

Using the Calendar

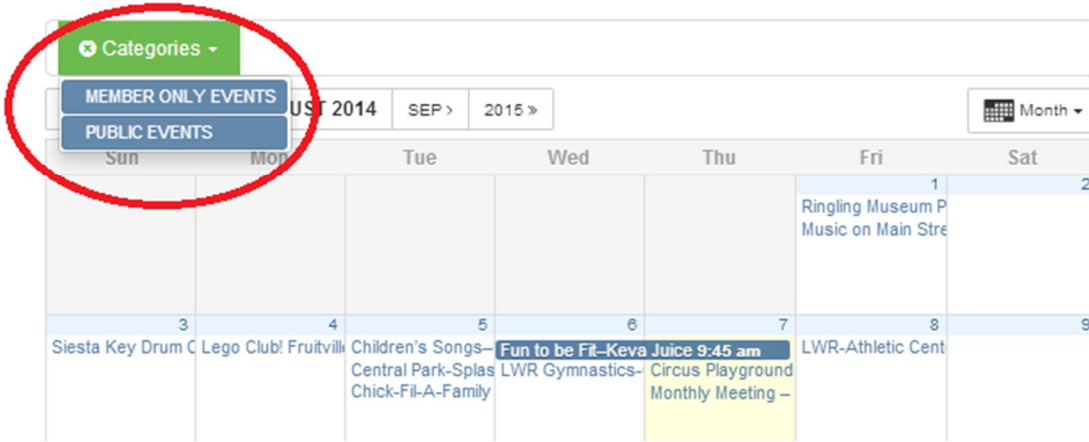
The calendar is set up to feed from Facebook, both the public and private pages, and has two categories: "Public Events" and "Member Only Events". Events that are placed on the public page automatically go into the category, "Public Events", and the events created on the private page go into the category, "Member Only Events". These categories can be changed after the fact as well to be in either or both categories.

Importing the Calendar

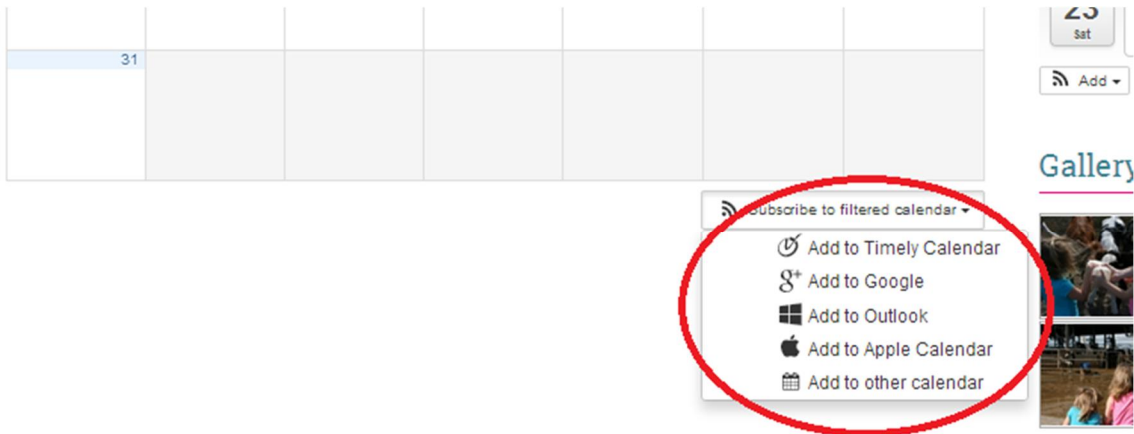
The private group calendar is available from the "Member Event Calendar" once you log in!

From the Menu select the categories you want to import into your calendar. Be sure both Categories are highlighted if you don't want miss a thing!

Calendar



Then at the bottom choose the program you want to import to



The email program you select will prompt you to import and then you're done! Below is an example from google:

