





QUICK GUIDE TO POSTING EVENTS DIRECTLY ON THE HMS EVENTS CALENDAR

This guide describes how to access the HMS Events calendar to add and edit sailing, racing and training events.

Step 1 - go to the HMS web-site (www.hmsailing.org.uk)

Step 2 - select 'Events Calendar' from the navigation menu on the left


Step 3 - FIRST TIME ONLY – skip this step if you already have a Google account. To create your Google Account click in to the  button in the bottom right of the screen and following the instructions to  You will create a password linked to your email address.

Step 4 - FIRST TIME ONLY - contact the webmaster via the contact form <http://www.hmsailing.org.uk/contact-form.html> to request access permission to post on the North of Scotland Sailing Clubs Events and Training Calendars by pasting the following message in to the message box:

PLEASE GIVE ME PERMISSION TO POST ON THE NORTH OF SCOTLAND CLUBS EVENTS CALENDAR

then enter your name and club or organisation in to the message area and then hit 'Submit'.

Step 5 - WAIT for the webmaster to acknowledge (this is not automatic and could take a day or 2)

Step 6 - once permission has been given, repeat Steps 1 & 2 then click in to the  button in the bottom right of the screen. You will then need to sign-in with your email and password unless already signed-in.

Step 7 - the Google Calendar page will open in a separate window - in the 'Other Calendars' box on the left there should be a calendar for (Highland & Moray Sailing) HMS Events. Access it by clicking the name. You are now ready to add or edit events! (pew but it does get easier with practice!!)

Step 8 - There are several ways to create an event. The simplest is to click into the date that you want - fill-in the 'What' box and click 'create an event' - simple!

Step 9 - having created your event you'll want to add more information to it. Click in to it and a box will open allowing you to enter a location and description. At this stage you can move the event to another calendar if necessary. Remember to 'save' - or 'cancel' to discard changes - or 'delete' to remove the whole event.



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Recommendations for completing the event details.

Include the name of the organising authority/company in either the “What” or “Where” text.

In the Description add any information relevant to the event; e.g. contact names, web or email addresses, entry fees etc.

A screenshot of a web form for posting an event. At the top, there are navigation buttons: « Back to Calendar, Save, Cancel, Delete, and More Actions... Below this is a yellow banner with the text "New! Look at a sneak preview of some new features". The main form area has a light green background and contains the following fields:

- What:** Chanonry Sailing Club Dinghy and Keelboat Regatta
- When:** 7/8/2010 to 8/8/2010, with a checked "All day" option.
- Repeats:** Does not repeat (dropdown menu)
- Where:** Fortrose, with a "map" link to the right.
- Calendar:** North of Scotland Sailing Even (dropdown menu)
- Description:** Open Regatta for Dinghies and Keelboats