

## PMFGC Calendar Application Guide

There is a calendar on the pmfgc.com web site which displays events and allows the PMFGC Club Secretary to easily post, delete and edit events.

The calendar links back to the pmfgc.com web site by clicking on:

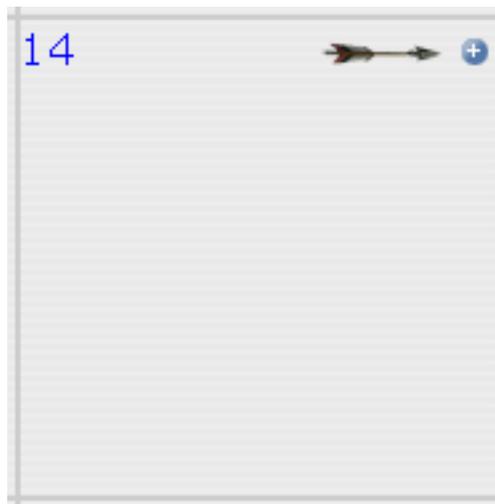
[Pinnacle Mountain Fish and Game Club, Inc. \[home page\]](#)

**Passwords:** A password is not required to view the calendar. Editing the calendar requires a password to prevent other than the Secretary from accessing the edit features.

**Recurring Events:** may be posted in multiple days using the “**Add Event**” panel and the “**This event recurs**” check box together with the pull down menu [**Daily, Weekly or Monthly**] and the “**This many times**” check boxes. Since PMFGC events are posted largely absent of these prescribed patterns, and with varying descriptions, this feature has limited value.

**Example:** Add a single event on March 14th and edit the event.

For each day there is block where the events occurring that day may be detailed, for example March **14**th:



Click on the + sign bullet to add a new event or edit an existing event using the screen on the following page where the meeting times, title and description are input.

**New Event:** Create an event for March 14<sup>th</sup> by using the pull-down menu

**Start Time & End Time** and entering the event's **Title & Description**.

## 03/14 - Add Event

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Start Time:  :

>All day:

No Start Time:

End Time:  :

No End Time:

This event recurs:

This many times:

Title:

Description:

Click on "**Add Event**" and the event will instantly appear on the calendar.

**New Event Display:** The new entry for March 14<sup>th</sup> will show the meeting **Title** in the top blue bar, the meeting **Description** in the lighter blue background and and the **Time Period** of the event in the darker blue bar.



**Navigation:** Click on the day number [**14**] above to see details below. Click on the date "**2018 - March -> 14**" to return to the calendar page.

**Pinnacle Mountain Fish and Game Club, Inc.** *[home page]*

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**2018 - March ->14**

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**Committee Meeting**  
At the clubhouse  
07:00pm - 08:00pm

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**Pinnacle Mountain Fish and Game Club, Inc.** *[home page]*

To return to the PSMRC.ORG web site, click on:

**Pinnacle Mountain Fish and Game Club, Inc.** *[home page]*

**Select an Event to Edit or Delete:** Click on the day's + sign bullet:



Go to the "**Edit/Remove Events**" block, bottom of the screen and select the title to edit. This day has one event. Click on "**Comittee Meeting**".

### 03/14 - Add Event

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Start Time:  :

> All day:

No Start Time:

End Time:  :

No End Time:

This event recurs:

This many times:

Title:

Description:

### Edit/Remove Events

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Committee Meeting

Time Period:

**Edit the March 14<sup>th</sup> "Meeting" Event:** The below screen has the top portion of the March 14<sup>th</sup> event clipped off to focus on the screen bottom.

Either edit the details [**Time Period**, **Title** and/or **Description**] or click on "**Remove Event**" box. Once satisfied with the edit(s), click on the "**Edit/Remove Event**" button to save the change.

The screenshot shows a web interface for editing an event. At the top, there is a button labeled "Add Event". Below it is a section titled "Edit/Remove Events". Inside this section, there is a text input field containing "Committee Meeting". Below that is a "Time Period:" label followed by a text input field containing "07:00pm - 08:00pm". Next is a "Title:" label followed by a text input field containing "Committee Meeting". Below that is a "Description:" label followed by a larger text input field containing "At the clubhouse". At the bottom of the form, there is a "Remove Event:" label with an unchecked checkbox. Finally, there is a button labeled "Edit/Remove Event".

This guide was last updated on March 10, 2018.