QUICK GUIDE FOR CALENDAR (Approving)

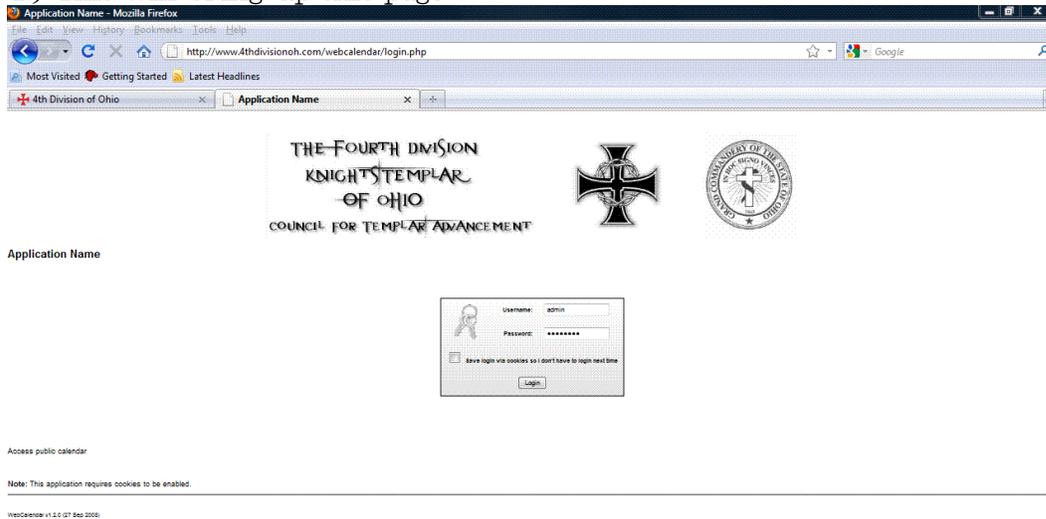1.) Type in address http://4thdivisionoh.com/ in address bar.
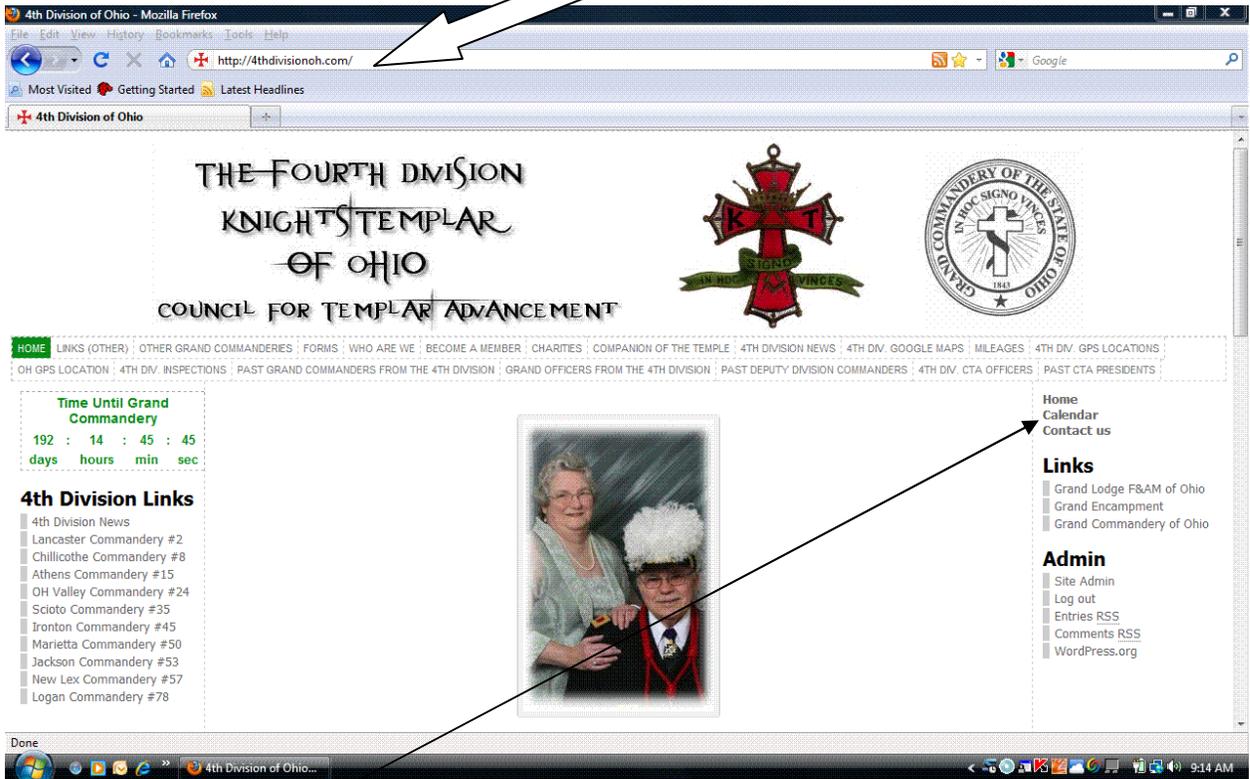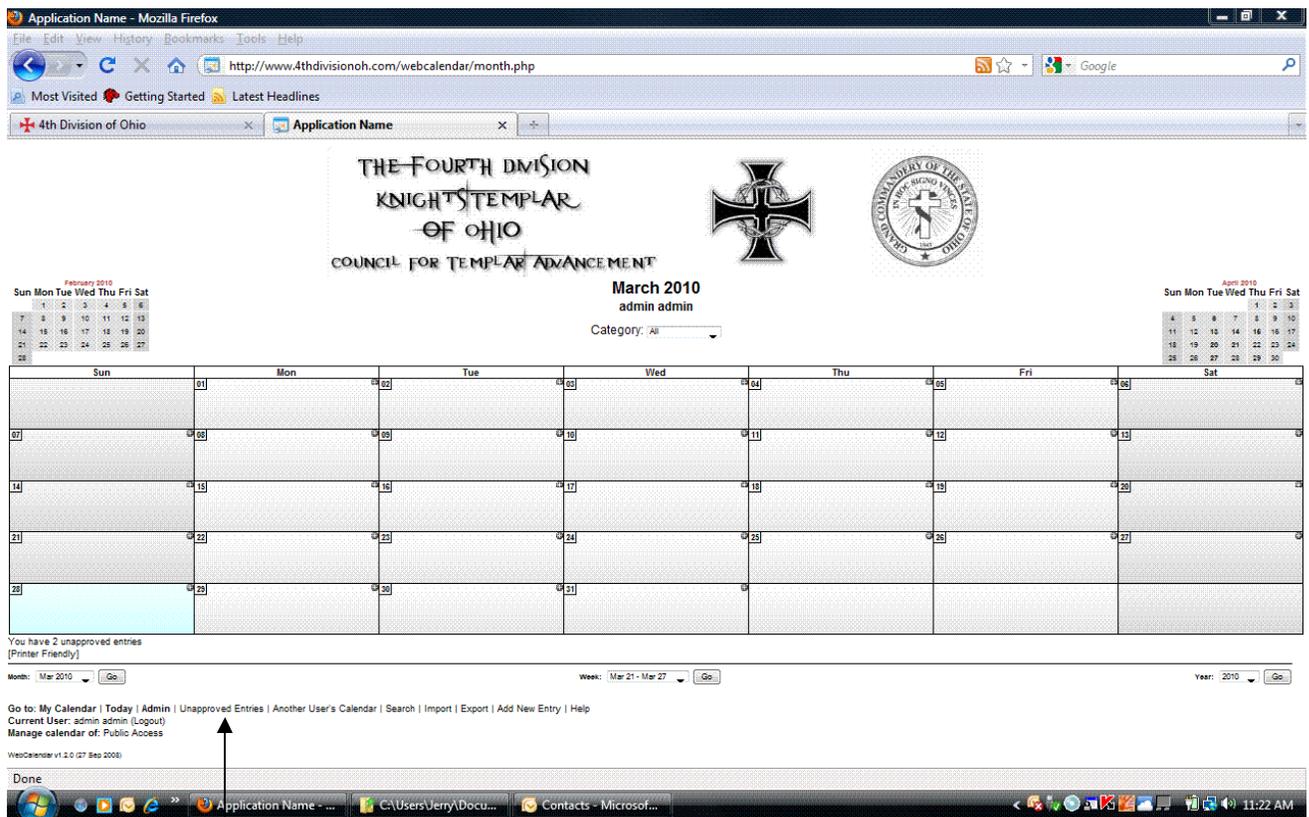

2.) Click on Calendar.
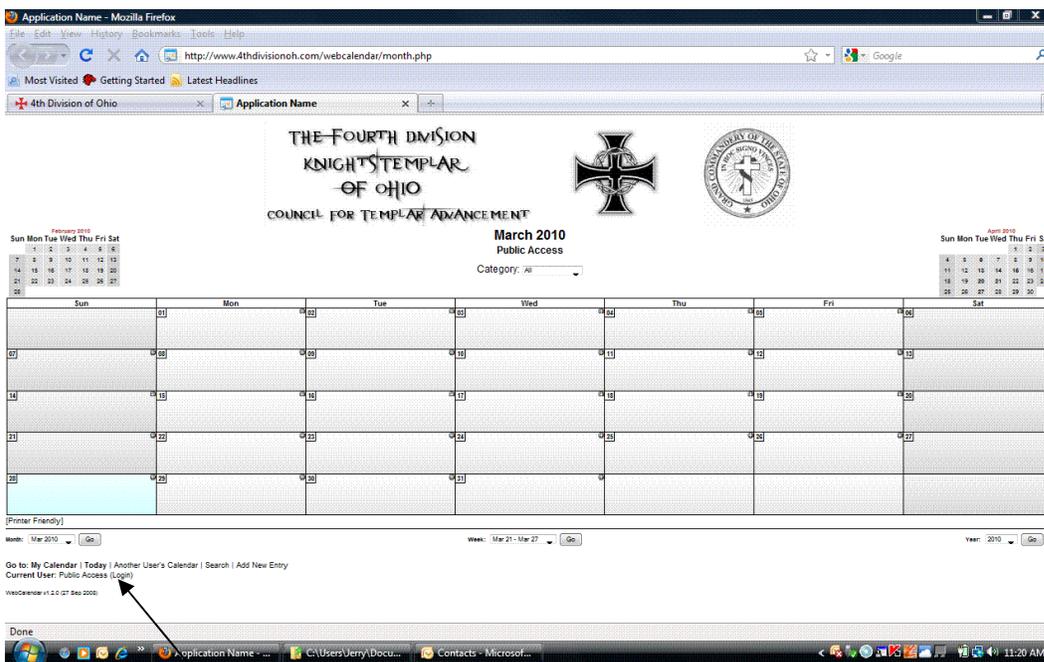
3.) Click on Log in (under the Admin)
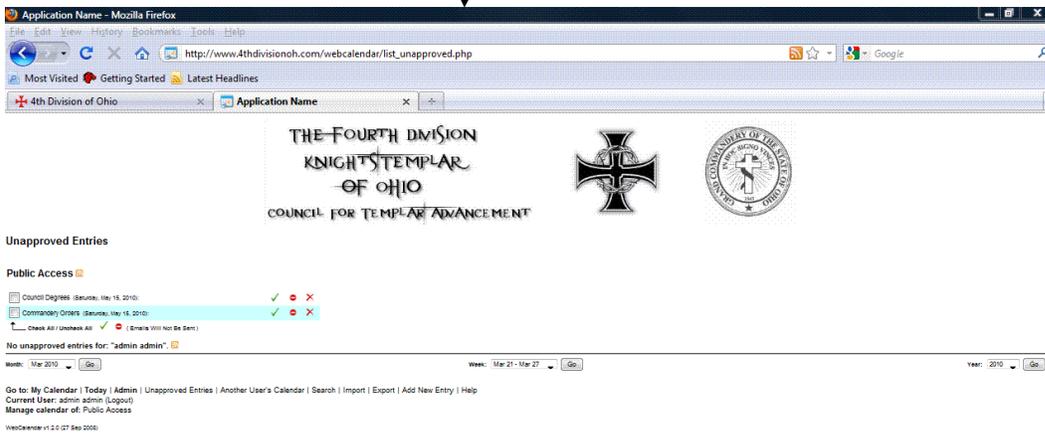
4.) This will bring up this page

5.) Log in using your assigned log-in and click on the button labeled Login

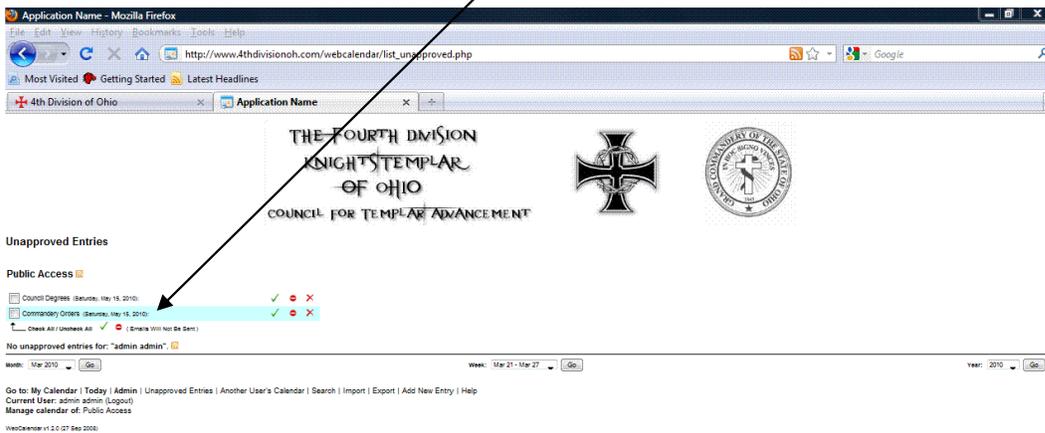6.) This will bring up this box.

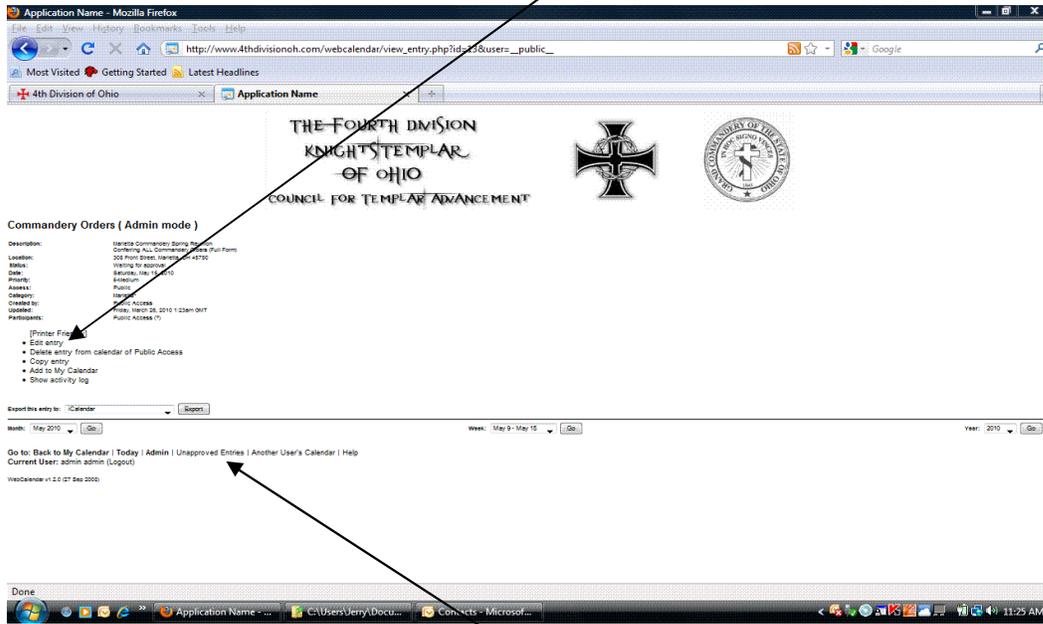
7.) Click on Unapproved Entries

8.) This will bring up this box.

9.) You will notice that when you run your cursor (mouse) over the highlight it will give the box how it will appear on the calendar.
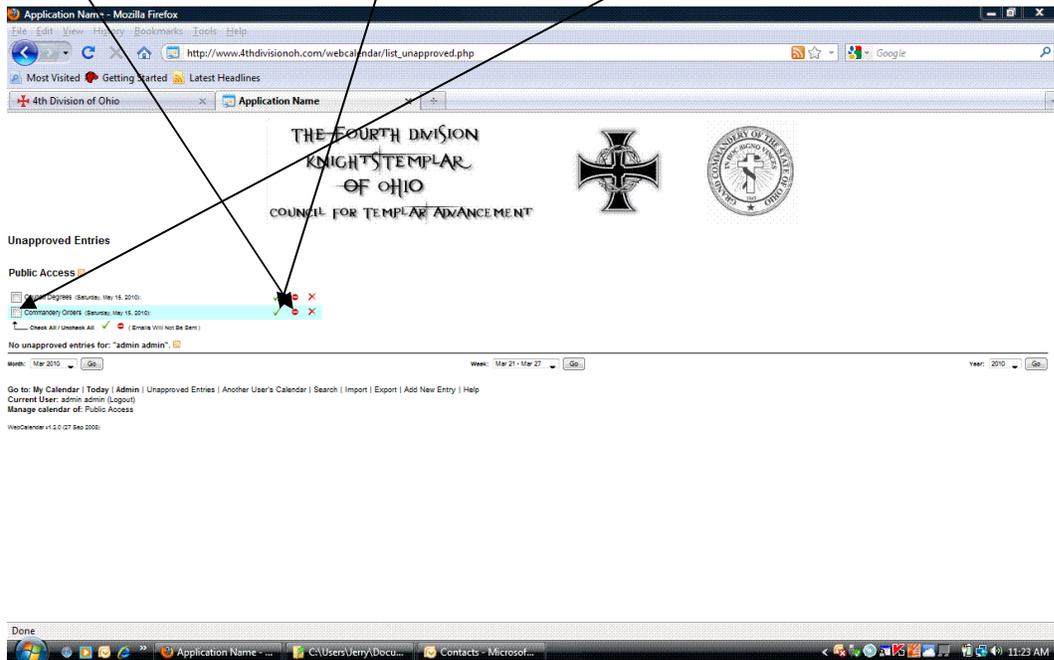10.) If you click on the highlighted entry,

11.) It will bring up this box. This is where you may edit the entry.

12.) After editing click on the Unapproved Entries.
13.) This will take you back to this page. Just click the box on the entry you want to approve and click the green check mark, or if you want to disapprove click on the red circle with the line thru it.

14.) After you have made your approvals or disapprovals click on the log out
And go to my calendar and it should be on the calendar.

NOTE; When you are logged in any new entries you make will automatically
be approved!

QUICK GUIDE FOR CALENDAR (Making Entries)

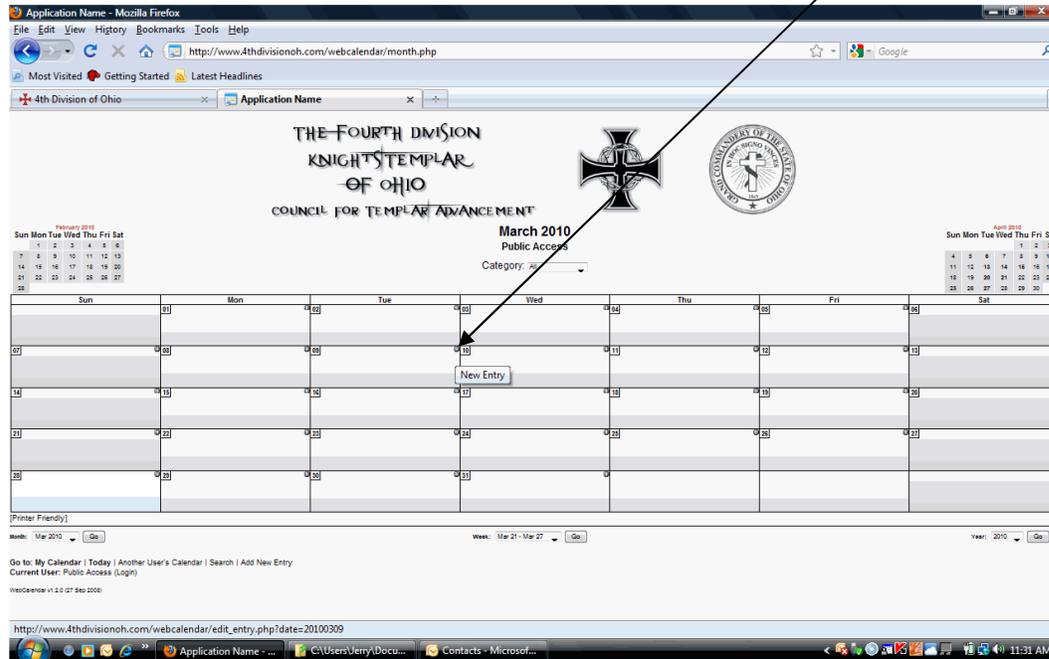1.) Type in address http://4thdivisionoh.com/ in address bar.

2.) Click on YOUR Commanderies Name

3.) Click on Calendar
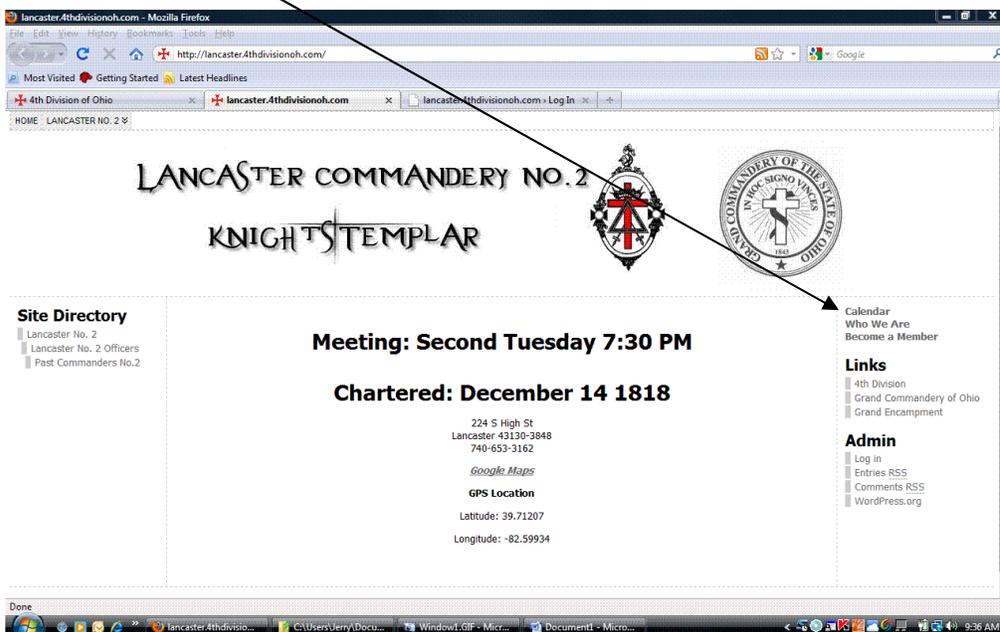
4.) This will bring up the Calendar. If you click on the little + sign in the upper right hand corner of the date box

5.) It will bring up this box and this is where you will add your event.
The Brief Description box is just that, a very brief description of you event.
The Full Description box is the location to put all the info about your event.
Keep in mind that when someone hovers their cursor (mouse) over the event on the calendar it will show a small box with all the details. Please include the address of the event.
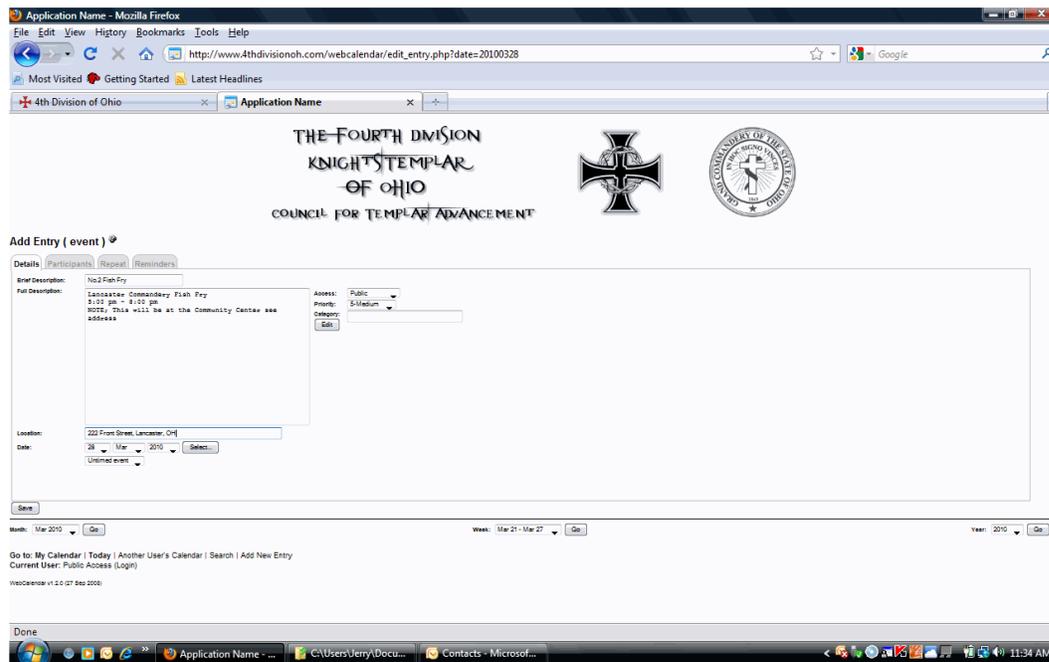
6.) Next we'll get the proper categories selected. Click on the edit button. This will bring up another box.
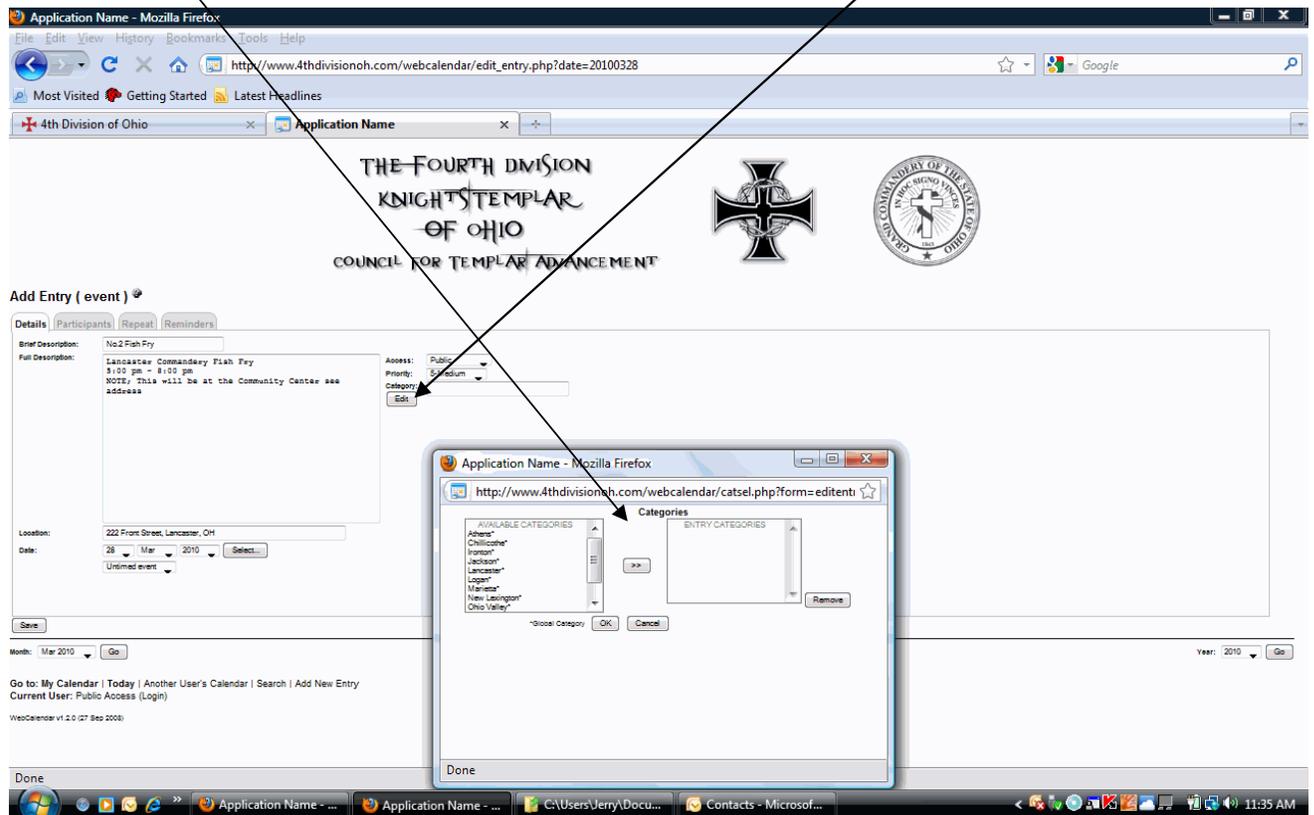
7.) Click on the appropriate selection for your category and click the middle button and this moves it to the box on the right. Click OK.
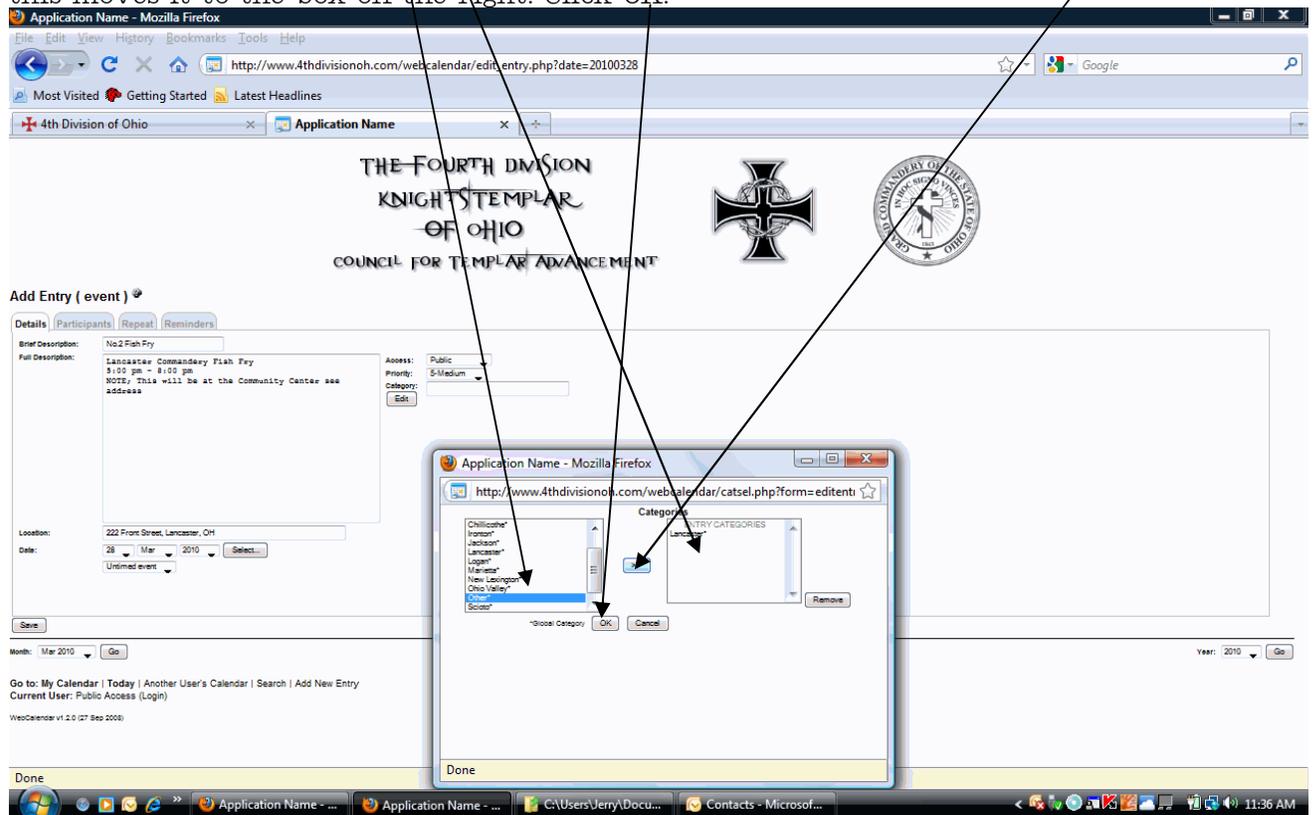
*NOTE; The way the categories works is thus. All calendars will default to the "ALL" category, if you click on any of the choices in the drop down box it will show ONLY those entries that have been chosen for that particular category. As you place events into the calendar for your Commandery always select "YOUR" Commandery and "OTHER". The "OTHER" category should be for events such as specials for Orders, activities of the Commandery, and for degrees for Chapter and Council. We will allow Chapter/Council Degree work ONLY on the calendar. This is to help other Commanderies get their candidates ready for the Commandery Orders. We will NOT allow any other bodies events on this calendar! Sir Knights are coming to this calendar for events for Commandery.*

8.) If this is a repeating event click on the repeating tab. Then click on the drop down box next to Type, select the Monthly (by day). Or (by date) if your event happens on a certain date every month, or year.
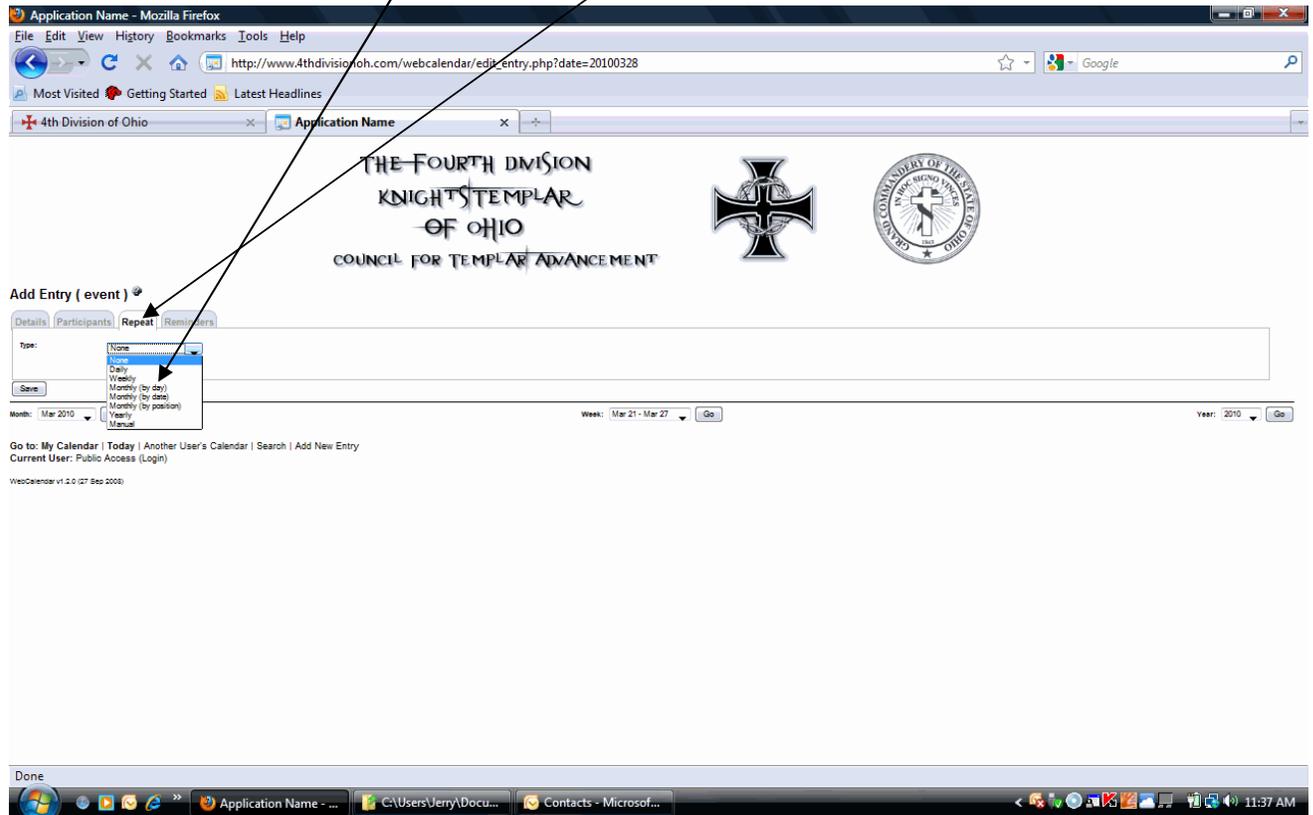
9.) This brings up this box. Check the little box next to "Expert Mode"
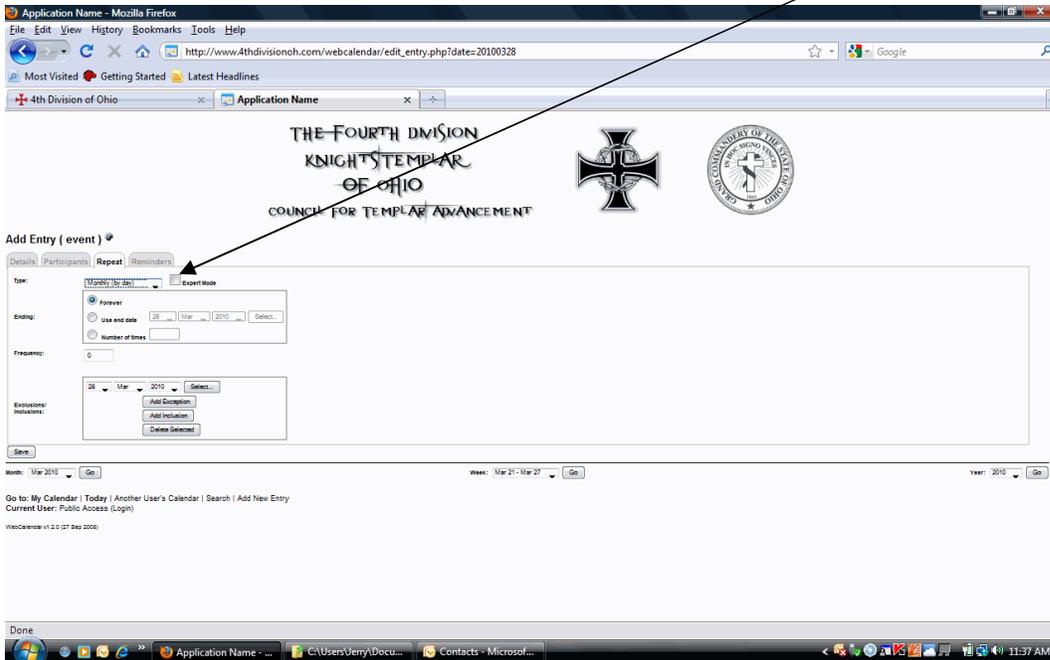
10.) This will bring up this box. If your event is on the first Saturday click on the button for that day (see Example). You can also select the months that your event will take place (in the example I selected every other month). After you have entered all your information and selected the appropriate days and months click on "save" and wait for your entry to be approved.
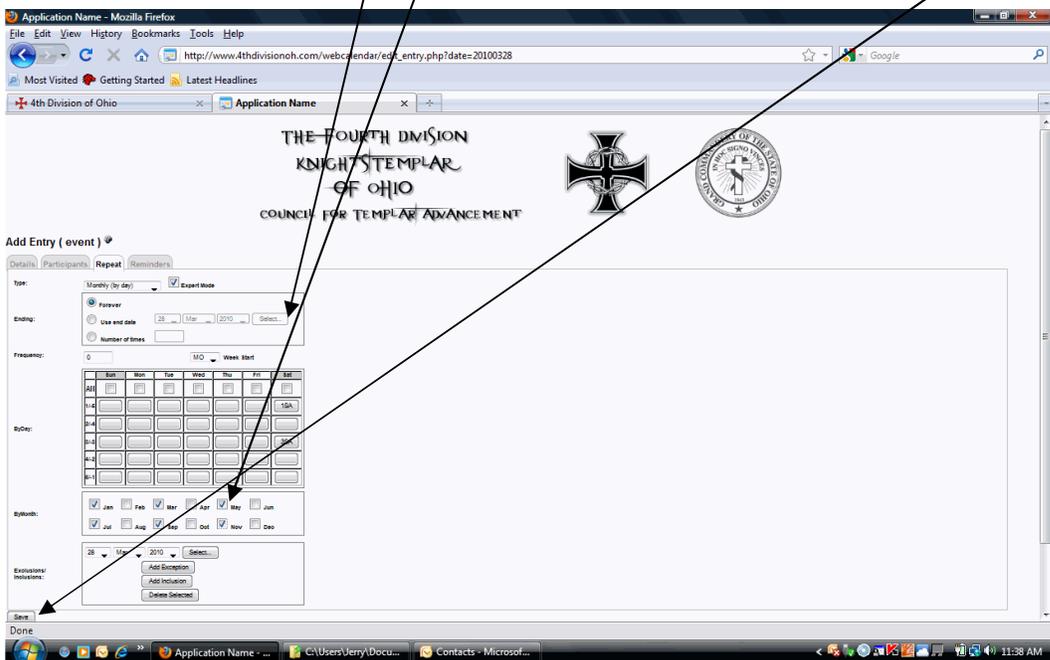
I hope that this calendar benefits all the Commanderies of this Division.