239 Concord Avenue, Fairfield, CA 94533 707.428.1743/p • 707.428.3652/f mail@garsondesign.com www.garsondesign.com

Calendar Steps

How To Add Dates

Page 01 of 02

Top Right

Step 1

Go to web browser 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.

Week: Nov 14 - Nov 20 \$ Year:

Step 2

Log In:

User -

Password -

Week: Nov 1	4 - Nov 20 🗘			rear: 2010 \$ Lo				ogin
		mber 2010 e Wed Thu Fri Sat						
	(48	8)			1	2	3	4
(49)			6	7	8	9	10	11
(50)			13	14	15	16	17	18
	(5)	1) 19	20	21	22	23	24	25
	(52	2) 26	27	28	29	30	31	
Thu	Fri			Sat				
	05			06				
	I							

Step 3

Enter username and password

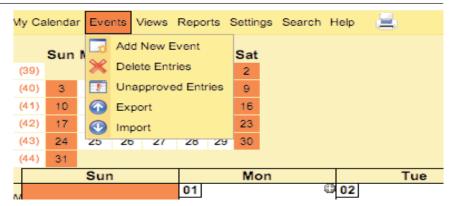
Click save via cookies so you dont and to retype everytime you want to log in.



Step 4

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

"Add New Event"



File: Server/GDS/GDS_Forms/Web/Web-StepsWebsiteOrder/11AddedValueServices/1105AVS_ClientSvcs/110510calendars/WebCalendar_Steps/WebCalendarSteps.qx6 • 111510rev120910



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Calendar Steps

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Step 5

Enter the description of the Class or Event

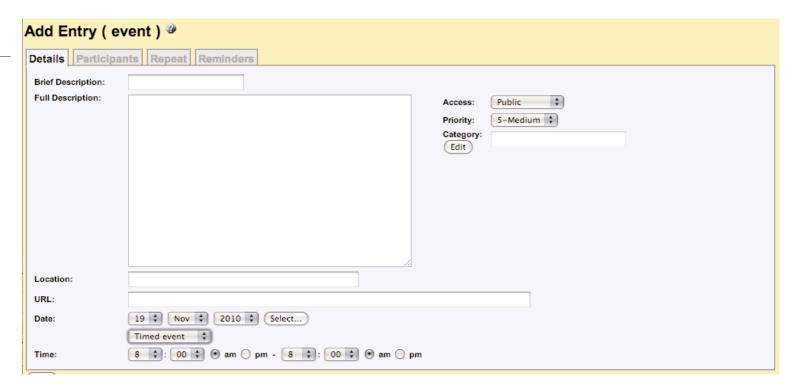
Location: Add location of event.

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.



File: Server/GDS/GDS_Forms/Web/Web-Steps/WebsiteOrder/11AddedValueServices/1105AVS_ClientSvcs/110510calendars/WebCalendar/Calendar_Steps/WebCalendarSteps.qx6 • 111510rev120910