

Tips for Managing Your Events

The default display for events is current events. You may click on the “View All Events including Expired” to manage your annual events that are stored in your management console for future use.

Events automatically delete from the public view except in the case of meeting minutes and agendas.

Your event displays on your manage screen directly beneath the edit icons in the same format that it is displayed on for public viewing.

You may update all items from the update text and images link.



We have also place quick links to update the first image, word doc and PDF on this manage page.

Feel free to contact me with any comments or suggestions. info@communityhotline.com

Thank You for using our events calendar!

The screenshot shows a Mozilla Firefox browser window with the address bar displaying http://www.communityhotline.com/_e/events_Manage.php?reset=true. The page title is "Manage Events". The main content area is titled "Manage My Site: Ads, Events, News & Photos, Directory Listing/Profile" and includes links for "Management Tips", "Manage Directory Listing / Profile Page", "Manage Ads", "Manage Events", "Manage News & Photos", and "Style My Website". The user's email is listed as "Jo ~ Julie ~ Tashia".

The sidebar on the left contains a "Content Management Tips" box with the following text: "Right click on any link to open page in new tab, this allows you to tab back and forth between windows. Firefox is more user friendly than Internet Explorer. Free Download of Firefox". Below this is a "JJ Arena Events Management" section with a link to "HERE for news & tips" and a "Member Request Form Coming Soon!" button.

The main content area displays "Displaying Current Events for: JJ Arena" with a link to "View All Events Including Expired". Below this is a "Post New Event" section for "Member ID 226" showing "1 to 16 of 16 Event Listings". The event details are: "Sat, October 9, 2010 to 2010-10-09", "11AM 1st Class, Barrels not before 1PM", and "JJ Arena Saddle Club OPEN Fun Show". The location is "JJ Arena - 5.3 Miles east of JJ Arena, B.Lake, Balsam Lake, WI, County: Polk". There are links to "View Flyer in Word", "View Flyer in PDF", "Update Text & Images", "Insert / Edit 1st Picture", "Update PDF File", "Insert/Update Doc", and "Delete this post".

Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.communityhotline.com/_e/events_Insert.php

Norton Safe Search Search Cards & Log-ins

http://www.com...nts_Insert.php Manage Events

Join Our Mailing Websites Contact Us Home

Management Tips | Manage Directory Listing | Home Page

Manage Ads | Manage Events | Manage News & Photos | Style My Website

Email: [Jo](#)

Post New Event for JJ Arena

Event Start Date: 2010-10-26 Event Start Date: Default is today

Event End Date: 2010-10-04 Event End Date: Default is today

For Weekly Events Only: Event Times: Example:

Clear Close

<Prev Today Next>

October 2010

Caption: 75 characters allowed.

Location: Be sure to enter the city

City: Balsam Lake WI County: Polk

This section allows you to add HTML code or icons.

Fonts: None B I U S x₂ x₃

Select Tuesday, Oct 26

JJ Arena Saddle Club WSCA/OPEN SHOW & UBRA Barrel Race

Saturday, March 26th, 2011

EVERYONE WELCOME! HEATED WARMUP ARENA, OFFICE & FOOD STAND!

FREE TO SPECTATORS! Food Stand on grounds

Transferring data from www.communityhotline.com...

Start Google Inb... JJ ... Mo... Ad... eve... Unt... CHot Ips... Ma... Eve... RE... 201... 4:20 PM

Choose start date and end date. You may copy and paster from a word doucment or any document in to the text editor to save time. The text editor also allows you to add hyperlinks, insert images and format text.

Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.communityhotline.com/...

Norton Norton Safe Search Search

http://www.com...nts_Insert.php Manage Events

This section includes your contact information and Events

Phone: 715-857-5505

E-mail: Julie@JJArena.com

Website: www.jjarena.com

Business Name: JJ Arena

Contact: Julie Jones

This section allows you to link the ability for customers

Reference Link Title OR Pay Pal Code:

Title to link into Reference Link OR

Reference Link:

PDF Link Title: Title to link into PDF Document

PDF Link: Browse... Click browse & then find your document & then click open!

Doc Link Title: Title to link into Word Document

Doc Link: Browse... Click browse & then find your document & then click open!

This section allows you to apply Categories to your Event!

Special Interest: Select Special Interest Community

Main Category: Select Category

INSERT CANCEL

CommunityHotline.com BROWSE SHOP SELL

Directory Ads Events News

Members Manage your content

Done

Start Google Inbo... JJ W... Mozi... Dw Ado... even... Untb... CHot Ipsw... Man... Even... RE: ... 4:23 PM

File Upload

Look in: docs

- 2011_03_26JJsaddleClub.doc
- 2011HalloweenShow 102911.doc
- 2011HalloweenShow 102911.pdf
- 032611JJsaddleClub.pdf
- CharginAFortune.jpg
- CharginAFortune.pdf
- LeasingJJArenaHorsePricesAndAgreement.doc
- Thumbs.db
- TrainingContract.doc
- TrainingContract.pdf

File name: Open

Files of type: All Files Cancel

Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.communityhotline.com/_e/events_Insert.php

Norton Norton Safe Search Search Cards & Log-ins

ct Edit Post to Blog

http://www.com...nts_Insert.php Manage Events

This section includes your contact information and Event Location

Phone: 715-857-5505

E-mail: Julie@JJArena.com

Website: www.jjarena.com Enter as www.YourWebsite.com - Do not include http://

Business Name: JJ Arena

Contact: Julie Jones

This section allows you to link the ability for customers to Donate to your event, Link Reference Website and Add PDF and Word Flyers!

Reference Link Title OR Pay Pal Code:

Title to link into Reference Link OR Displays a Buy Now / Donate Now Button

Reference Link: Enter as www.ReferenceLink.com - Do not include http://

PDF Link Title: View/Download Flyer Title to link into PDF Document

PDF Link: \\Custom\acerdesktop\JJArena\doc Browse... Click browse & then find your document & then click open!

Doc Link Title: View Download Flyer Title to link into Word Document

Doc Link: \\Custom\acerdesktop\JJArena\doc Browse... Click browse & then find your document & then click open!

This section allows you to apply Categories to your Event!

Special Interest: Horses

Main Category: Family Fun / Children's Activities

INSERT CANCEL

CommunityHotline.com BROWSE SHOP SELL

Directory Ads Events News

Members Manage your content: Link Log Out Manage

Powered by Web Services

http://www.communityhotline.com/directory/directory_member_profile.php

Start Google Inbo... JJ W... Mozi... Dw Ado... even... Untt... CHot Ipsw... Man... Even... RE: ... 4:25 PM

After submission you are returned to the edit page where you can view your ad, make revisions or exit the management console.

The screenshot shows a Mozilla Firefox browser window titled "Manage Events - Mozilla Firefox". The address bar shows the URL "http://www.communityhotline.com/_e/events_Manage.php". The browser has Norton Safe Search and Cards & Log-ins extensions. The page content is divided into a left sidebar and a main content area. The sidebar lists various event categories such as "Affiliate Member Network", "Auction By Hines Events", "JJ Arena Events", "Town Of Osceola Events", "Balsam Lake, WI Events", "Clear Lake, WI Events", "Milltown Village Events", and "Balsam Lake Village Events". The main content area displays two event listings. The first listing is for "JJ Arena Saddle Club WSCA Open Show & UBRA Race" on "Tue, October 26, 2010 to 2010-10-26" at "11 am sharp". It includes a location of "JJ Arena 5 miles east of Balsam Lake" and a contact person "Julie Jones" in "Balsam Lake, WI" with "County: Polk". The second listing is for "JJ Arena Saddle Club Open Fun Show, Everyone Welcome" on "Fri, October 29, 2010 to 2010-10-29" at "11am, Barrels not before 1pm". Both listings have a "Category: Horse" and a "View our profile & links" link. Each listing also has a set of edit options: "Update Text & Images", "Insert / Edit 1st Picture", "Update PDF File", "Insert/Update Doc", and "Delete this post". The Windows taskbar at the bottom shows the Start button, Google search, and several open applications including "Inbo...", "JJ W...", "Man...", "Dw Ado...", "even...", "Untt...", "CHot", "Ipsw...", "Man...", "Even...", and "RE: ...". The system clock shows "4:27 PM".