

Creating an event on the RNLC website calendar.

Creating an event on the RNLC Calendar requires a few simple steps.

First, log in with your user name and password.

Now go to the dashboard. It should come up on the left hand side of your screen straight away. If not, go to the top left-hand of the page and mouse over the picture of a house or the line that reads 'RNLC: Redbridge Networked Learning Communities.' Mouse down and click on 'dashboard'.

Look down the menu on the left and you will see 'events'. Mouse over the word and you will get a pop up menu. Click on 'Add New'.

The cursor will be positioned on the top row where you will give the new event a name. Now go down and fill in all the other details such as where and when the event will be taking place. In the 'where' section you can choose to include a Google map by clicking on the button.

Towards the bottom of the page there is an area for adding text and pictures if you want to add even more detail. You can even link to documents related to the event if you have added them to the media library.

Now, go to the right hand side of the screen and choose a 'category'. This is an important step!

You could even add some tags. Tags enable search engines to find you. For example, supposing you would like your event to be seen by lots of people outside of the networks, think about what would be good words to use that people might search for.

Once you think you have filled in all of the information about the event, click on the 'publish' button. Your event will now appear in the calendar!