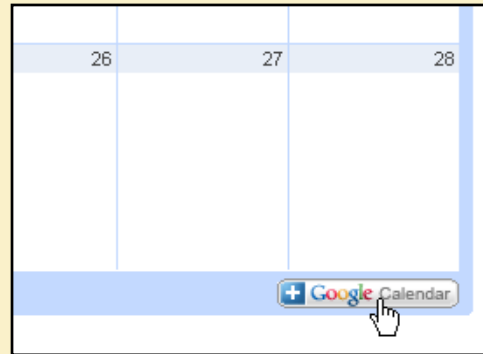


How to Enter an Event on the Relay For Life of Greene County Calendar

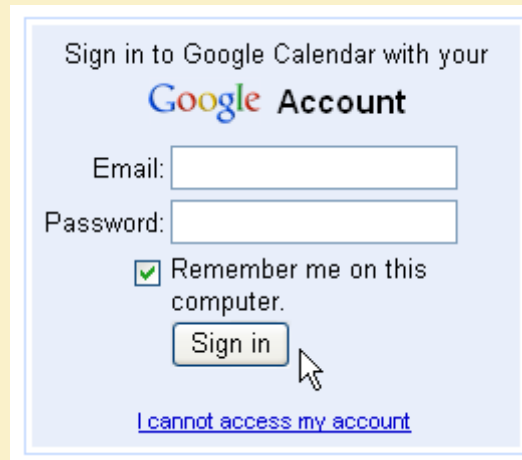
1. Go to www.relayforlife.org/greenetn
2. Under “Calendar” on the left-hand Navigation Bar, click on “RFL of Greene County Calendar”



3. The calendar displays. To add an event, click on the Google Calendar icon in the bottom right of the month displayed



4. This will open a new browser window and ask you to sign in

A screenshot of a Google sign-in form. The text reads 'Sign in to Google Calendar with your Google Account'. Below this are two input fields: 'Email:' and 'Password:'. There is a checked checkbox labeled 'Remember me on this computer.' and a 'Sign in' button. At the bottom, there is a link that says 'I cannot access my account'.

Enter the email address and password, and then click “Sign in”. Note: the password is case-sensitive for this sign-on.

5. The Google Calendar is displayed. Click on the “Month” tab to display a full month



6. Click on the date of the event. A dialog box is displayed.
 - a. Enter your team's name and a description of the event.
 - b. Click "edit event details"

Sat, March 21

What: Fundraiser - The Cure Crowd - Pancake Breakfast

e.g., 7pm Dinner at Pancho's

Create Event [edit event details »](#)

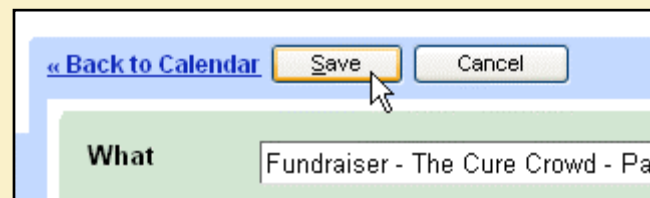
26 27 28

7. Enter “Where” the event will take place, and any other important information into the “Description” field

The screenshot shows a form for creating an event. The fields are as follows:

- What:** Fundraiser - The Cure Crowd - Pancake Breakfast
- When:** 3/21/2009 to 3/21/2009, with a checked box for "All day".
- Repeats:** Does not repeat (dropdown menu).
- Where:** First United Methodist Church, Greeneville TN (highlighted with a red box). A "map" link is visible to the right.
- Calendar:** relayforlifeofgreeneconomy@grr (dropdown menu).
- Description:** 07:00 AM - 11:00 AM
\$5 All-You-Can Eat, coffee, milk or juice (highlighted with a red box).

8. Check your entry for accuracy, and press the “Save” button



9. Your event will now appear on the Relay For Life of Greene County Calendar!

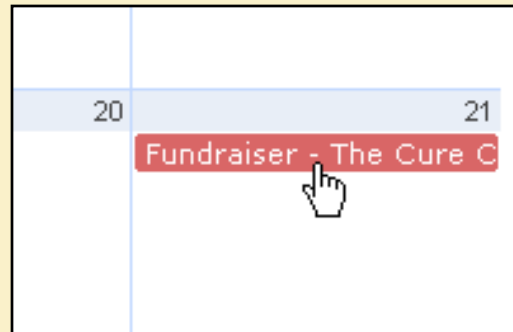
Added [Fundraiser - The Cure Crowd - Pancake Breakfast on Sat Mar 21, 2009.](#)

Today March 2009 Refresh Print Day Week Month 4 Days Agenda

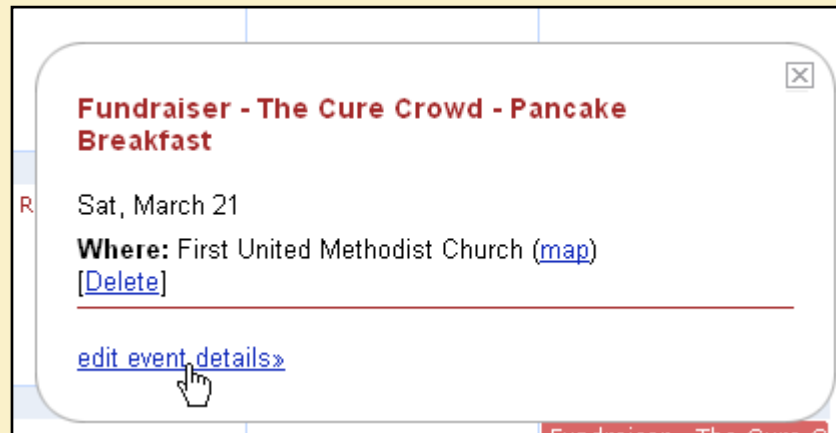
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Mar 1	2	3	4	5	6	7	
8	9	10	11 6:30p Relay Rally	12	13	14	
15	16	17	18	19	20	21 Fundraiser - The Cure C	
22	23	24	25	26	27	28	
29	30 5p Fundraiser: Oldcastle	31 Fundraiser - Team Unak	Apr 1	2	3	4	

To Edit or Delete an Event

1. Click on the event entry

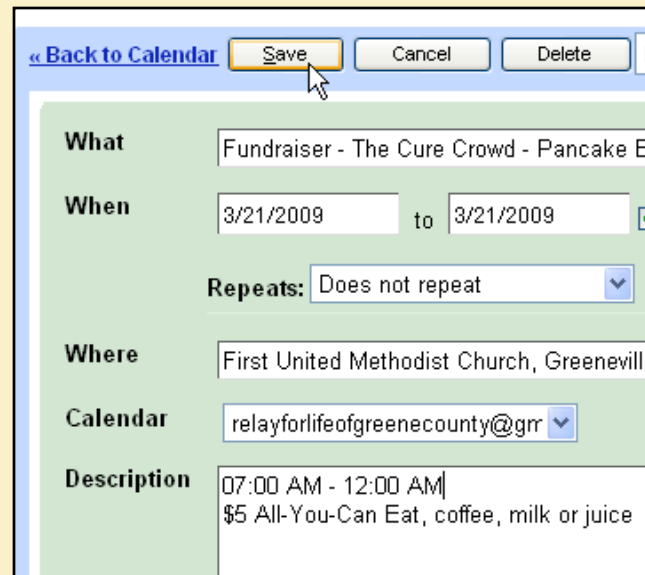


2. A dialog box is displayed. Click on “edit event details”



Note: Events may be deleted from the calendar using this same dialog box. Simply click “Delete” to remove the event.

3. Make the needed changes, and click the “Save” button



The image shows a screenshot of a web-based event creation dialog box. At the top, there are four buttons: « Back to Calendar, Save, Cancel, and Delete. A mouse cursor is pointing at the Save button. The main area of the dialog is light green and contains several fields:

- What:** Fundraiser - The Cure Crowd - Pancake Br
- When:** 3/21/2009 to 3/21/2009 (with a green checkmark icon to the right)
- Repeats:** Does not repeat (with a dropdown arrow)
- Where:** First United Methodist Church, Greenville
- Calendar:** relayforlifeofgreeneconomy@gr (with a dropdown arrow)
- Description:** 07:00 AM - 12:00 AM
\$5 All-You-Can Eat, coffee, milk or juice

4. You're done!