

Calendar Events Database

Adding a New Event

1. To add an event you must go to the *Calendar Add* page.
2. You can get to this page in two ways:
 - you can access it via the *Calendar Maintain* page (described later)
 - or you can get to it by typing this URL on the *Address* line of your browser:
 - <http://www.lapeer.org/Gov/County/calendar/calendarAdd.html>
3. So that you do not have to enter this address every time you want to add an event you should save this site to your *Favorites* in *Internet Explorer*.
 - to do so, click the *Favorites* menu and you should see this screen:



- you don't need to change the 'Would you also like to subscribe to this page?' option.
 - you can click *Create in>>* if you want to put it into a specific directory under your favorites.
 - you can also rename the favorite to something that you can remember by changing it in the *Name:* field.
 - click *OK* and next time just use the *favorites* menu to go to this site.
4. Now that you are at the *Calendar Add* page fill in the information that it asks for. Some of the information is required, like the date of the event and so on. If you accidentally leave a required field blank it will ask you to fill it when you click the *Add* button at the bottom of the page.

Lapeer County Government Calendar - Posting Site

Enter the information below for a new posting.



[Jump to bottom of page](#)

1

Date you want your posting to appear on:

Month

Day

Year

5. Be sure to enter the **entire** year with the century (i.e. **1998** not **98**). Otherwise, problems may occur with searching for events after the year 2000.
6. Be sure to fill in as much of the information as you can. If you do not have an email address for this event or a web page address just leave these fields blank. Do not put text in the field that says you don't have one (i.e. do not enter "no email address" just leave it blank).
7. Also, be sure that when you do enter a web address you type the complete URL (i.e. <http://www.lapeer.org/> **not** www.lapeer.org).
8. When entering email addresses be sure they are in this format:
uniquename@domain.com
9. If you make a mistake and want to clear **all** your information and start again, click the *Clear This Form* button on the bottom of the form.
10. Once you are ready to submit your form, click the *Add This Posting To the Calendar* button.
11. This is where you will be prompted for your name and password to access the database. (if you do not know the correct name and password check with the Lapeer County Information Depot Webmaster)
12. If you have missed any of the required fields a page will come up informing you and telling you how to go back and add the missing data.
13. If all the fields are filled then the event will be posted and you will see the information you entered.
14. Review the event to be sure all the information is correct.

15. If it is correct you are done, otherwise click on the link provided to make changes to the event or to delete it entirely.
16. Once you click the link you can delete it by clicking *Delete this event from the Calendar* (located at the top and bottom of the page) or make the changes then click *Update this event with my changes* (located at the bottom of the page).
17. There are times that you may want to add the same event several times to the calendar. Such as events that occur on the second Monday of every month of the year.
18. To do this, just add a single event as instructed above.
19. Then after you click *Add This Posting To the Calendar* and see that all the data is correct, click on the *Back* link to take you back to the add page.
20. This way, the data you just entered for the posting is still showing.
21. All you need to do is change the date to the date you want the next event to occur and click *Add This Posting To the Calendar*.
22. The result of doing this? You will have two (or more) of the same event posted on different days. This makes it easy to enter repeating events without having to re-enter the data for each event!

Return to [contents](#) page