

# SBE Chapter Calendar Instructions for the SBE National Website

[www.sbe.org](http://www.sbe.org)



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## New Feature on the SBE National Website

The SBE National website now has a calendar for each chapter of the SBE. This calendar is intended to help prospective members, vendors, the media and others, learn the details of your chapter's upcoming meetings.

## Detailed Instructions for Updating Your Chapter's Calendar

- 1) Go to the SBE website: [www.sbe.org](http://www.sbe.org).
- 2) Click on the dark blue file tab that reads "National/Chapter Calendars".
- 3) You'll see the National and Chapter Calendar sections with a drop down box listing all of SBE's chapters.
- 4) Click on your chapter's name and click "Go" to open your chapter's calendar. It will open in the current month and the name and number of your chapter will be at the top.
- 5) At the far right end of the red bar, click "Login."
- 6) Enter your chapter's login: *this was provided to the chapter chair*.
- 7) Enter your chapter's unique password: *this was provided to the chapter chair*. The password cannot be changed and should only be shared with the person you have given calendar updating responsibilities to.
- 8) On the red bar, click on, "Events." A drop down box will appear.
- 9) Click on "Add New Event." The "Add Entry (event)" screen will appear with the "Details" tab open.
- 10) In the "Brief Description" field, enter, "SBE Chapter XXX Meeting," (or the name of the chapter event you wish to add to the calendar).
- 11) In the "Full Description Field," enter a little about your meeting, such as the topic and speaker's name, a meal is provided, who to RSVP and how, etc.
- 12) In the "Location" field, enter the location of the meeting, including the street address.
- 13) Leave the "URL" field blank.
- 14) In the date fields, select the date of your event.
- 15) You can enter the time of your event by using the field that defaults to "Untimed Event." Your choices are – "Untimed event", "Timed event" or "All day event." If you choose "Timed event," fields will appear that allow you to enter the time of your meeting or event.
- 16) Leave the "Access" field set at "Public" and the "Priority" field set at "5-Medium." Leave the "Category" field blank.
- 17) You have finished entering the information for your meeting. Click the "Save" button at the bottom of the page. You will be returned to your calendar page where you can see your calendar entry. Hover over it and a bubble will appear with your meeting description, location and time.

Repeat the process for each chapter meeting or event you wish to include in the chapter calendar.

Should you need to edit your entry, click on the event in your calendar and you'll see edit, delete and repeat options.

As a convenience for users, National SBE events and functions have been automatically added to your chapter's calendar. They cannot be removed or edited.

Be sure to logout when you have completed entering or editing chapter events. Your chapter calendar will be available for the public to view. There is no password required just to view any chapter's calendar or the National SBE Calendar.

**Questions?** Contact the SBE National office.

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**Society of Broadcast Engineers, Inc.**

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