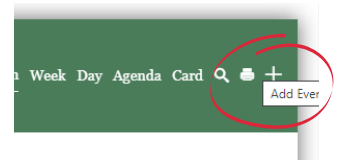




USING THE TOWN CALENDAR

ADD YOUR EVENT BY SELECTING THE + SYMBOL IN THE UPPER RIGHT HAND CORNER.



FILL IN YOUR EVENT INFORMATION

Unclick "All Day Event" to edit Event Times.



THINGS TO KNOW:

- Contact the Library (cdecamp@haddonfieldlibrary.org) to create a unique Category tag for your organization. This ensures users can limit to just your events.
- The Library approves each event added to the calendar, so events will not immediately show up.
- Contact the Library if you need to edit or delete an event.
- Remember to add your organization's contact information so users can get in touch with further questions.