

How to request posting of your event on the wing calendar

Your Information:

1. Fill in the requestor's first name, last name
2. E-mail address (To let you know the event has been posted or if there is a problem)
3. Your CAP ID number (from your CAP membership card)
4. Your unit charter number. (001, 048, etc.)

In a Nutshell

The recipe for events is to enter “what”, “who”, “where”, and “when”

The Event to be posted:

Enter Title of your event. (Event Description)

Enter the Start date (mm/dd/yyyy)

Enter the Start time – (0730).

Enter the End time – (1600).

Enter the End day

Check if all day event.

Note: All day events will display on the calendar at the top of the day with a colored background. Other shorter events will be displayed without the colored background and lists the start time.

13
ES Training
7p Wing Staff Meeting

Enter the Description of Event (Be specific)

List the start and end times of “All Day Events”

Who is the contact for this event?

List any requirements such as Uniform, Registration, etc.

Tip

If you have an event that starts at 5:30 pm on 4/09/2016 and ends after all day on 4/10/2016, list both days as “All Day” Then list the event time's in the description of event. This will give you a continuous title with colored background and provide your viewers with better information.

April 09, 5:30pm – 9:00pm

April 10, 8:00am – 4:00pm

9	10
Operations Exercise for Northern Utah	
	8p Star Gazing - on Antelope Island

Repeated Events

Have an event that occurs every week or month at the same weekday and time?

List the repeated details in the block:

“Delete/Change the currently scheduled Event listed above – Details”

Example: Salt Lake Senior Squadron meeting on first Wednesday of every month at 7 pm. **Enter the Location of event.** (Where should people go? Address's are good)

Need to change a published event?

Complete the form showing original input.

Under the block:

“Delete/Change the currently scheduled Event listed above – Details”

List what you want changed.

Delete Event – Activity cancelled.

Change Date(s) to:

Change Time to:

Change Location to:

Change Event description to:

Change/add Contact(s)

Comments about the event.

File Attachments:

This feature is currently enabled.

File attachments must be in editable text or Word format and will be analyzed for content and virus's before posting in PDF format on the wing calendar.

Attachments will be **removed** once the calendar date has passed.

Leave a Message for the Calendar Administrator?

You can add any comments in the block.

“Delete/Change the currently scheduled Event listed above – Details”