

## UPDATING THE CALENDAR

Each Committee Chair is required to Add/Update their own calendar entries. This is the yearlong Calendar that is accessed by clicking on the *Calendars* button, then selecting *Lane School Calendar*. You can add/delete/update your calendar entry at any time. **YOU MUST ADD YOUR EVENT TO THE CALENDAR!** We do not maintain the calendar, except to monitor it for content. Here are the instructions:

1. Go to the URL :  
<http://www.thelaneppto.org/administration/calendar/index.php>
2. You will be asked for the following information: User and password. Please contact the PTO Webmaster at [sendinfo@thelaneppto.com](mailto:sendinfo@thelaneppto.com) for this information.
3. At the calendar admin page, you can either:
  - Click on the entry you need to update
  - Click on the date you need to add an entry
4. Enter/update the information as necessary in the Calendar Administration box. Once you click *Save*, the entry is save on the host site. Click *Return to Calendar* to make more edits.

**Note:** The Title text box only allows 16 characters of information. Enter the name of the event in the Title box and additional info in the Description box (it is displayed in the pop-up box when the user clicks on the event).

**Entries should be consistent in style and content with the rest of the calendar. Make sure the DATE, TIME, AND LOCATION are included and correct on the calendar. No need to add email contact information – the calendar program can't link to email.**