

## Adding an Event to the Flotilla Calendar

1. Go to <http://www.flotilla11-08.org/calendar>
2. Click "Add Event."
3. Add Event Title: Vessel Safety Check Day, About Boating Safely, or other.
4. Add Event Description using the following format:
  - "[Brief description, if needed]."
  - "Minimum age: [If applicable]."
  - "Location: [Address if applicable]."
  - "Time: [8:88 am to 88:88 pm]."
  - "Fee: [\$XX per person if applicable]."
5. Select Category.
6. Enter Event Date, time, and duration.
7. Enter Contact Info instructions:
8. Enter Auxiliary email address: [info@flotilla11-08.org](mailto:info@flotilla11-08.org) or other. No personal email addresses.
9. Enter URL: <http://www.flotilla11-08.org/pe.html>, <http://www.flotilla11-08.org/vsc.html>, or other if applicable.
10. Enter repeating event information if applicable.
11. Click "Add Event" button.
12. An email is automatically sent to [fso-cs@flotilla11-08](mailto:fso-cs@flotilla11-08.org) requesting event approval.