




Getting Started in OHANA

Adding Items to the Calendar

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 Items** from the drop down.
- 7) Click **Add** to create a new listing.
- 8) Enter the **General Information** related to this Calendar Item.
 - a. **Title** (required) – will appear on Calendar grid that users can click on to see more information.
 - b. **Description** (optional) – will appear when someone clicks on this item in the Calendar grid to get further details about the event/activity.
 - c. **Approved Event** – should be marked “Yes” – unless it is pending review/approval from a designated web editor before this listing can be displayed on the calendar for everyone to see.
 - d. **Color on Calendar** (optional) – you can create your own color for this particular listing by selecting the square and selecting the coordinates of the color. (See separate document on *Creating Custom Color Key for OHANA Calendar Listings.*)
 - i. **Hex Color on Calendar** – as soon as you select a Color above – the related Hex # for it will appear in this field.
 - e. **Quick Color List** (optional) – This drop down will provide you with predefined color options to help you color coordinate listings on your Calendar. You may also elect to have no background color for a listing as well- which is the default in the drop down for new listings.
 - f. **Dates and Times** (required) – Enter this information so that the Item will appear on the proper date(s) on the Calendar. Remember, you must fill in both the Start and End date fields even for 1 day events.
 - g. **All Day Event** – select **Yes** if you do not want to designate the actual times above for this event.
 - h. **Event Location** (optional) – This can be different from the information entered in the “Map Location” area – such as the name of the location, ie: “Sacramento Convention Center”
 - i. **Show Map** – mark this “Yes”, for the map to be displayed on Calendar Listing page.
 - j. **Map Location**– this requires the actual physical address for the event so that the system can provide a map/directions to the location, when a visitor clicks on this event from the Calendar
- 9) Once you have added all the information about this Calendar Item, click **Save Changes** button in the lower part of the screen. Or click the **Cancel/Go Back** button if you do not want to save it.
- 10) The  will return you to the home page.
- 11) Click  to Logout of OHANA.