Editing the MFM Website Calendar – Updated 2/8/2023

You should have received an email from "Midlofriendscalendar" that was generated from whoever enabled you to edit the MFM Website Calendar. Access that email and click where it says "Add this calendar".

When you do that, the MFM web calendar should appear on your screen. If this happens, it's a good sign, and you should start the Editing instructions below if you have anything that you now want to edit in the entries you are responsible for (if it isn't convenient to mess with this now, just come back to the Editing instructions below, later). If something goes wrong, then we are probably 'stuck in the mud'; and please drop me an email to let me know, so I can look into what the problem is.

If requested when accessing the MFM calendar:

- Email (or id): midlofriendscalendar@gmail.com
- Password: George Fox (note: case sensitive and there is a space between George and Fox)

Follow these Instructions to Edit the MFM Website Calendar:

1. If the MFM editable calendar is not already on your screen, enter into your browser "calendar.google.com" to bring up the MFM web calendar on your screen. Then:
   - Hover over an existing calendar entry that you want to modify - and click on it, or
   - Hover over a **blank** area for the day in which you want to create a **new** calendar entry – and click (you can change the day, time, etc. from the default in the next step).
   - Click the "pencil" icon at the top of the expanded calendar entry in order to change the date, time, location, description, recurring frequency, and text of the calendar entry, as desired. The text can be copied from a word document or another existing calendar entry or an email, and pasted into the calendar text area before you proceed to the 'SAVE' in the next step. NOTE: When text is copied by you and pasted, it sometimes can result in the removal of spaces between some words; so you will need to check this and replace the missing spaces. Or instead of pasting with just the 'cntrl V' keys after copying the text, you can paste it by using the 'cntrl ***shift*** V' keys (this will insure the spaces between words are not removed).
   - Click 'SAVE' at the top of your screen to save your work, choosing to save it to just this one entry, or also to every existing recurrence of this entry.
   - Your final step should be to go to 'MidlothianFriends.org' Calendar tab to ensure your calendar entry appears correctly to anyone who looks at the calendar.
2. Keep in mind:
   - Once you have become an authorized MFM Calendar editor, you will be able to create and edit all calendar entries. So, be careful not to update an entry that you are not responsible for.
   - Obviously, anyone with these instructions, the username, or password can add, edit, or delete an event on the MFM calendar. So, this information should not be shared with just anyone, or treated carelessly so that a "hacker" has access to it.
   - In light of the above two realities, those authorized to alter the MFM calendar have been limited to those MFM Friends who have a need to know.