

## Cheat Sheet Adding Calendar Events (Branch Staff)

1. Go to StaffNet -> Library Links -> E\*vanced Maintenance Pages
2. Select your library.  
[Note: Modify steps 1 and 2 as per your library's procedures]
3. Type in your password. \_\_\_\_\_
4. Under “event maintenance” click “Add/edit/archive”.
5. Click “Add new event” and fill in the form.
  - a. Starred fields are required
  - b. Don't forget to fill in your initials in the last box before the registration information.
6. Click “Save”.

Your event is saved, but NOT published. Inform the branch manager that there are events that need to be published. Only a branch manager can publish events to the public view of the calendar.

*For more detailed information, see the E\*vanced User Manual, Section 2.1+.*