

HOW TO ADD OR EDIT AN EVENT ON COLORADOSQUAREDANCE.COM

To Add an Event

1. Log onto <https://coloradosquaredance.com/>
2. Sign onto the site at top **Login/Register**
3. Click Add/Edit an Event under the Registered User Menu
4. Click Add an Event (Bottom Left under events)
5. Fill out Essential Details: "Event Status must be Published" "Access Level needs to be Public" "You will need to select one of the Council Area's"
6. Please select one or more tags this will tell it what calendar to post on.
"example cssda goes on main page, CWASRDC goes on Colorado West Area Square and Round Dance Council's page."
7. Fill out Calendar-Schedule if for more then one date fill out Repeat type.
8. Fill out Flyer-Promo-Sponsor tab if desired.
9. Click Save & Close.

To Edit an Event

1. Do 1-3 as above
2. Click on event that you want to edit
3. Click on pen to right of event next to Add an event.
4. Pick from Manage menu (example if you want to edit just this event and it's part of multiple dates then you pick "Edit this repeat")
5. Change needed information
6. Click Save & Close