



ADDING AN EVENT CALENDAR

1. Log onto the eMAGC editor by going to www.yourwebsite.com/eMAGC
2. Click **SETTINGS** tab on right and go to **GENERAL OPTIONS**
3. Click **YES** in Show Calendar and then click **SUBMIT**
4. Maintain your events by going to **EVENT EDITOR** on the left
5. Click “Add New Listing” on right to add new events
6. Click the “Untitled Event” icon to edit details, then scroll down to **EVENT OPTIONS** and turn the visibility on to **SHOW PAGE**
7. After all changes are made, click **SUBMIT** at the bottom of the page and **CLOSE WINDOW** on left

