

## Step 1

Go to web browser [www.sharedspoon.com/webcalendar/month](http://www.sharedspoon.com/webcalendar/month)

or

Just hit the calendar button on the website



### CLASSES & EVENTS

The facility is perfect for cooking classes, team building programs, workshops and seminars.

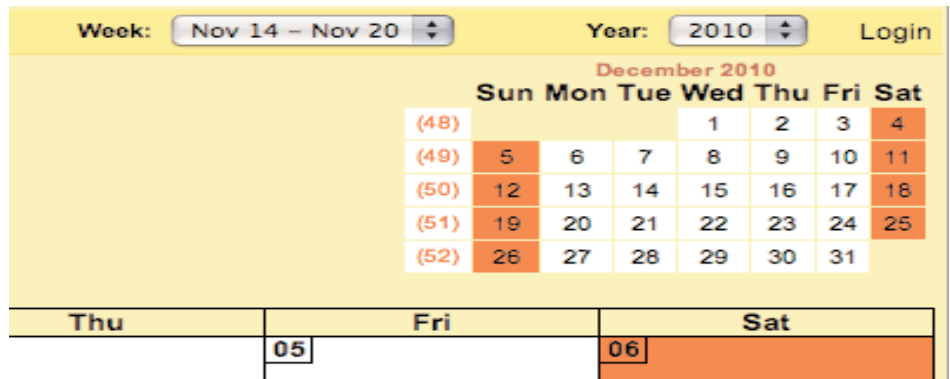
Top Right

## Step 2

Log In:

User -

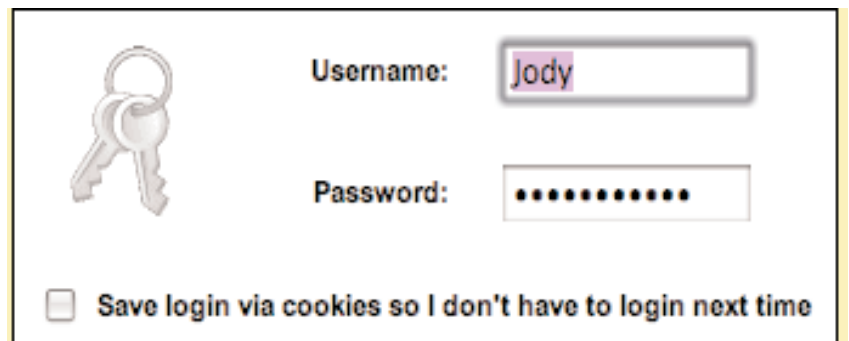
Password -



## Step 3

Enter username and password

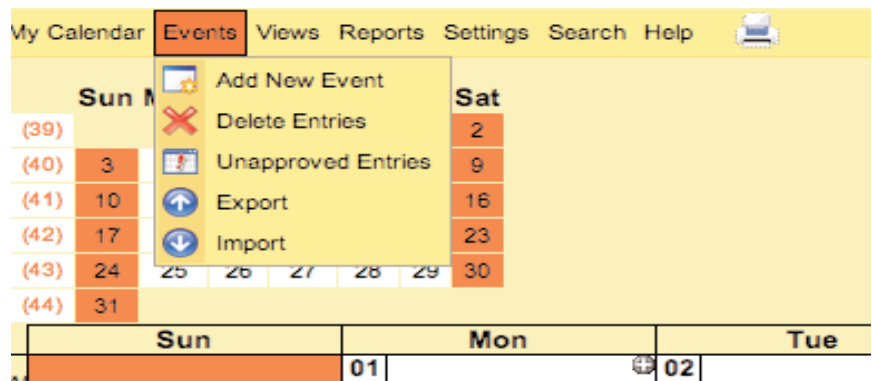
Click save via cookies so you dont and to retype everytime you want to log in.



## Step 4

Top menu, go to "Events" pull down menu and Select

"Add New Event"



## Step 5

Enter the description of the Class or Event

Location: Add location of event.

URL: The URL (<http://www.sharedspoon.com/classes.html>) can be used to link to the classes page or if you have a flyer you can put online for that event you can link to that.

Date: Add date of event

Time: Add time Start to Finish

## Click Save

You will see other options on tabs above, one you will need to use is the **Participants**.

When you add an event finish all content then click the **Participants tab**.

Highlight the **Public Access** click save

This option allows non-registered or not-signed in users to view all events. If this is not highlighted no one will see the events apart from yourself.

If you have private dates for workers/admins etc you can add event and highlight there name and they will see it on the calendar.