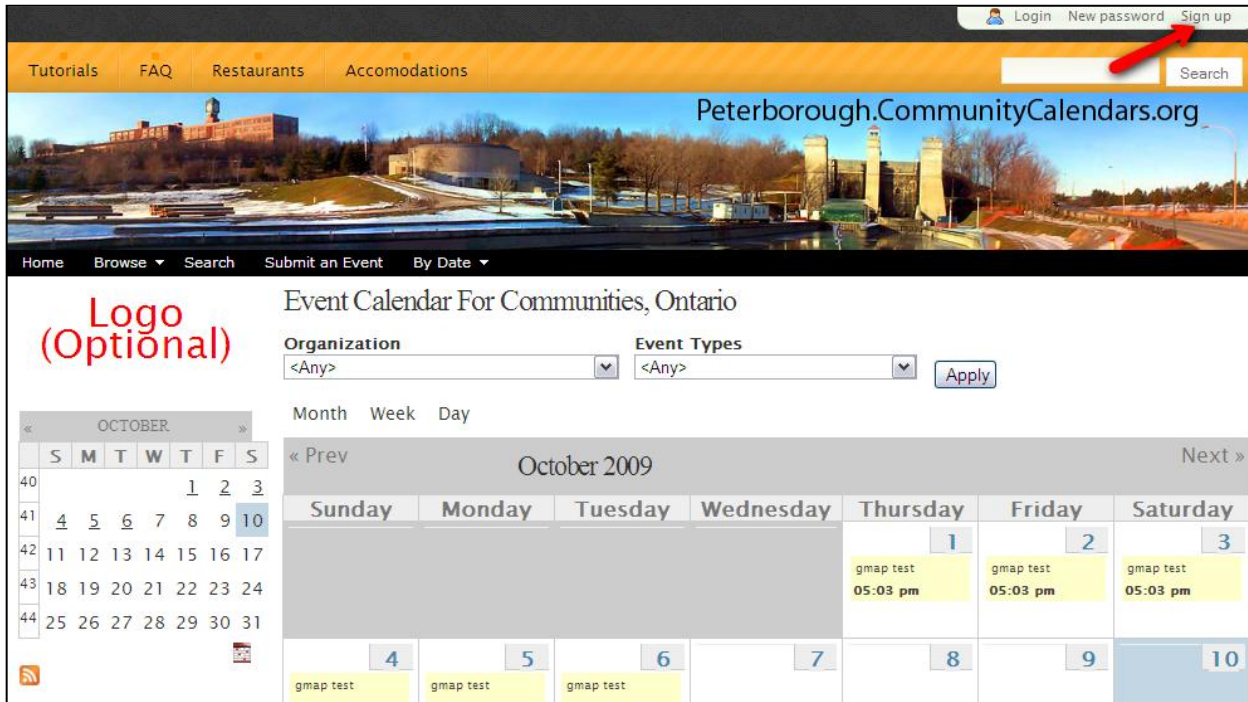


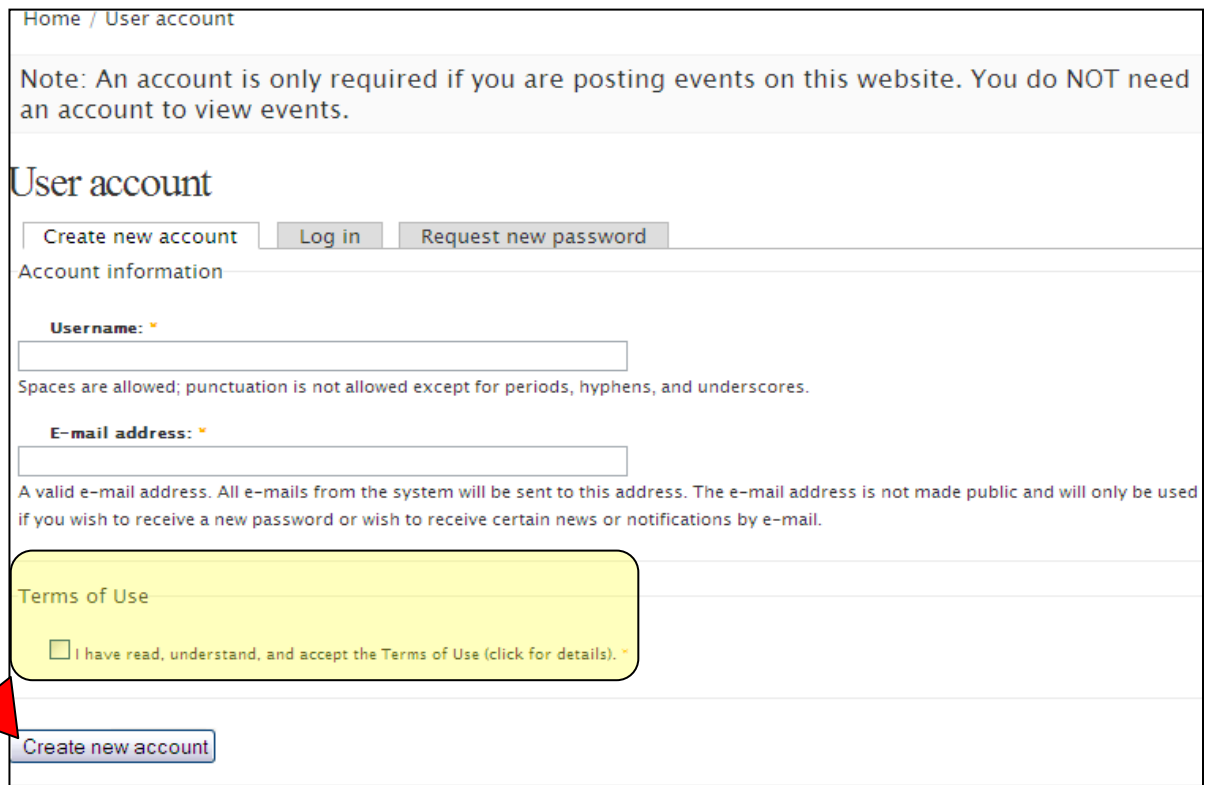
To add content to the calendar you will need an account. To get an account, click on the “sign up” tab at the top right of your screen. This will take you to the sign-up screen.



On the sign-up page, please type the username of your choice and your email address. If you lose your password, you can have the site send a new password to you. By clicking new password beside login at the top right of any page.

Once you have entered your information, check the box to confirm you have read the Terms of Use, and click “Create a new account”.

Your screen



How to Create a User Account

should now change – stating your password and further instructions have been sent to your e-mail address.

Event Calendar For Communities, Ontario

Your password and further instructions have been sent to your e-mail address.

Organization: <Any> Event Types: <Any>

Month: Week Day

« Prev October 2009 Next »

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 gmap test 05:03 pm	2 gmap test 05:03 pm	3 gmap test 05:03 pm
4 gmap test 05:03 pm	5 gmap test 05:03 pm test 001 09:38 am	6 gmap test 05:03 pm test 001 09:38 am	7	8	9	10

This is a copy of the e-mail that you will receive.

Thank you for registering at Community Calendars. You may now log in to <http://practice.communitycalendars.org/user> using the following username and password:

username
password:

You may also log in by clicking on this link or copying and pasting it in your browser:

<http://practice.communitycalendars.org/user/reset/62/1255191100/b53ac8d2...>

This is a one-time login, so it can be used only once.

After logging in, you will be redirected to <http://practice.communitycalendars.org/user/62/edit> so you can change your password.

-- Community Calendars team

Click on this link in your email to confirm your account and reset your password.

Clicking the link your email brings to this notice on the website. Please click the “log in” button to proceed.

Reset password

This is a one-time login for _____ and will expire on *Sun*.

Click on this button to login to the site and change your password.

This login can be used only once.

You will then notice in the top right corner you are now signed in. At this point, you must click on edit and change your password.


Account | My newsletters

Account information


E-mail address: *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Password:

Confirm password:

To change the current user password, enter the new password in both fields.


▼ Email settings

Plaintext email only

Check this option if you do not wish to receive email messages with graphics and styles

▼ Locale settings

Default time zone:


 

Select your current local time. If in doubt, choose the timezone that is closest to your location which has the same rules for daylight saving time. Dates and times throughout this site will be displayed using this time zone.

Once this is complete, you will see the same screen with a banner stating the changes have been saved

[View](#) [Edit](#) [My Events](#)

[Account](#) [My newsletters](#)

The changes have been saved. 

Account information

E-mail address: *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Password:

Confirm password:
To change the current user password, enter the new password in both fields.

Plaintext email only
Check this option if you do not wish to receive email messages with graphics and styles

Now it is time to add your event. Please see the “How to add an Event” tutorial for assistance.

Please send any questions, comments or concerns to:

**Tekdesk
(705) 760-9198 tel
(705) 760-9887 fax
(866) 484-0355 toll-free**