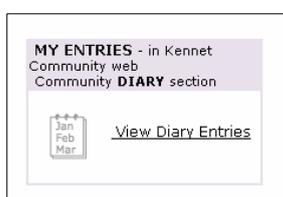## LESSON 6

Diary Module

When you are logged in and modifying your website, you will be presented with the Site Admin page. (As discussed in lesson 4)

At the bottom of this page you will see three information boxes: News, Diary and Mailing.

MY ENTRIES - in Kennet Community web Community **DIARY** section

Jan Feb Mar   View Diary Entries

Selecting the 'View Diary Entries' will take you to the 'My Diary' section. Select 'add a new event' this will bring up the diary event template. This works exactly the same as the page templates; you enter your text and then upload to the website.

These fields are compulsory:

- Event Description – Short title for your event
- Date of event – using the drop down boxes, enter the date for your event
- Event Description – use this box to enter details of your event
- Event Category 1 – use this drop down box to select the category relevant to your event

Other information such as contact details and web links can be added as well at the bottom of the template.

Once you have added your event, click the arrow at the bottom of the form. Your event will then be added to the diary service for the whole of the district community website (including the scrolling banner at the bottom of the district home page) and recorded in your Diary Entries section of your admin screen.

Modifications can be made by selecting the 'Modify' icon to the right of the entry on the 'My Diary' page. The entry can also be deleted by selecting the delete icon.