

## How to add activities/events to the MIWC Calendar

All Activity Chairs and Board Members were given access to the MIWC Google Calendar, which means they can add activities and events themselves. Please see below step by step instructions on how to add your calendar entry:

1. Open [Google Calendar](#).
2. In the top left corner, click **Create**. It is a Red Button.
3. Add the title of your activity/event to the Event Box, and any Event details.
4. If you have multiple calendars (personal, MIWC etc), choose the calendar where you want to add the event from the Calendar dropdown menu. **Select MIWC Calendar.**
5. At the top of the page, click **Save**.
6. Check the [MIWC Website Calendar](#) to see your entry.
7. Remember this Calendar is public so do not add any residential home addresses. You can add a note check the MIWC Newsletter or see your MIWC Directory for the address.
8. If this a recurring activity where the information does not change, you only need to revisit if you need to change anything.

Thank You for taking the time to add your activity/event to the Calendar.