Creating an Event on the WLLL Calendar

1. Log In Using your MyId

2. Select Manage
3. Select Create an Event

4. Enter Event Details – This is the minimum of information necessary
   a. Name of Event
   b. Time and Date
   c. Summary (including meeting location)- will be visible
5. Optional - add additional information to make your event more searchable, such as categories and keywords. You can also include images, contact information and attachments when more information is necessary.

6. Hit Submit and Angela will publish the information once it is received. All events will be transferred to the weekly memo.