



Online Events Calendar Directions

Delmarva Youth & Family Magazine is transitioning into a new system of updating our online calendar. Regular contributors will now **post their own events** on our website calendar.

**All calendar events considered for print in one of our quarterly issues are taken directly from our website calendar. We no longer accept events via email.

To access the calendar, click on the following link:

<http://www.calendarwiz.com/delmarvayouthcalendar>

or go directly to our website at

http://www.delmarvayouth.com/Delmarva_Calendar.html

Enter the **screen name** and **password** provided to you. If you will not be accessing calendar often, request to have a temporary screen name and password.

DIRECTIONS: Login then go to add event.

Tab 1 will have you fill out section 1 with event title, preferred category, and time. Review section 2. Fill out section 3 for events that are more than one day. Classes, programs, and multiple day activities should be posted on our Classes & Schedules online page.

Tab 2 section 4 will have you copy and paste or type in your description of the event (limit 150 words.) Also include your web address in section below. Section 5 will ask you for contact information and section 6 event location. To save time adding events in the future, save your location if it is your standard location or address and will most likely be used for future events.

DO NOT FILL OUT TABS 3 or 4. (Reminders, announcements, and private notes do not reach online viewers, only the calendar administrator and users, so skip these tabs.)

Save then hit Back

You will return to the calendar where you can review your submission for typos or mistakes and edit if you need to. **Logout.**

Read and sign *Calendar User Agreement* and fax to 410-543-8333.