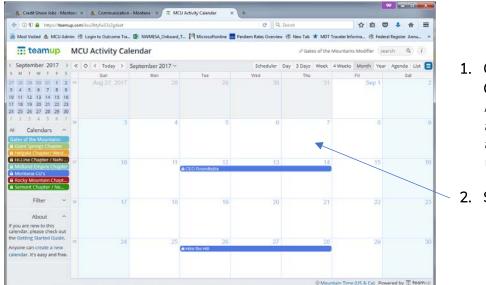


## **Communication Calendar**

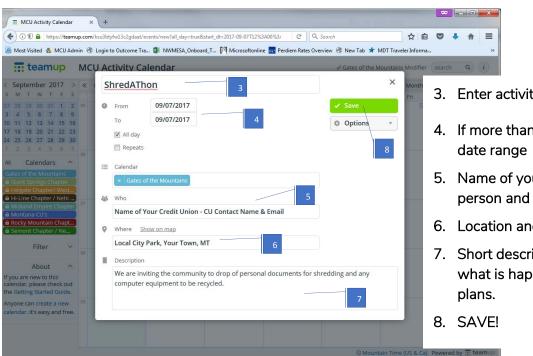
Guide to adding events to the calendar.



1. Click on link to your Chapter's Calendar.

> Note... if you are part of more than one Chapter, please add to one or both depending on where event is located.

2. Select the date for event



- 3. Enter activity title
- 4. If more than one day select
- 5. Name of your CU, contact person and email
- 6. Location and community
- 7. Short description explaining what is happening and your