


Getting Started in OHANA

Creating Custom Color Key for Calendar Listings

You must have the necessary privileges to make changes to the Calendar

- 1) First go to your website.
- 2) **Login** to your site
- 3) Enter your **User Name** and **Password**
- 4) Click **Login** button.
- 5) Place your mouse over  (**Calendar**) in upper right tabs of the OHANA Administration ribbon.
- 6) Select **Calendar Colors** from the drop down.
- 7) Click **Add** to create a new custom color key
- 8) Enter the **Color Label** – this will be the name that will appear in the “**Color on Calendar**” drop down in the **Add Calendar Item** screen. For example, if you are a local club, you could create a custom color key for “Club Activities”, “State” and even “National Items”.
- 9) **Color on Calendar** (required) – click on the little gray arrow in the lower right corner of the box next to this label. The following will appear:





- 10) On the vertical bar in the middle of this box – you can slide the arrows up or down to get to a certain color family. (If you are familiar with RGB colors – you can type those in the boxes to the right of the vertical bar too.)
- 11) Once you have the color family you are interested in assigning to this Color Label, you lighten or darken it in the left box by clicking your mouse on the little circle in the upper right corner of the large left box. As you drag that little circle around you will notice the color changing in the top left box on the right hand side. And the respective Hex number will appear in the # box on the lower right.
- 12) Once you are happy with the color selected, click your mouse outside the whole color palette to get back to the **Calendar Color** screen.

Innovative Association Services

Website: www.innovativeassociations.com

Email: info@innovativeassociations.com

- 13) You should see the color you created appearing in the **Color on Calendar** box.
- 14) Enter a **Description** for this color (optional)
- 15) Click the **Save Changes** button in the lower part of the screen. Or click the **Cancel/Go Back** button if you do not want to save this information.
- 16) The  will return you to the home page.
- 17) Click  to Logout of OHANA.