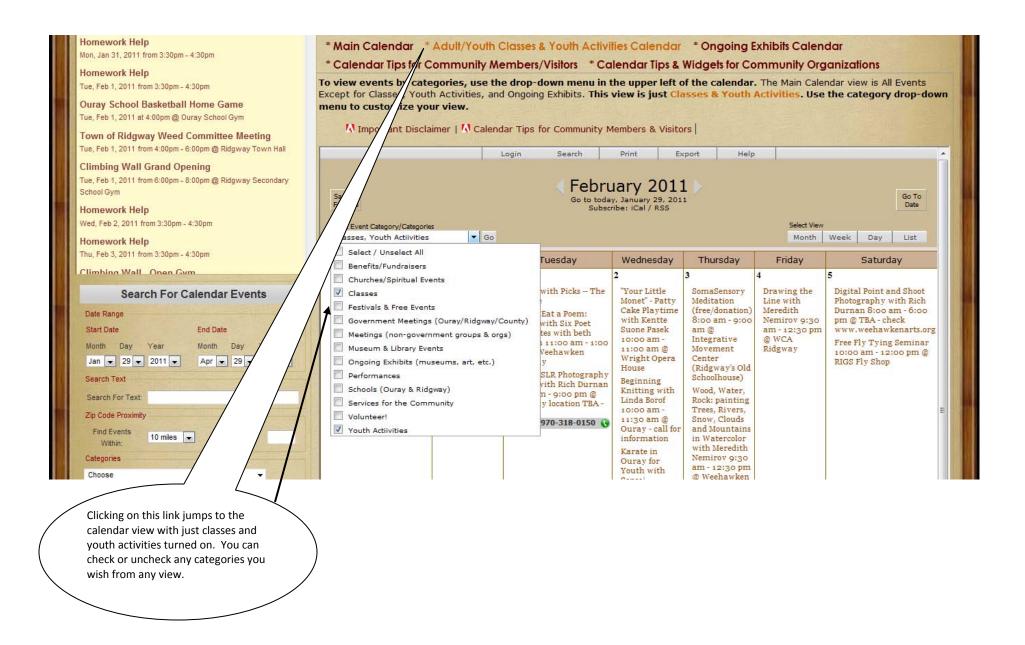
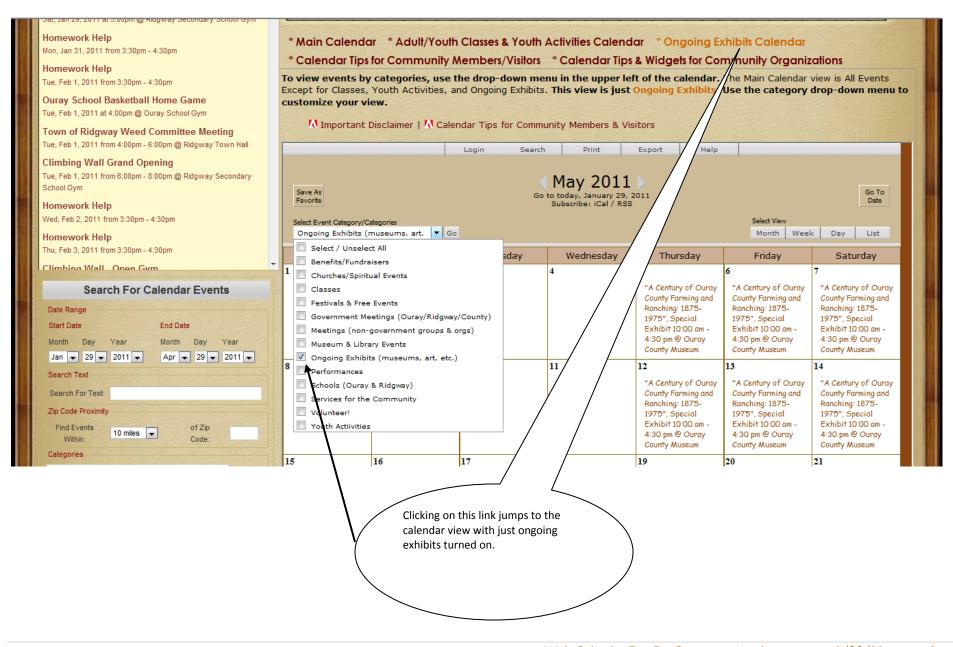
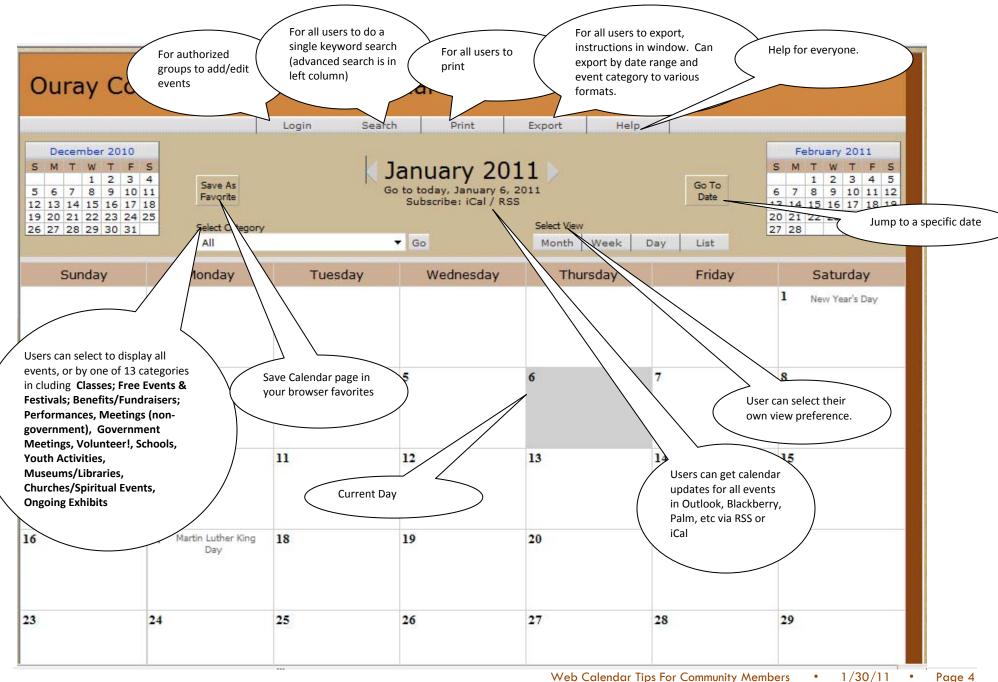
This tutorial is to assist our community members to become familiar with the calendar search or find events, have reminders emailed prior to the event, and to print or export events.

### **Main Calendar and Categories:**

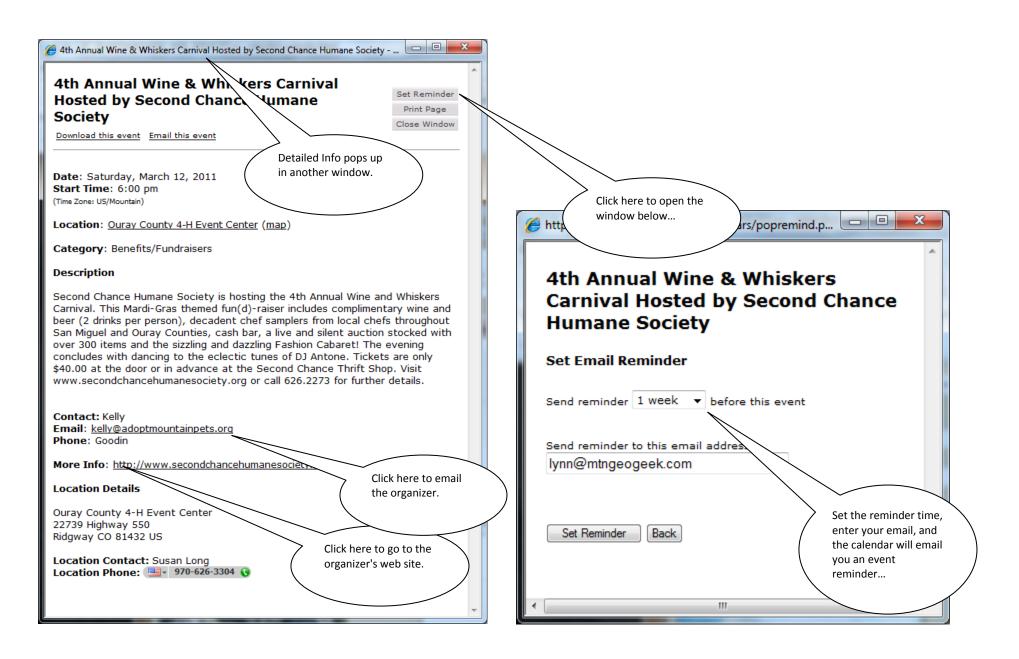


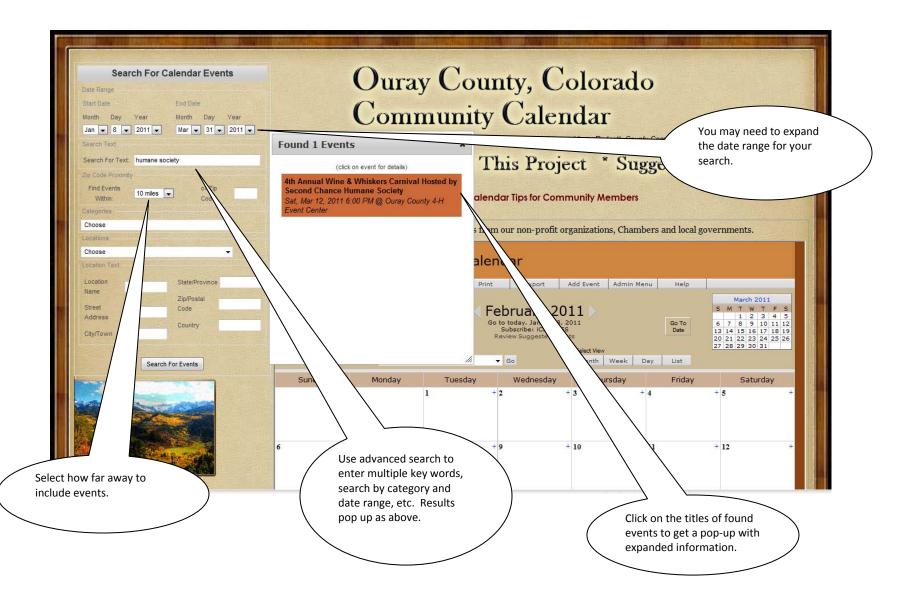












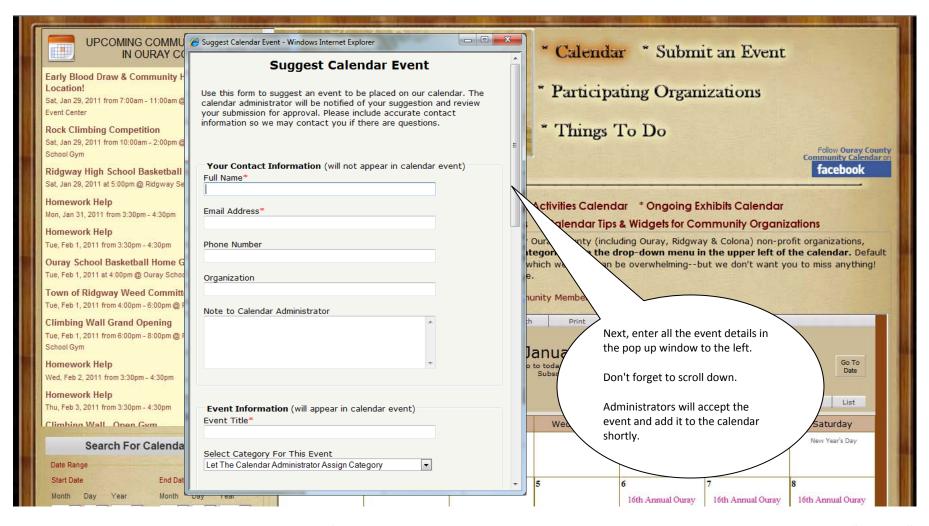


Community members and participating organizations may suggest an event by using the **SUBMIT AN EVENT wizard**:

First, Click on the "Submit an Event" link as below.

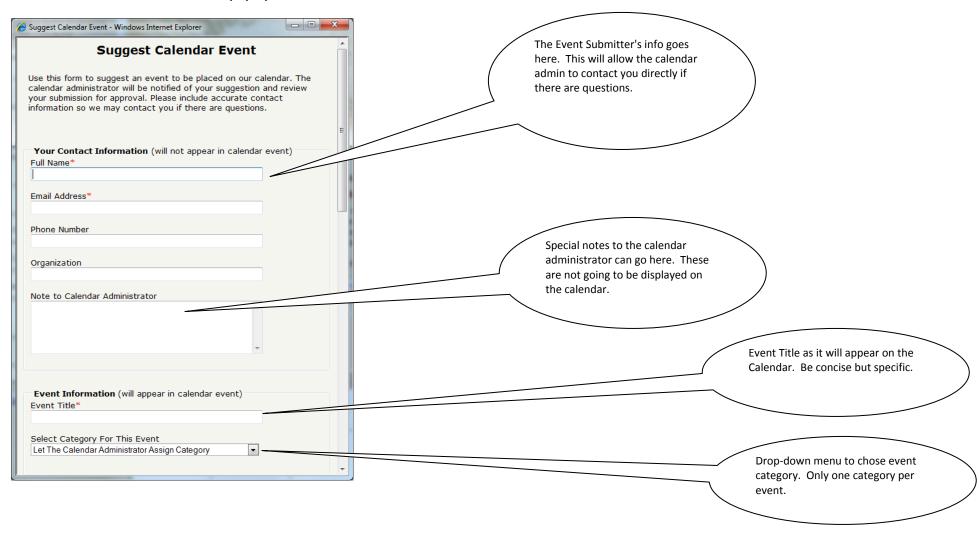


Please fill out the pop-up form and give the details of date/time/place/cost/ and a concise description. Please chose the category you think is most appropriate. If you are not sure we will help you. Include enough detail so that community members/visitors will know what to expect and come! Don't forget to scroll down to the bottom of the pop-up form.



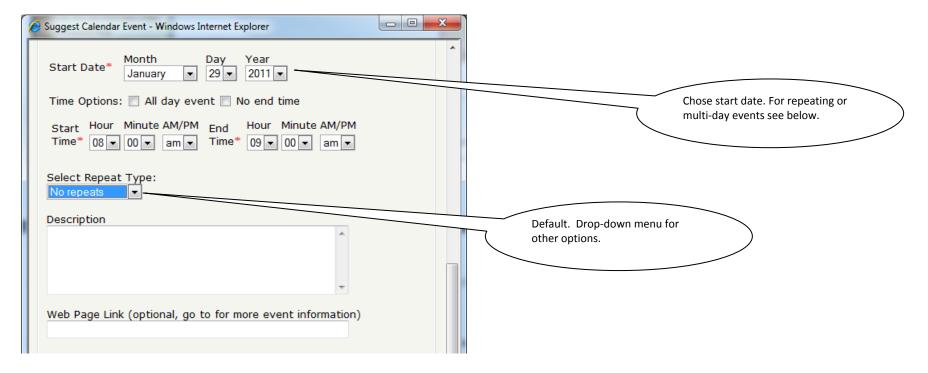
Administrators will accept the event, usually within a few hours, and will save it to the calendar. The event will appear when this category is "checked" in all of the OurayCountyColorado.org calendar and all other web sites that embed this calendar or its widgets on their own organizations' sites. It will be able to be found when users are searching the calendar with the search utility and will show up on the "Upcoming Community Events" scroller as soon as the calendar administrator's accept it. You will get an email when the event is formally accepted by the administrators and added to the calendar.

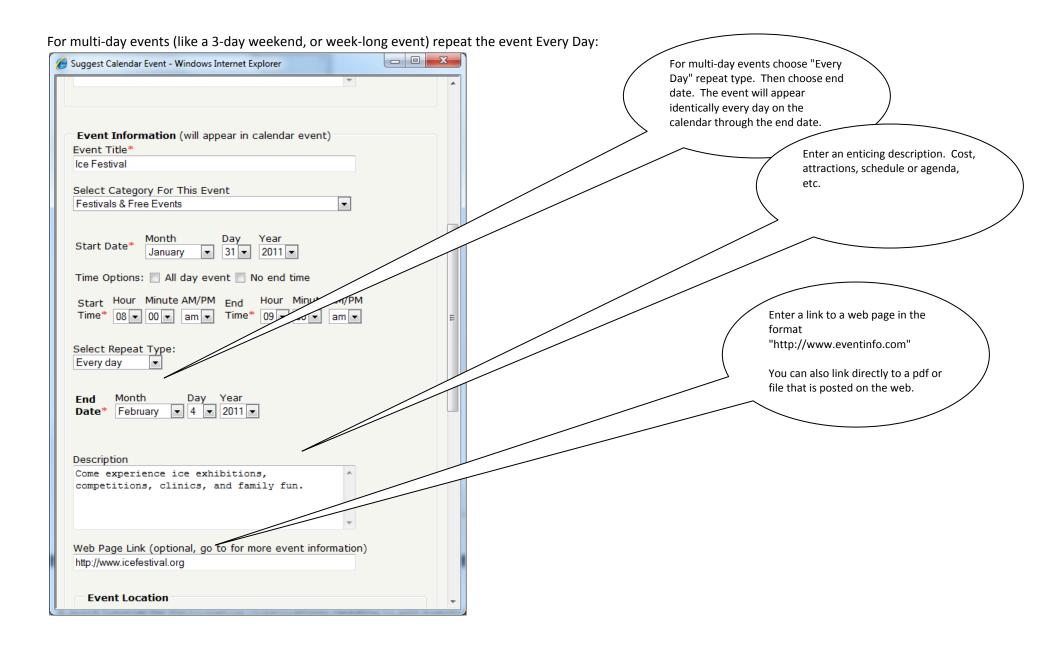
#### FILLING OUT THE SUBMIT AN EVENT pop up --



Repeating Events -- Save time by using the repeating events options.

The default is "No Repeat"





Meetings or events can be repeated by day of the week, week/day of the month, date of the month, annually, etc. Use the drop down list. Here is an example of a Regular Town Council meeting that occurs on the first Wednesday of every month:

