



## NBCA Calendar Instruction Sheet

Below are step by step instructions for adding events to the new NBCA Web Calendar.

**NOTE:** Use Scroll Bar on right hand side of screen to move page up and down.

1. Click the "Calendar" tab at the top of the NBCA homepage.
2. Scroll down to the bottom of the page and click the "New Event" option below the "Calendar Menu".
3. **Basic Texts**
  - Event Name: Type the entire event name
  - Description: In large white box, you can type any extra information you may want viewers to be aware of. (ie: you may wish to include where registration fees are to be mailed to)
  - Category: From the drop down list, choose the category that best describes your event. (NOTE: only the NBCA Calendar Administrator should be choosing categories that begin with NBCA)
  - Place: From the drop down list, choose the curling centre at which the event will be held
4. **Dates & Time**
  - Start Date: Type date (mm/dd/yyyy)
  - End Date: Type date (mm/dd/yyyy) (NOTE: If event is one day only, both the start and end date should be the same)
  - Time From & To: **IMPORTANT: Regardless of the specific times for your event, please choose "Not Specified" for both "From" and "To".**
5. **Not Repeated**

No Information Required Here
6. **Misc.**
  - URL Description: Type name of web site IF applicable
  - URL: Type URL address IF applicable
  - E-mail Description: Type name of event contact person
  - Contact e-mail: Type e-mail address of contact person
7. **Cust.**
  - Reg Fee: Type event registration fee, if known
  - Reg Deadline: Type event registration deadline date (mm/dd/yyyy)
  - Pmt Due: Type date registration fee is due by (mm/dd/yyyy)

Scroll to bottom of screen and click "Add".

**Your event will now be sent to the NBCA Calendar Administrator for validation. Once it is validated, it will appear on the NBCA Calendar for all to view.**

**HINT:** If you wish to view the entire NBCA Calendar, click on the arrow (pointing right) at the top of the Calendar page.

