



SBE Chapter Calendar Training for the SBE Website



Finding Your Chapter's Calendar

The screenshot shows the SBE website homepage. At the top left is the SBE logo. To its right is a navigation bar with links: [Join Today](#), [Renew Membership](#), [Search](#), [Username](#), [Password](#), and [MEMBER LOGIN](#). Below this is a horizontal menu with links: [About Us](#), [Membership](#), [Chapters](#), [Certification](#), [Education](#), [Legislative/Advocacy](#), [Frequency Coordination](#), [Jobs](#), and [SBE Store](#).

The main content area features several promotional banners:

- PROAUDIO**: "NOW SHIPPING Telos Hx Digital Hybrids. The new hybrid era starts here. Available at an irresistible price." with the tagline "smart sound solutions".
- SBE CERT preview**: "Instantly Download! SBE Certification Exam Preparation Software".
- SBE University**: "NEW COURSE! Broadcast Audio Processing 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 W! by Wheelstone".

Below these banners is a navigation bar with three items: [NEWS AND HEADLINES](#), [NATIONAL / CHAPTER CALENDARS](#) (circled in black), and [PRESIDENT NETCASTS](#).

The **NEWS & HEADLINES** section contains 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** 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' with a PROAUDIO logo, 'Instantly Download! SBE CERT preview SBE Certification Exam Preparation Software', 'NEW COURSE! Broadcast Audio Processing SBE University on-line, on-demand. Click here for course description', and a 'Webinars SBE' announcement for an 'SBE RF Safety Course for Broadcast Engineers' on February 17 at 2:30 p.m. EST, with a 'Live Webinar!' call to action and a 'Register Now' link. To the right is a 'THE INTELLIGENT NETWORK WHEATNET WIP' logo. 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 calendar icon and a 'CLICK HERE TO VIEW CALENDAR' link, and 'Chapter Calendar' with a calendar icon, a 'SELECT FROM THE LIST TO SEE INDIVIDUAL CHAPTER CALENDARS' instruction, a dropdown menu showing 'Alaska Chapter #89', and a 'GO' button. On the right side of the page, there are additional elements: a 'raising the bar' logo, a 'Donate to the Broadcast Engineer Relief Fund' section with a 'Donate' button and logos for MasterCard, VISA, and American Express, and a '2010 Annual SBE Membership Meeting' announcement with a 'Recorded on' note.

SBE™

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

A screenshot of the SBE website's login page. At the top left is the SBE logo. To its right is the text "The Society of Broadcast Engineers". Further right is a blue navigation bar with a "Join Today" link and a "Go" button. Below this is a search bar with the text "Select from the list" and "Alaska Chapter #8". The main content area is light blue and contains the heading "SBE Calendar". In the center is a login form with a key icon, "Username:" and "Password:" labels, two input fields, a checkbox for "Save login via cookies so I don't have to login next time", and a "Login" button.

SBE Calendar

Username:

Password:

Save login via cookies so I don't have to login next time

Login

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 highlighted, and a dropdown menu is visible with the following 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 the following events:

- 04: Certification Exam Period - 4th - 14th
- 07: (highlighted in yellow)
- 12: Ennes Workshop in Sacramento, CA
- 13: SBE HAMnet
- 17: SBE RF Safety Webinar

The calendar also shows a secondary view for March 2011, with dates 1 through 5 highlighted.



Add Entry (event) ?

Details | [Participants](#) | [Repeat](#) | [Reminders](#)

Brief Description:

Full Description:

Access:

Priority:

Category:

Location:

URL:

Date:



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:

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	12
(07)	13	14	15	16	17	18	19
(08)	20	21	22	23	24	25	26
(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	9
(15)	10	11	12	13	14	15	16
(16)	17	18	19	20	21	22	23
(17)	24	25	26	27	28	29	30

	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