Last updated: 6/22/2022

How to establish yourself as an authorized MFM Calendar updater:

1. Using your preferred browser (such as Google Chrome, Microsoft Edge, etc.) enter 'calendar.google.com'.
2. Enter the username of 'midlofriendscalendar@gmail.com'.
3. Click 'NEXT'.
4. Enter the password of 'uqx9uqt3PER!gvb_jgp'
5. When the MFM editable calendar appears on your screen:
   - Hover over an existing calendar entry and click on it, or
   - Hover over the red line and click on it to create a new calendar entry (you can change the day, time, etc. where the red line is located in the calendar).
   - Click the "pencil" in order to change the date, time, frequency, and text of the calendar entry, as desired. The text can be copied from a word document 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 and pasted, it often results in the removal of spaces between some words; you will need to check this and replace the missing spaces.
   - Click 'SAVE' at the top of your screen to save your work.
   - Your final step should be to go to 'MidlothianFriends.org' Calendar tab to ensure your calendar entry appears correctly.

Here-on-out:

1. As long as you use the same browser, when you enter 'calendar.google.com' (the first step above), you should be immediately taken to the editable calendar – without having to do steps 2 through 4, above.

Keep in mind:

1. Once you have become an authorized MFM Calendar updater, 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.
2. 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.
3. 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.