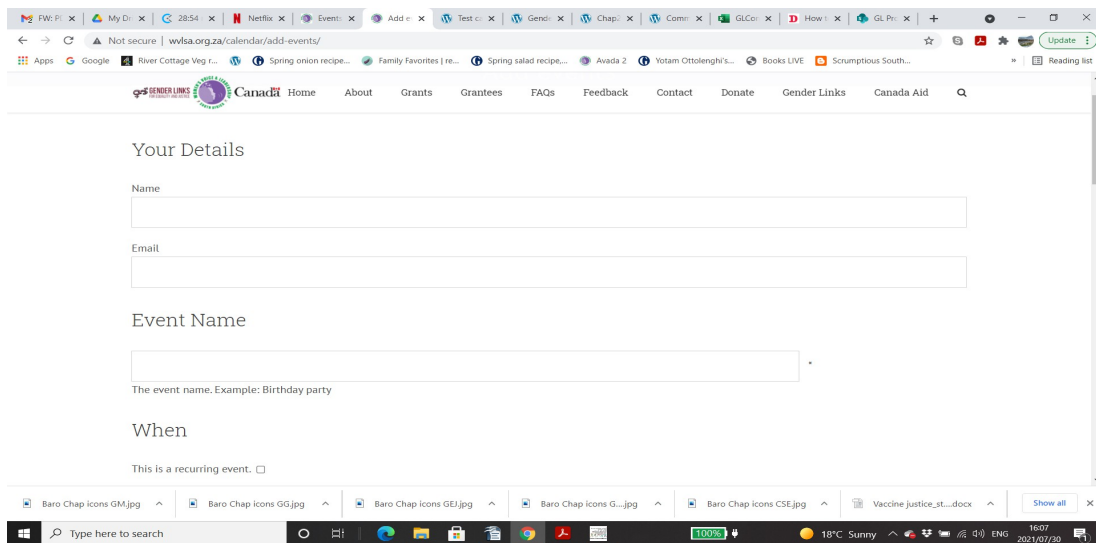


Instructions on adding an event to the WVL/GL Calendar

1. Go to the calendar page: <http://www.wvlsa.org.za/calendar/>
2. Click on the link at the top of the calendar: **Add an event**
3. You will see the add an event form



The screenshot shows a web browser window displaying the 'Add an event' form on the WVL/GL website. The browser's address bar shows the URL 'wvlsa.org.za/calendar/add-events/'. The website's navigation menu includes 'Home', 'About', 'Grants', 'Grantees', 'FAQs', 'Feedback', 'Contact', 'Donate', 'Gender Links', and 'Canada Aid'. The form is titled 'Your Details' and contains the following fields:

- Name:** A text input field.
- Email:** A text input field.
- Event Name:** A text input field with a placeholder text: 'The event name. Example: Birthday party'.
- When:** A section for scheduling, including a checkbox for 'This is a recurring event.'.

The browser's taskbar at the bottom shows several open files, including 'Baro Chap icons GM.jpg', 'Baro Chap icons GG.jpg', 'Baro Chap icons GE.jpg', 'Baro Chap icons G...jpg', and 'Baro Chap icons CSE.jpg'. The system tray shows the date as 1607 2021/07/30 and the temperature as 18°C Sunny.

4. Fill in the following details:
 - Name
 - Email address
 - Event name: eg Vaccination campaign zoom meeting
 - When: Fill in the dates and times. If it is a full day event, tick All Day
 - Where: Choose physical location or if an online meeting, choose URL and fill in the details or link to the online event
 - Details: Type in the details of the event
 - Category: Choose a category from the pull down menu eg. WVL event, GL event
 - Event image: If you have an image, upload it
 - Bookings/Registration: If you want people to book or register, tick this box
 - Consent: Tick the consent box
5. Submit your event