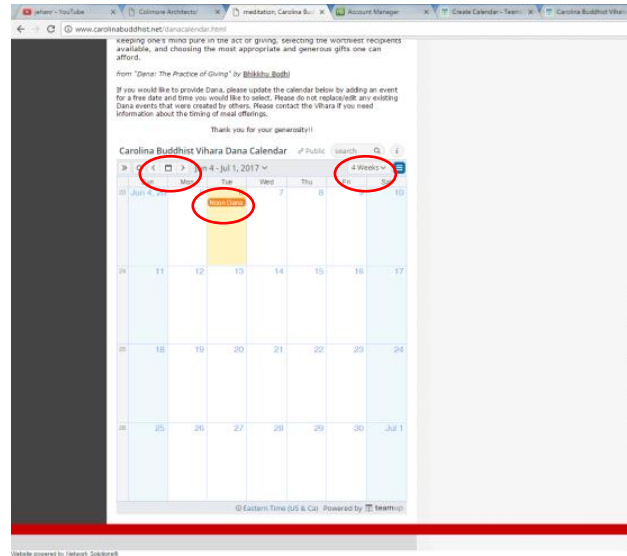


How to create or edit an event on the SCB Vihara Dana Calendar

Go to the Dana Calendar page (<http://www.carolinabuddhist.net/danacalendar.html>). By default, the calendar is editable by all, so that anyone can create or edit an event. Please be mindful of this and refrain from editing Dana events on the calendar that are not yours.

1. Scroll down the page to access the Dana Calendar. On the calendar, you can click on the top right to change the calendar view (daily, monthly, yearly, list of events and so on). You can click on the arrows next to the dates to change (forward or back) the date range being viewed. The default view is a 4 week look forward view.
2. To view the details of an event already on the calendar, hover over it (hovering does not work on mobile devices) or click on it. Please don't change a Dana event that is not your own.



3. To add an event (Dana), click on the day you wish to give Dana. Enter a title for your Dana. Uncheck the "All Day" box to enable start and end times to be entered for your event. Enter names of persons, enter location of Dana (at SCB Vihara or address of outside location), and any other details/notes you wish to add in the appropriate boxes shown on the picture. Check the Repeats box to create a Dana event that is repeated weekly, daily, monthly etc.
4. When you are done, click on the Green Save Button at the top to save your event to the calendar.

