

# Lakeside Web Services

Website Design | Website Maintenance | Website Hosting | Internet Marketing | Newsletter Design | Consulting

For your login ULR or to have your password reset please contact [gary@lakesideweb.com](mailto:gary@lakesideweb.com)

## Managing the calendar:

**Adding an event:** put the calendar in "ADD" mode (see a button under the calendar). Click on the first day of the date range to select and afterwards on the final day of the range; if you refer to just one day then click twice on the same day.



At the second click, a window will show up to add the title and content of the note to be associated with the selected dates. Finally, simply click on "Save".

**Editing an event:** Put the calendar in the "EDIT" mode. Click on the date you wish to edit and a window will show up to edit the associated note.



**Deleting an Event:** With the calendar in "EDIT" mode, once you select a date with an associated note, a Delete button will also appear.

**Seeing selected dates:** With the vertical button "Events", you can consult the list of all the dates and associated notes, be it of just one month or of the whole calendar.

To see the result, use your browser to open the page with the public calendar that can be seen by your website users – that is, the page where you initially inserted it.