

How to Post Events on the District 5130 Web Site Calendar

Before you can post an event on the calendar you must register.

Registration

Log into the District 5130 web site at www.Rotary5130.org

Click on the "Calendar" **link** on the left hand side of the page

Click on Logon

Click on register now

Fill in the form and click on Submit request

Wait for an e-mail from the webmaster that will contain your temporary password. This may take a couple of days depending on the availability of the webmaster.

First time to the calendar

Log into the District 5130 web site at www.Rotary5130.org

Click on the link Events Calendar on the left hand side of the page

Click on Logon

Enter your temporary password and click OK

(Recommended) Click on Change password and select a password that will be easier for you to remember. Click OK when finished entering your old password and new password (twice).

Click on Update Events

Fill out the form with as much information as you feel is necessary to 'sell' your event. (Recommended – put an e-mail or web site address in the Description box for additional information.)

Click on Submit Event

If you have additional events you can update more at this time, otherwise logout.