

healthcalendar.org Instructions to Enter Events

Now that you have a login ID and password, your agency will be responsible for entering information on the Add Event data form and for keeping it up to date.

To get started go to the web page <http://www.healthcalendar.org> .

- Click on the word login. It is in blue on the “Welcome to the Health Calendar” screen.
- At the “Calendar Login” screen, put in the username and password that you were given after you registered. Click on the Login button.
- You can tell you are logged in by looking on the right side of the blue bar that spans the calendar. It will give your user name.
- Click the red ADD EVENT button found above your user name.

The following information will display in the calendar. The information you will be entering is:

Event Title: List enough information to be descriptive of the organization/agency that is going to call this event and the name of the event

Event Type: This is a pull down selector with the following choices: support group, fund raiser, education/seminar or other. If other, describe the event in the Event Description text box.

Intended Audience: Who should attend this event?

Date, Start time, End Time: Use the pull down selector. Indicate the date and time for the event.

Fee: Indicate if there is a fee to attend the event. If there is a fee explain who will be charged and what the fees are in the **Fee Description** box.

Location of Event

Location/Landmark: Give the name of the building or facility and room number, for example: Cobo Center, Wayne Hall

Street: List the street address—number, street and suite or office number.

City : city name spelled out in full, with the state if not Michigan

Zip: key in the 5 digit zip code

County: click on one of the 7 counties listed in the drop down selector or select other.

Event Description: This is a free-text field in which you can add any further information such as details about the event, an honored guest or award, a program synopsis, directions, parking, etc. Six lines of text display at any one time, but the box is scrollable allowing more text to be entered.

*Event contacts

Contact Person: Name of the person for further information

Contact Phone: Phone number including area code

Contact Email: Email address for further information

Repeat: If the event or meeting you are entering occurs at regular intervals, entering the information multiple times can be eliminated by using the Repeat function. Select how often the event occurs using the first drop down box. Type in how many times you want this to show on the calendar, for example, If a meeting occurs once a month for the next year type in 12, if it occurs twice a month every 1st and 3rd Wednesdays type in 24. Indicate the date when you want it to stop appearing. CAUTION: Event entries should be checked at least once a year to update the information. Putting in a date farther in the future than one year may mean that inaccurate information will be displayed.

Event Change Notification: Enter email addresses of those involved in planning the event, not all the participants.

Click on the Add New Event button

Congratulations! Your event should now display in the healthcalendar.