

## How to Post a Flyer on the Events Calendar

On **Events Calendar** page click on **Submit Events**

On **Event Info** page enter all event information in the boxes *except the Event Description box*

Click in the white space of the **Event Description** box

Click on the **Image** icon (2nd row, far right)

The **Image Properties** box will pop up

Click on the **Upload** tab and **Choose File**

Choose the image from your computer and click Open (flyer must be saved as an image)

Click **Send it to the Server** (takes you to Image Info tab)

On the **Image Info** tab in the **Width** box enter 500 and click **OK**

The image of the flyer should now appear in the **Event Description** box