



SBE Chapter Calendar Training for the SBE Website

SBE™

Finding Your Chapter's Calendar

The screenshot shows the SBE website homepage. At the top left is the SBE logo. The main header features a photograph of people at a meeting and the text "The Society of Broadcast Engineers". To the right is a member login section with fields for "Search", "Username", and "Password", and a "MEMBER LOGIN" link. Below the header is a navigation menu with items: "About Us", "Membership", "Chapters", "Certification", "Education", "Legislative/Advocacy", "Frequency Coordination", "Jobs", and "SBE Store".

Below the navigation menu are several promotional banners:

- NOW SHIPPING** Telos Hx Digital Hybrids. The new hybrid era starts here. Available at an irresistible price. **PROAUDIO** smart sound solutions.
- Instantly Download!** **SBE CERT preview** SBE Certification Exam Preparation Software.
- NEW COURSE!** **Broadcast Audio Processing University** on-line, on-demand. [Click here for course description](#).
- Webinars by SBE** presents **SBE RF Safety Course for Broadcast Engineers** February 17 2:30 p.m. EST **Live Webinar!** [Register Now](#).
- THE INTELLIGENT NETWORK** WHEATNET **WI!** [Wheatstone](#)

A horizontal menu below the banners contains three items: "NEWS AND HEADLINES", "NATIONAL / CHAPTER CALENDARS" (circled in black), and "PRESIDENT NETCASTS".

Below the menu is a "NEWS & HEADLINES" section with the following items:

- [Registration open for two Ennes Workshops – Sacramento and South Florida](#)
- [Free Webinar by SBE on Disaster Recovery – April 28](#)
- [Networking Technology Webinars by SBE confirmed for March](#)
- [FCC Extends EAS compliance deadline to September 30, 2011](#)

On the right side of the page, there is a "raising the bar" logo and a "Donate to the Broadcast Engineer Relief Fund" section with a "Donate" button.



Finding Your Chapter's Calendar

You see the National and Chapter Calendar sections

The screenshot shows the SBE website interface. At the top, there are several promotional banners: 'NOW SHIPPING Telos Hx Digital Hybrids', 'PROAUDIO smart sound solutions', 'Webinars SBE presents SBE RF Safety Course for Broadcast Engineers February 17 2:30 p.m. EST Live Webinar! Register Now.', and 'THE INTELLIGENT NETWORK WHEATNET WIP Wheatstone'. Below these is a navigation bar with three tabs: 'NEWS AND HEADLINES', 'NATIONAL / CHAPTER CALENDARS', and 'PRESIDENT NETCASTS'. The 'NATIONAL / CHAPTER CALENDARS' tab is active, showing two main sections: 'National Calendar' with a 'CLICK HERE TO VIEW CALENDAR' link, and 'Chapter Calendar' with a dropdown menu and a 'GO' button. The dropdown menu is currently set to 'Alaska Chapter #89'. To the right of the calendar sections, there are additional banners: 'raising the bar', 'Donate to the Broadcast Engineer Relief Fund' with a 'Donate' button and logos for MasterCard, VISA, and American Express, and '2010 Annual SBE Membership Meeting Recorded on'.

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Finding Your Chapter's Calendar

Click on the drop down box listing all of SBE's chapters.

Find your chapter's name and click "Go" to open calendar.





Logging in to Your Chapter's Calendar

At the far right end of the red bar, click "Login."

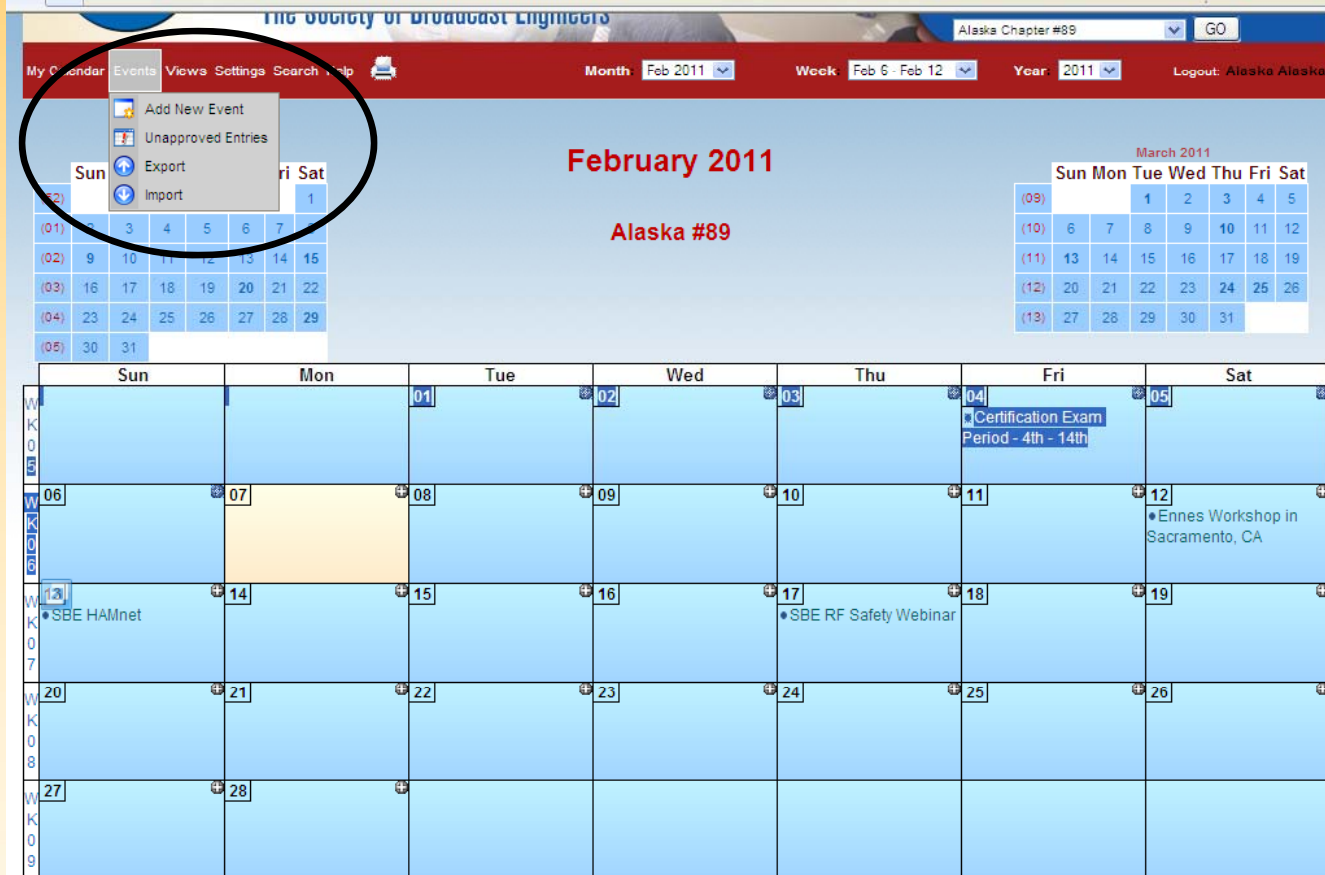
Enter your chapter's login and password

The screenshot shows the SBE website interface. At the top left is the SBE logo. To its right is the text 'The Society of Broadcast Engineers'. Below this is a navigation bar with a 'Join Today' link and a 'Go to' dropdown menu. The main content area is titled 'SBE Calendar' and contains a login form. The form has a key icon on the left, followed by 'Username:' and 'Password:' labels, each with a text input field. Below these is a checkbox labeled 'Save login via cookies so I don't have to login next time' and a 'Login' button.

The password cannot be changed and should only be shared with the person to which you have given calendar updating responsibilities

Adding a New Event

On the red bar, click on, “Events.” A drop down box will appear. Click on “Add New Event.” The “Add Entry (event)” screen will appear with the “Details” tab open.



The screenshot shows the SBE website interface. At the top, there is a navigation bar with the following items: My Calendar, Events, Views, Settings, Search, and Help. The 'Events' menu is open, showing options: Add New Event, Unapproved Entries, Export, and Import. The main content area displays a calendar for February 2011, titled 'February 2011' and 'Alaska #89'. The calendar shows events for various dates, including 'Certification Exam Period - 4th - 14th' on Friday, February 4th, 'SBE HAMnet' on Wednesday, February 16th, and 'SBE RF Safety Webinar' on Thursday, February 17th. A secondary calendar for March 2011 is also visible on the right side of the page.



Add Entry (event) ?

Details | Participants | Repeat | Reminders

Brief Description:

Full Description:

Access:

Priority:

Category:

Location:

URL:

Date:



Go to National Calendar

Select from the list to see individual chapter calendars

Alaska Chapter #89 [GO]

Edit Entry (event) ?

- Details
- Participants
- Repeat
- Reminders

Brief Description:

SBE Chapter 89 Meeting

Full Description:

Join us as we have our next lunch and learn, with guest speaker John Smith, from ABC Company. As always, lunch is provided. To RSVP, contact Kimberly at (317) 846-9000 or kkissel@sbe.org.

Access:

Public

Priority:

5-Medium

Category:

[Empty field]

Edit

Location:

Chili's Restaurant, 123 Street, Any City, Any State, 12345

URL:

http://www.sbe.org/sections/enres_workshops.php#Sacramento

Date:

9 Mar 2011 [Select...]

Timed event

Time:

12:00 pm - 1:30 pm

Save

Delete entry



The Society of Broadcast Engineers

Join Today Renew Membership Home

Go to National Calendar

Select from the list to see individual chapter calendars

Alaska Chapter #89 GO

My Calendar Events Views Settings Search Help

Month: Mar 2011

Week: Mar 13 - Mar 19

Year: 2011

Logout: Alaska Alaska

February 2011

Sun Mon Tue Wed Thu Fri Sat

(05)		1	2	3	4	5
(06)	6	7	8	9	10	11
(07)	13	14	15	16	17	18
(08)	20	21	22	23	24	25
(09)	27	28				

March 2011

Alaska #89

April 2011

Sun Mon Tue Wed Thu Fri Sat

(13)					1	2
(14)	3	4	5	6	7	8
(15)	10	11	12	13	14	15
(16)	17	18	19	20	21	22
(17)	24	25	26	27	28	29

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
W K 0 9			01 •SBE Membership Drive Begins	02	03 •Networking Technology for Broadcast Engineers Webinar I	04	05
W K 1 0	06	07	08	09 •12pm» SBE Chapter 89 Meeting	10 •Ennes Workshop - South Florida	11	12
W K 1 1	13 •HAMnet	14	15	16		19	
W K 1 2	20	21	22	23		26	
W K	27	28	29	30	31	Deadline	

View this event

12:00pm - 1:30pm

Location:
Chili's Restaurant, 123 Street, Any City, Any State, 12345

Description:
Join us as we have our next lunch and learn, with guest speaker John Smith, from ABC Company. As always, lunch is provided.



The Society of Broadcast Engineers

Join Today Renew Membership

Go to National Calendar

Select from the list to see individual chapter calendar

Alaska Chapter #89 GO



My Calendar Views Help

Month: Feb 2011

Week: Feb 20 - Feb 26

Year: 2011

SBE Chapter 89 Meeting

Description: Join us as we have our next lunch and learn, with guest speaker John Smith, from ABC Company. As always, lunch is provided. To RSVP, contact Kimberly at  (317) 846-9000  or kkissel@sbe.org.

Location: Chili's Restaurant, 123 Street, Any City, Any State, 12345
URL: http://www.sbe.org/sections/ennes_workshops.php#Sacramento
Date: Wednesday, March 9, 2011
Time: 12:00pm-1:30pm EST
Duration: 1 hour 30 minutes
Priority: 5-Medium
Access: Public
Created by: Alaska Alaska
Updated: Tuesday, February 22, 2011 6:36pm GMT
Participants: Alaska Alaska

Export this entry to:



About Your Chapter's Calendar

- **Don't forget to log off the administrative page once you are done adding events**
- **Your chapter calendar is public, and can be accessed by anyone, including members, potential members and vendors**
- **The SBE National Calendar is automatically populated in your chapter's calendar – these events cannot be removed or edited**



Questions?

Thank you for your time.

The Society of Broadcast Engineers

www.sbe.org