ADDING EVENTS TO THE GRAND YORK RITE CALENDAR

The Calendar is designed to be a central repository of Masonic Events, not your regular meetings, rather, events such as installations, regional meetings, official visits, 50-year pin presentations, Table Chapters, Councils and Commanderies, state wide events, invitational and honor bodies meeting dates and events, educational presentations, and charity events.

We will cover the following subjects:

- Finding the Calendar
- Adding an Event, otherwise known as Front-End Submissions
- Trouble Shooting
- Subscribing to the Calendar
- Making Changes to an event

FINDING THE CALENDAR

Let's Get Started

You can find the Calendar by going to the URL: www.moyorkrite,org, in your browser, then clicking on the EVENTS menu item.

Alternatively you can jump directly to the Calendar through the URL; http://moyorkrite.org/events/
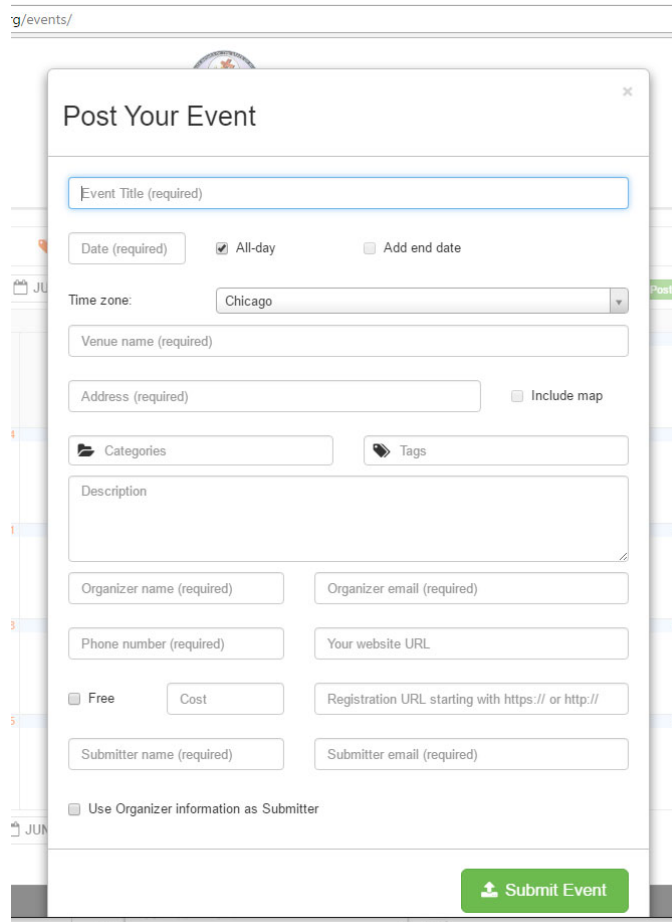
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FRONT END SUBMISSIONS

To add an event to the Calendar, click on the +Post Your Event button at the top right of the Calendar.
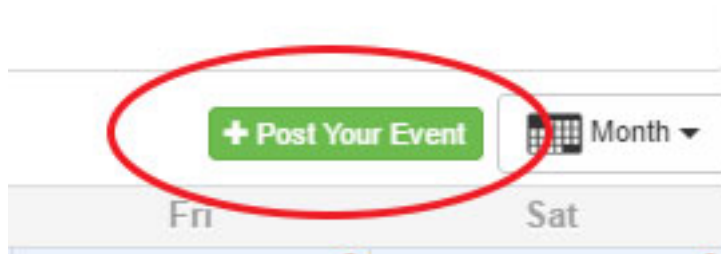
The following Event Submission window will appear - give it a minute to appear - it's not the zippiest window on the internet.

Tip: I have seen an occasional instance where the window does not draw, in those rare circumstances, just click your mouse anywhere in the window and that will force it to redraw.

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FILL IN ALL THE FIELDS!

1. Event Title: The name of your event
2. Date: The Date on which your event will take place
3. If it is NOT an all- day event, uncheck the All-day checkbox, then enter the start time for your event - and end time if desired
4. Venue Name: Where your event will take place eg The Masonic Temple
5. Address: Address of the Venue
6. Include Map: If selected, this will show a map of the Venue allowing visitors to easily get directions.
7. Categories: Choose the Masonic Body for the event
8. Tags (optional): eg #masonic #chapter
9. Organizer name: Who can be contacted for information about your event
10. Organizer email: Email address for the event organizer
11. Phone number: Required for ease of contact
12. Website URL; optional
13. Submitter Name and Submitter email are also required fields, in case we have a question.
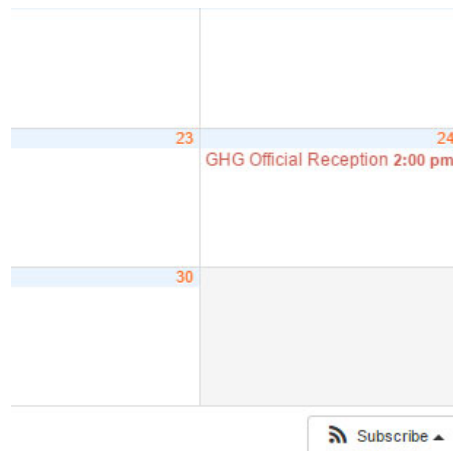
When done, click on the Submit Event button.

The administrator will be notified that an event has been posted, so it can be checked and verified and posted live on the calendar. You will receive an email when your event is posted.

SUBSCRIBING TO THE CALENDAR

Keeping up-to-date with the Masonic events in the State is easy.

• Navigate to the Calendar on the device you will be using your Calendar on (computer, phone, or tablet)
• Click on the Subscribe button at the lower right of the Calendar

- Select what Calendar you are using - if an iPhone perhaps Apple Calendar, if on Android perhaps Google
- Follow the instructions for your calendar type

Now, when anything changes or is added, your calendar will automatically be updated.
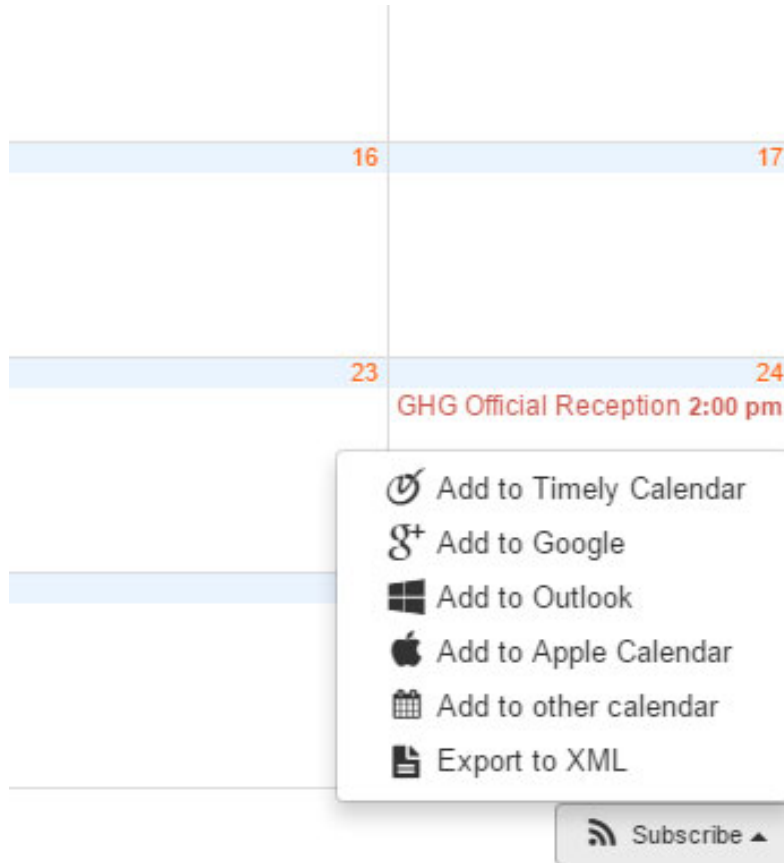
MAKING CHANGES TO AN EVENT

Once an event has been submitted and posted to the Calendar, you cannot make changes.

You can contact web site administrators to change, edit or delete an event - they will be happy to help.

Site Administrator: Kevin Sample   kevin.sample63@gmail.com
Web Master: Donald MacCormick   dmaccormick@mac.com