

# Using the Grand York Rite Events Calendar



The Events Calendar on the Grand York Rite Website, <https://www.moyorkrite.org>, can be found by clicking on the Events menu item or going to <https://www.moyorkrite.org/events/>

The Events Calendar is designed to be a central repository of Masonic Events, not your stated York Rite 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. Events can be from any Masonic Organization to help reduce regional or statewide conflicts.

## Subscribing to the Calendar

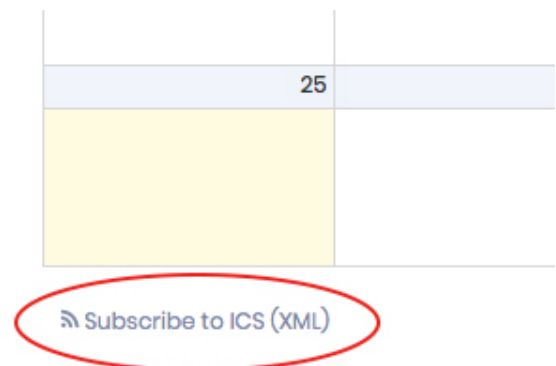
Click on the Subscribe to ISC (XM) link at the bottom left of the calendar on the device you are adding the calendar subscription to. Clicking on the Subscribe button copies the calendar link you will need to your clipboard.

Simply follow the directions for your device or favorite calendar to add the calendar subscription.

Example: On the iPhone

1. Launch the Settings app on your iPhone or iPad.
2. Tap on Calendar
3. Tap on Accounts
4. Tap on Add Account
5. Tap on Other
6. Tap on Add Subscribed Calendar
7. Paste in the calendar link
8. Save

The steps will be different for your phone or computer.

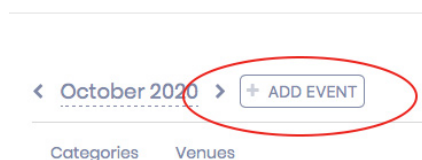


## Adding your events to the Calendar

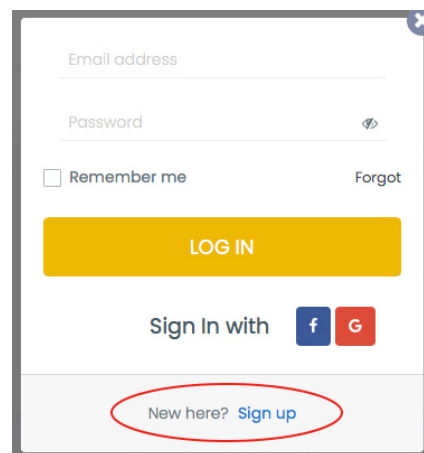
Creating your own events for submission to the calendar is simple and straightforward. The latest release of the calendar app requires that you create an account in order to post an event. This is a quick and easy process.

### Adding an Event

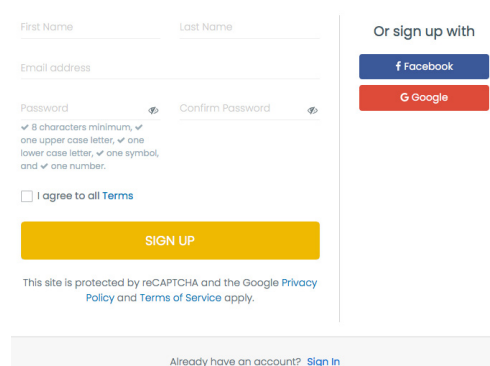
1. In the browser of your choosing, go the events calendar at <https://www.moyorkrite.org/events/>
2. Click on the Add Event button at the top left of the window.



3. If you have already created an account, sign in using the email address and password you used to create your account. You can skip to Step 5. *If you have not yet created an account, you will need to do so by clicking on the Sign Up link.*



4. Enter the information requested in the window that appears. You can also use an existing Facebook or Google email account to quickly create an account. You will receive an email asking you to verify your email address. Now that you have created an account, you can sign in at anytime to add an event to the Grand York Rite Events Calendar.



5. Enter your event details. Simply fill out the fields with all relevant information.
  - a) Do not use All-Day, put in actual start and end times.
  - b) Use Category to specify which organization.
  - c) Add an Organizer so people know who to contact if they have questions about your meeting.
  - d) Add a Venue to let people know where the event will be hosted. If not already in the list, you can create a new one.
  - e) Choose Physical to enter physical address, city, state and zip.
  - f) Be sure to add special instructions in the free text description box.
  - g) When you are satisfied, click on the Submit Event button.
  - h) The moderators will receive a notification and approve your event for publication.

The screenshot shows a web form for creating an event. At the top, there is a title field containing 'This is my sample event'. Below the title are fields for 'Starts' (October 25, 2020, 8:30 AM) and 'Ends' (October 25, 2020, 9:45 PM). There is an 'All-day' checkbox which is unchecked. Below these are two buttons: 'ADD TIMEZONE' and 'ADD RECURRENCE'. Further down are four dropdown menus for adding tags, categories, organizers, and venues, each with a 'NEW' button. Below these is an 'UPLOAD AN IMAGE' button. At the bottom, there is a text area for a brief description of the event, containing the text 'This is a brief description of my event.', and a green 'SUBMIT EVENT' button.

## Formats

Use the following suggested meeting name formats:

- Grand High Priest Official Visit – Chapter Name and No. (don't use #)
- Chapter Degree Conferral – Chapter Name and No.
- Shrine Ceremonial – Kansas City
- Appendant Body Name and Number - City