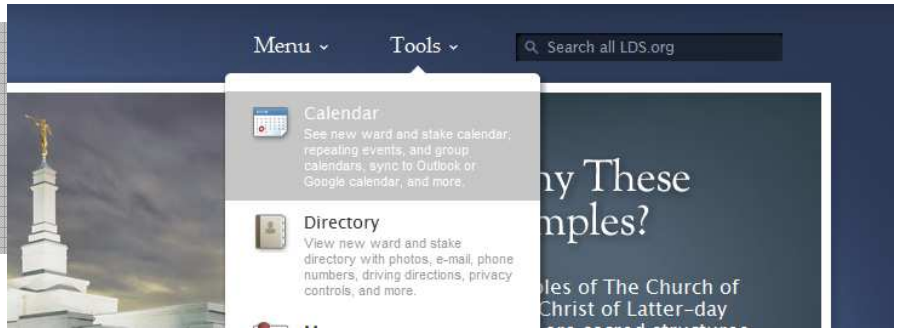
NEW WEBSITE CALENDAR!

To announce your activities

1) Go to http://lds.org
2) Click "tools" at the top
3) Choose "Calendar" →

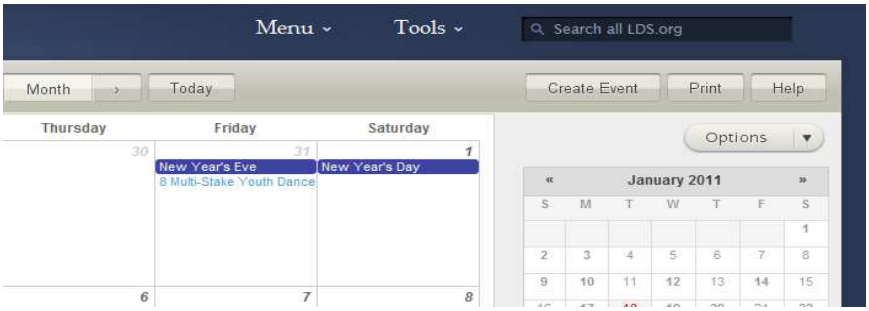


Alternate URL: www.lds.org/tools

If this is your first time logging in to lds.org, you will need to create a username and password with your "membership record number". This is on your temple recommend, but a clerk can also print it for you.

After logging in, you will see our ward's calendar.

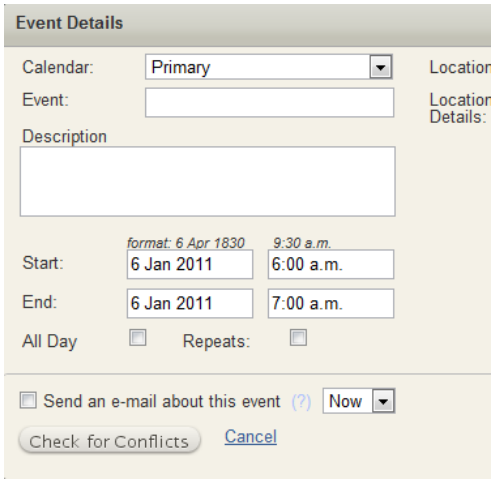
- To add an event, click the date on the calendar or click "Create Event" in the top, right corner.



Enter the event information such as date, time, and description/notes. This information will only be available to stake members, so you can be as descriptive as you like.

If desired, you can check the boxes for "all day" or "repeats" for multi-day events. You can even schedule a reminder email for those who have an email address in the new online Ward Directory.

When you are done, click "Check for Conflicts"
Even if there is a potential conflict, you may click "Save".



In addition, you can use the "Options" button in the top, right corner to create personalized, private calendars. You can specify allowed viewers by either name or calling, making a presidency (private) calendar or a family calendar. Or, if needed, you can create another public calendar for your organization for the entire ward to see.

Using the check boxes on the right, you can decide which calendars you want to see at any time.
You can change the calendar colors and decide which calendars to list in the "Options" button by choosing "Select Subscriptions".