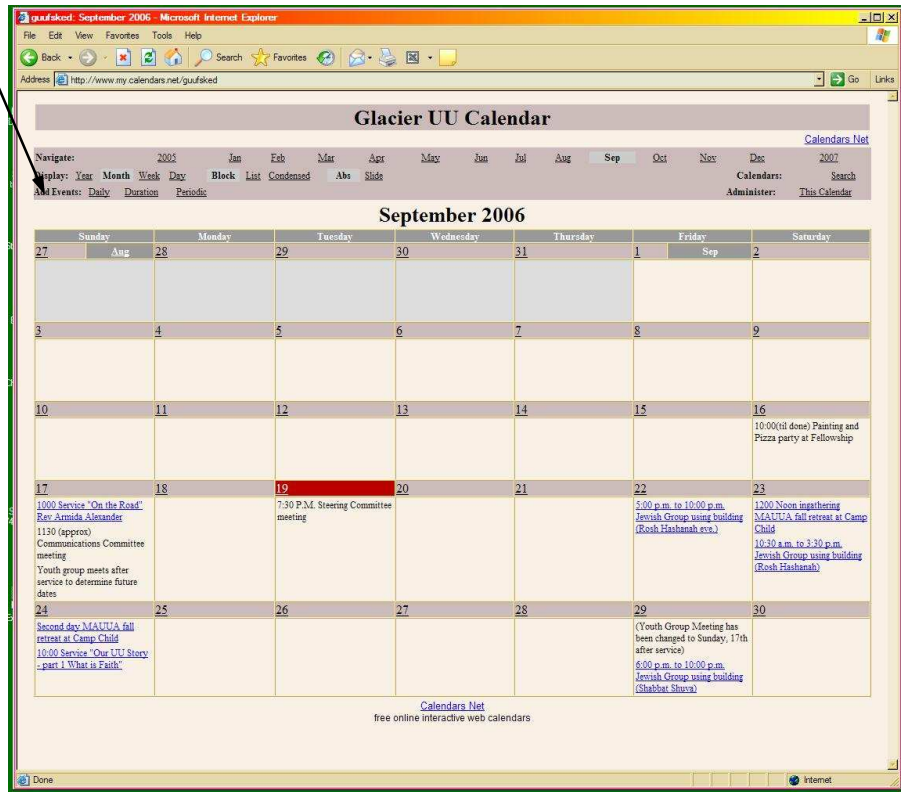


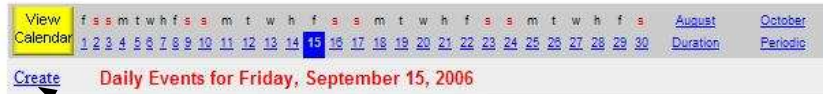
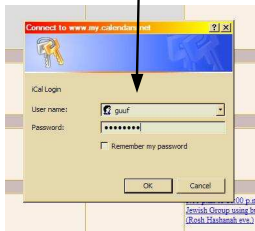
# Our on-line calendar (and the separate greeter schedule)

To get to it, open our main web page at [www.glaciruu.org](http://www.glaciruu.org) and click on the “GUUF Calendar” or the “Greeter and Hospitably Schedule” link.

Anyone can see the calendar, but only those with a password can add, delete, and edit. To do so, start by clicking here. (“add events”)



Then you will get a pop-up box asking for a user name (guuf) and our usual backward/forward password



Next, make sure you have selected the correct day a month then click “create”  
(Continued on next page)

Mention where the event is going to happen if not at the fellowship

Enter the start and end time (be sure to select a.m. or p.m.—sometimes the end time is just a guess)

The screenshot shows a web interface for creating a calendar entry. At the top, there is a navigation bar with a 'View Calendar' button and a calendar grid for the month of September 2006. The date 'Friday, September 15, 2006' is highlighted. Below this is the 'Create New Calendar Entry' form. The form includes a 'Calendar Text' field with the text '7:00 p.m. A conversion on "where are we?"', a 'Start Time am/pm' field set to '7:00 p.m.', and an 'End Time am/pm' field. There are also checkboxes for 'Draw Border' and a 'Category' dropdown menu. A 'Popup Text or URL link' field is present, with a note below it explaining that URLs will create links and other text will create a popup window. At the bottom of the form are 'Submit', 'Reset', and 'Cancel' buttons, and a 'Help' button.

If you want to create a link to a web page, you can enter it here. Otherwise just leave blank

Then mash the "submit" button, then the "view calendar" button at the top left to confirm it worked.

### More details

I have been using red text color to add Bet Harim events. Please don't use red text for anything else.

Our Sunday events are getting a bit cluttered, so I'm reserving the use of the "Draw Border" for our main services and filling with a light green.

Entering events in the calendar can be a bit klunky at times. Occasionally you will get an error when submitting an event or selecting another date. You don't have to start over, just re-do whatever you were doing and it should work the second (or third) time.