

# 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.

**Society of SAME American Military Engineers**

MEMBER LOGIN | SUSTAINING MEMBER DIRECTORY | JOB CENTER \$0.00

**SAME Mission**  
"Build leaders and lead collaboration among government and industry to develop multidisciplinary solutions to national security infrastructure challenges."

**WELCOME TO OXNARD VENTURA POST**

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**Post President**

Captain Lagerquist

The Society of American Military Engineers is the only nonprofit professional engineering education organization that actively promotes the advancement of both individual technical knowledge and the collective engineering capabilities of governments, the uniformed services and private industry.

Our goal is to unite public and private sector entities and individuals in the A/E/C fields so that we can prepare for and overcome natural and man made disasters, acts of terrorism and improve security at home and abroad.

The Oxnard Ventura Post accomplishes this goal locally by supporting monthly luncheon meetings and other professional/social activities attended by members of local government, military, private industry, students and other interested parties. These meetings are announced via our e-mail distribution list and quarterly newsletter.

Event Start	Event End	Title
4/24/2020	4/24/2020	2020 Society of American Military Engineers Golf Tournament

Follow our Post Notes page to see pictures from our past events.

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\*:

Password:

Remember Login

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\*:

Password:

Remember Login

4. Go to your events page as shown in the image below:

**SAME Mission**

"Build leaders and lead collaboration among government and industry to develop multidisciplinary solutions to national security infrastructure challenges."

# WELCOME TO OXNARD VENTURA POST

Oxnard Ventura

SAME Posts



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No events to display.

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:

SAME > Meeting & Events > Edit Event

Basic Settings    **Advanced Settings**

Title: \*

All Day Event:

Start Date/Time: \*   [Copy to End Date](#)

End Date/Time: \*

Display End Date:

Importance:

Category:

Location:

Description:

Basic Text Box     Rich Text Editor

Rich Text Editor toolbar:



6. Fill out the top part of the form as shown below:



## SAME > Meeting & Events > Edit Event

Basic Settings    **Advanced Settings**

Title: \* ⓘ Monthly Meeting - September 10, 2020

All Day Event: ⓘ

Start Date/Time: \* ⓘ 9/10/2020  11:30 AM  [Copy to End Date](#)

End Date/Time: \* ⓘ 9/10/2020  1:00 PM 

Display End Date: ⓘ











Importance: ⓘ Normal ▼














Category: ⓘ Post Events ▼

Location: ⓘ None ▼

Description: ⓘ

Basic Text Box     Rich Text Editor ⓘ

abc           Custom Links

      **B** *I* U ~~S~~  $x^2$   $x_2$        

### 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:

The screenshot shows a rich text editor window titled "Description:". It has a toolbar with various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript), alignment, and lists. Below the toolbar, the text "Event Name:" is displayed in a large, bold font. Underneath, the text "Event Location:", "Event Date/Time:", "For more details or to register, visit:", and "Event Description:" are visible. At the bottom of the editor, there are tabs for "Design", "HTML", and "Preview", and a status bar showing "Words: 15 Characters: 101".

**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.



Description: ⓘ

Basic Text Box  Rich Text Editor ⓘ

abc Custom Links

**B** *I* U ~~S~~  $X^2$   $X_2$

Arial, Helvetica 2 p Apply CSS Cla

# Monthly Meeting - September 10, 2020:


Event Location: Oxnard, California

Event Date/Time: 11:30 AM - 1:00 PM

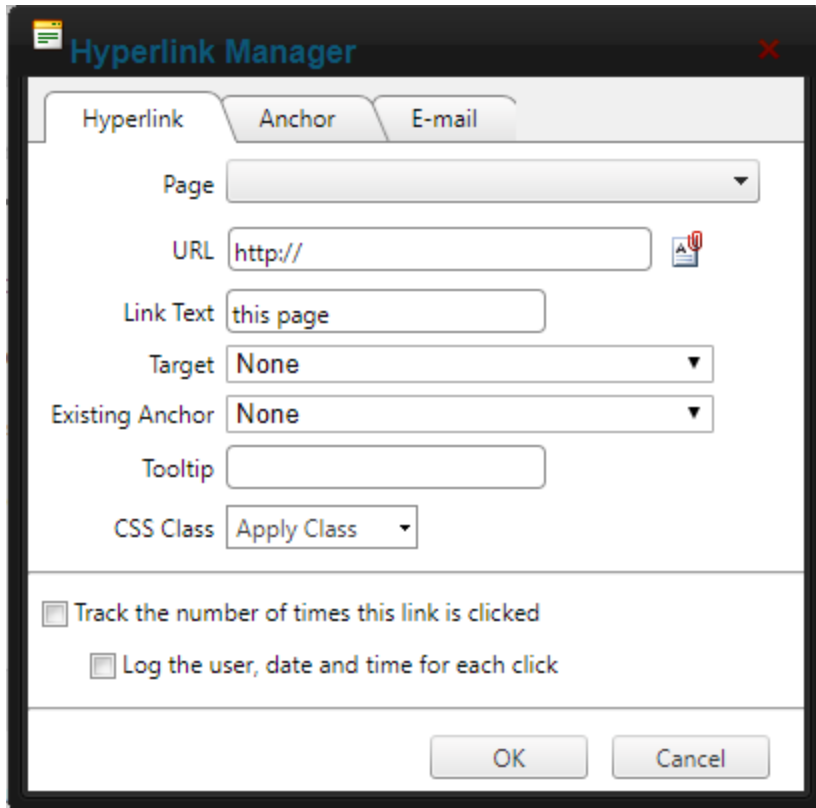
For more details or to register, visit: [this page](#)

Event Description: This is the September 2020 meeting. Light refreshments will be served.

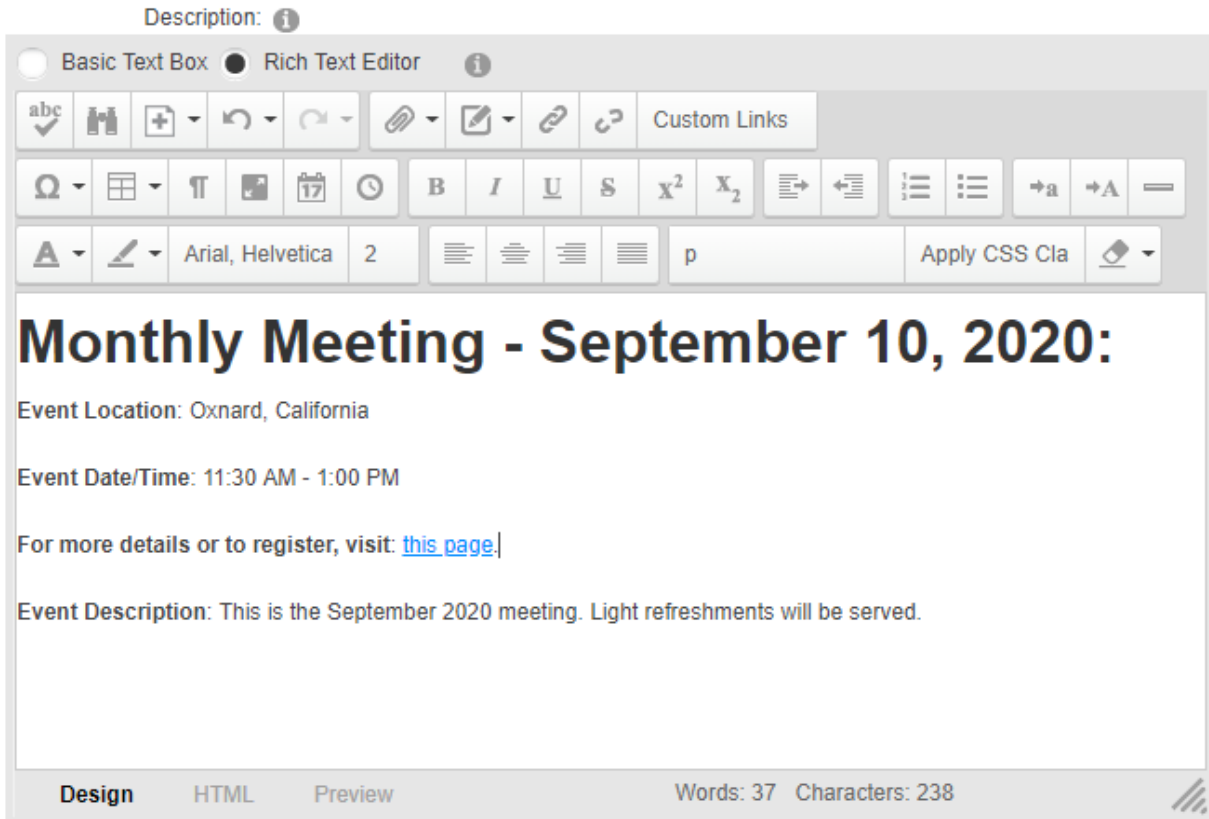
Design HTML Preview Words: 37 Characters: 238

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:**

Event Start	Event End	Title
9/10/2020 11:30 AM	9/10/2020 1:00 PM	Monthly Meeting - September 10, 2020

**12. Double click on the event to view the event’s details as shown in the image below:**

Monthly Meeting - September 10, 2020

Start Date/Time: Thursday, September 10, 2020 11:30 AM  
End Date/Time: Thursday, September 10, 2020 1:00 PM  
Recurring Event: One time event  
Importance: Normal Priority  
Category: Post Events  
Description:

**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.

Owned by Webmanager OxnardVentura On Friday, April 17, 2020

[Go back to calendar](#) [Edit](#) [Delete](#) [Add to Calendar](#) 

**13. This concludes the process of adding events to your website calendar.**