

# Step By Step Instructions

## for updating the PCMB calendar

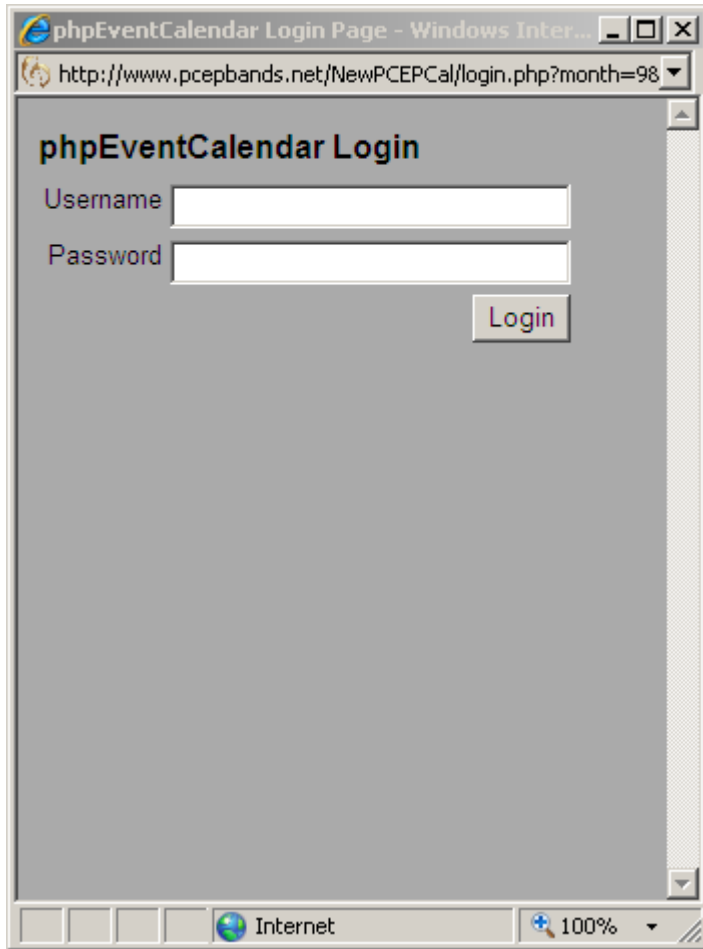
These instructions are for band directors, PCMB board members, and boosters with "PCMB calendar" web accounts. Most PCMB boosters may ignore this document.

To print the current month, click anywhere within the calendar and select "print".  
Click on each event to get details.

2	3	4 -Full Marching Band (11:30AM - 5:00PM) -PCMB Booster Meeting (7:00PM - 8:00PM)	5 -Full Marching Band (2:45PM - 5:45PM)	6 -Full Marching Band (2:45PM - 5:45PM)	7 -Full Marching Band (2:45PM - 5:00PM) -Pep Band A (8:00PM - 10:30PM)	8 -Rehearsal Day (9:00AM - 9:00PM)
9	10 -Full Marching Band (2:45PM - 5:45PM)	11 -Full Marching Band (2:45PM - 5:45PM)	12 -Winds and Percussion (No Guard) (2:45PM - 5:45PM)	13 -Full Marching Band (2:45PM - 5:45PM)	14 -Full Marching Band (2:45PM - 5:00PM) -FULL Marching Band for Football Game (8:00PM - 10:30PM)	15 -Novi Show (ALL DAY commitment)
16	17 -Full Marching Band (2:45PM - 5:45PM)	18 -Full Marching Band (2:45PM - 5:45PM) -PCMB Booster Meeting (7:00PM - 8:00PM)	19 -Winds and Percussion (No Guard) (2:45PM - 5:45PM)	20 -Full Marching Band (2:45PM - 5:45PM) -Pep Band CANCELED	21 -Full Marching Band (2:45PM - 5:45PM)	22 -Rehearsal Day (9:00AM - 9:00PM)
23	24 -Full Marching Band (2:45PM - 5:40PM) -Booster Board Meeting (7:00PM - 9:00PM)	25 -Full Marching Band (2:45PM - 5:45PM)	26 -Winds and Percussion (No Guard) (2:45PM - 5:45PM)	27 -Full Marching Band (2:45PM - 5:45PM)	28 -Full Marching Band (2:45PM - 5:45PM)	29 -BOA Regional: Ypsilanti (all day)
30						

[\[ Login \]](#)

To update the calendar, press the "login" button at the bottom of the calendar. On some busy months, the calendar has a scroll-bar like this one from 2007. You have to scroll down to see the login button.



When you press the “login” button, you get this screen. Put your username and Password in and press “login”.

To print the current month, click anywhere within the calendar and select "print".  
Click on each event to get details.

September 2008

Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1	<a href="#">-Marching band</a> (12:00PM - 5:45PM) <a href="#">-PCMB Booster Meeting</a> (7:00PM - 8:00PM)	<a href="#">-Marching Band</a> (2:45PM - 5:45PM)	<a href="#">-Marching Band</a> (2:45PM - 5:45PM)	<a href="#">-Marching Band</a> (2:45PM - 5:00PM) <a href="#">-Pep Band A</a> (6:00PM - 10:30PM)	<a href="#">-Rehearsal Day</a> (9:00AM - 9:00PM)
7	8	<a href="#">-Marching Band</a> (2:45PM - 5:45PM)	<a href="#">-Marching Band</a> (2:45PM - 5:45PM)	<a href="#">-Marching Band</a> (2:45PM - 5:45PM)	<a href="#">-Marching Band</a> (2:45PM - 10:00PM)	<a href="#">-Marching Band</a> (9:00AM - 9:00PM)
14	15	<a href="#">-Marching Band</a> (2:45PM - 5:45PM) <a href="#">-PCMB Booster Meeting</a> (7:00PM - 8:00PM)	<a href="#">-Marching Band</a> (2:45PM - 5:45PM)	<a href="#">-Marching Band</a> (2:45PM - 5:45PM)	<a href="#">-Marching Band</a> (2:45PM - 5:00PM) <a href="#">-Pep Band B</a> (6:00PM - 10:30PM)	<a href="#">-Woodhaven Competition</a>
21	22	<a href="#">-Marching Band</a> (2:45PM - 5:45PM)	<a href="#">-Marching Band</a> (2:45PM - 5:45PM)	<a href="#">-Marching Band</a> (2:45PM - 5:45PM)	<a href="#">-Marching Band</a> (2:45PM - 5:00PM) <a href="#">-Pep Band A</a> (6:00PM - 10:30PM)	<a href="#">-Trenton Competition</a> (9:00AM - 11:00PM)
28	<a href="#">-PCMB Board Meeting</a> (7:00PM - 9:00PM)	<a href="#">-Marching Band</a> (2:45PM - 5:45PM)				

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You will be placed back at the main calendar screen except the option to change your password appears.

Click a date to add an item...

(if you click an existing item instead, you will be able to edit it)

The screenshot shows a web browser window titled "phpEventCalendar: Event Add Screen - Windo...". The address bar displays "http://www.pcepbands.net/NewPCEPCal/eventform.php?d=21". The main content area is titled "Add New Event" and contains the following form elements:

- Date pickers: "September", "20", "2008".
- Title field: "Woodhaven Competition".
- Text area: "2:30 Board busses for Woodhaven", "3:15 Arrive at Woodhaven", "5:00 Performance", "7:00 arrive at PCEP".
- Time pickers: "8 : 00 am" and "7 : 00 pm".
- Buttons: "Post" and "Cancel".

The browser's status bar at the bottom shows "Internet" and "100%".

You can add new items here. Its pretty much free form but this convention seems to work.

Press "Post" when ready.

To print the current month, click anywhere within the calendar and select "print".  
Click on each event to get details.

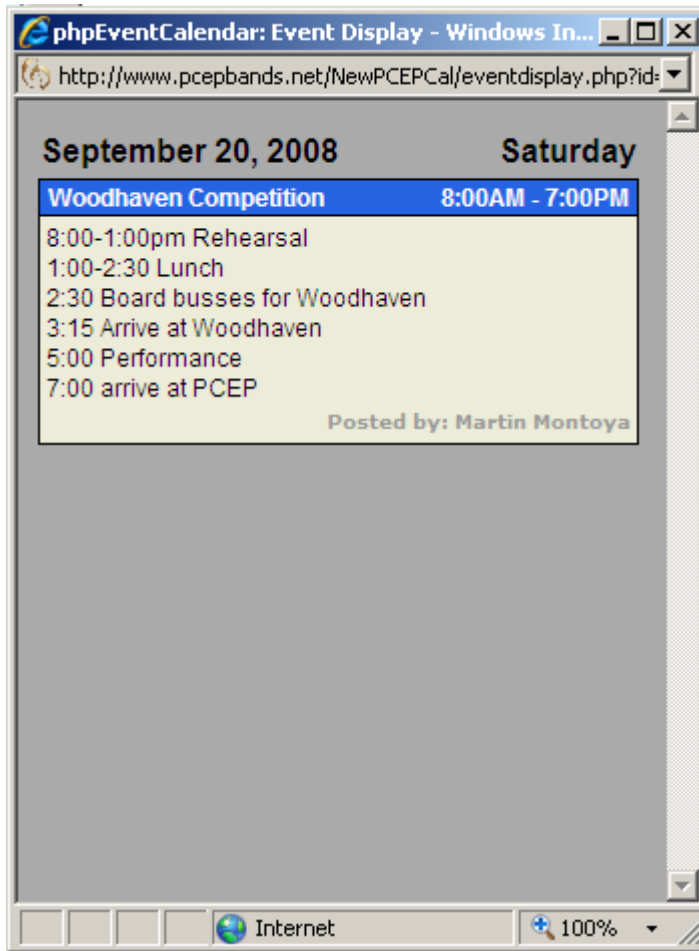
September 2008

September 2008 GO

Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1	2 - <a href="#">Marching band</a> (12:00PM - 5:45PM) - <a href="#">PCMB Booster Meeting</a> (7:00PM - 8:00PM)	3 - <a href="#">Marching Band</a> (2:45PM - 5:45PM)	4 - <a href="#">Marching Band</a> (2:45PM - 5:45PM)	5 - <a href="#">Marching Band</a> (2:45PM - 5:00PM) - <a href="#">Pep Band A</a> (6:00PM - 10:30PM)	6 - <a href="#">Rehearsal Day</a> (9:00AM - 9:00PM)
7	8	9 - <a href="#">Marching Band</a> (2:45PM - 5:45PM)	10 - <a href="#">Marching Band</a> (2:45PM - 5:45PM)	11 - <a href="#">Marching Band</a> (2:45PM - 5:45PM)	12 - <a href="#">Marching Band</a> (2:45PM - 10:00PM)	13 - <a href="#">Marching Band</a> (9:00AM - 9:00PM)
14	15	16 - <a href="#">Marching Band</a> (2:45PM - 5:45PM) - <a href="#">PCMB Booster Meeting</a> (7:00PM - 8:00PM)	17 - <a href="#">Marching Band</a> (2:45PM - 5:45PM)	18 - <a href="#">Marching Band</a> (2:45PM - 5:45PM)	19 - <a href="#">Marching Band</a> (2:45PM - 5:00PM) - <a href="#">Pep Band B</a> (6:00PM - 10:30PM)	20 - <a href="#">Woodhaven Competition</a> (8:00AM - 7:00PM)
21	22	23 - <a href="#">Marching Band</a> (2:45PM - 5:45PM)	24 - <a href="#">Marching Band</a> (2:45PM - 5:45PM)	25 - <a href="#">Marching Band</a> (2:45PM - 5:45PM)	26 - <a href="#">Marching Band</a> (2:45PM - 5:00PM) - <a href="#">Pep Band A</a> (6:00PM - 10:30PM)	27 - <a href="#">Trenton Competition</a> (9:00AM - 11:00PM)
28	29 - <a href="#">PCMB Board Meeting</a> (7:00PM - 9:00PM)	30 - <a href="#">Marching Band</a> (2:45PM - 5:45PM)				

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The item is now on the calendar for all to see.



It will look like this to the general public. The posters name will be shown in the lower right portion of the event.

( The poster and the webmaster are the only ones that can change this event. )

To print the current month, click anywhere within the calendar and select "print".  
Click on each event to get details.

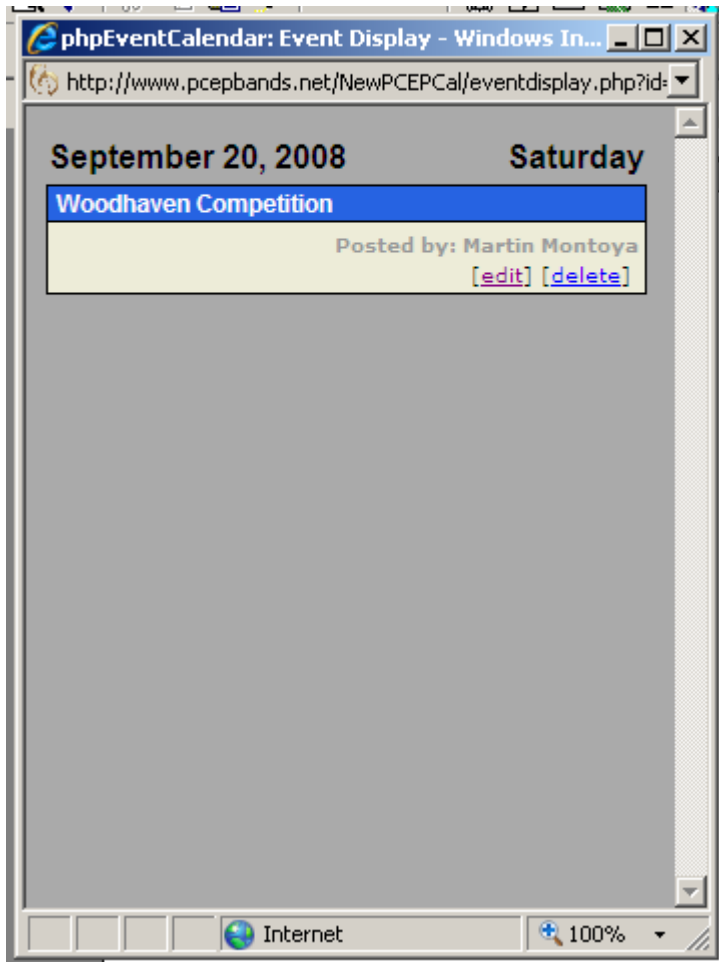
September 2008

September 2008 GO

Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1	2 - <a href="#">Marching band</a> (12:00PM - 5:45PM) - <a href="#">PCMB Booster Meeting</a> (7:00PM - 8:00PM)	3 - <a href="#">Marching Band</a> (2:45PM - 5:45PM)	4 - <a href="#">Marching Band</a> (2:45PM - 5:45PM)	5 - <a href="#">Marching Band</a> (2:45PM - 5:00PM) - <a href="#">Pep Band A</a> (6:00PM - 10:30PM)	6 - <a href="#">Rehearsal Day</a> (9:00AM - 9:00PM)
7	8	9 - <a href="#">Marching Band</a> (2:45PM - 5:45PM)	10 - <a href="#">Marching Band</a> (2:45PM - 5:45PM)	11 - <a href="#">Marching Band</a> (2:45PM - 5:45PM)	12 - <a href="#">Marching Band</a> (2:45PM - 10:00PM)	13 - <a href="#">Marching Band</a> (9:00AM - 9:00PM)
14	15	16 - <a href="#">Marching Band</a> (2:45PM - 5:45PM) - <a href="#">PCMB Booster Meeting</a> (7:00PM - 8:00PM)	17 - <a href="#">Marching Band</a> (2:45PM - 5:45PM)	18 - <a href="#">Marching Band</a> (2:45PM - 5:45PM)	19 - <a href="#">Marching Band</a> (2:45PM - 5:00PM) - <a href="#">Pep Band B</a> (6:00PM - 10:30PM)	20 - <a href="#">Woodhaven Competition</a> (8:00AM - 7:00PM)
21	22	23 - <a href="#">Marching Band</a> (2:45PM - 5:45PM)	24 - <a href="#">Marching Band</a> (2:45PM - 5:45PM)	25 - <a href="#">Marching Band</a> (2:45PM - 5:45PM)	26 - <a href="#">Marching Band</a> (2:45PM - 5:00PM) - <a href="#">Pep Band A</a> (6:00PM - 10:30PM)	27 - <a href="#">Trenton Competition</a> (9:00AM - 11:00PM)
28	29 - <a href="#">PCMB Board Meeting</a> (7:00PM - 9:00PM)	30 - <a href="#">Marching Band</a> (2:45PM - 5:45PM)				

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If you want to change an existing event, press the item instead of the date...



You can edit or delete items that you posted.

You will not be able to change items that someone else posted. Contact the poster if you need a change made to their item. Items will be listed with the name of the poster. ( usually )

You also can ask the webmaster to do this from an account that can edit everything. There are only a few boosters with access to calendar editing.

Press "edit" to change, or "delete" to delete.

To print the current month, click anywhere within the calendar and select "print".  
Click on each event to get details.

September 2008

September 2008 GO

Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1	2 - <a href="#">Marching band</a> (12:00PM - 5:45PM) - <a href="#">FCMB Booster Meeting</a> (7:00PM - 8:00PM)	3 - <a href="#">Marching Band</a> (2:45PM - 5:45PM)	4 - <a href="#">Marching Band</a> (2:45PM - 5:45PM)	5 - <a href="#">Marching Band</a> (2:45PM - 5:00PM) - <a href="#">Pep Band A</a> (8:00PM - 10:30PM)	6 - <a href="#">Rehearsal Day</a> (9:00AM - 9:00PM)
7	8	9 - <a href="#">Marching Band</a> (2:45PM - 5:45PM)	10 - <a href="#">Marching Band</a> (2:45PM - 5:45PM)	11 - <a href="#">Marching Band</a> (2:45PM - 5:45PM)	12 - <a href="#">Marching Band</a> (2:45PM - 10:00PM)	13 - <a href="#">Marching Band</a> (9:00AM - 9:00PM)
14	15	16 - <a href="#">Marching Band</a> (2:45PM - 5:45PM) - <a href="#">FCMB Booster Meeting</a> (7:00PM - 8:00PM)	17 - <a href="#">Marching Band</a> (2:45PM - 5:45PM)	18 - <a href="#">Marching Band</a> (2:45PM - 5:45PM)	19 - <a href="#">Marching Band</a> (2:45PM - 5:00PM) - <a href="#">Pep Band B</a> (8:00PM - 10:30PM)	20 - <a href="#">Woodhaven Competition</a> (8:00AM - 7:00PM)
21	22	23 - <a href="#">Marching Band</a> (2:45PM - 5:45PM)	24 - <a href="#">Marching Band</a> (2:45PM - 5:45PM)	25 - <a href="#">Marching Band</a> (2:45PM - 5:45PM)	26 - <a href="#">Marching Band</a> (2:45PM - 5:00PM) - <a href="#">Pep Band A</a> (8:00PM - 10:30PM)	27 - <a href="#">Trenton Competition</a> (9:00AM - 11:00PM)
28	29 - <a href="#">FCMB Board Meeting</a> (7:00PM - 9:00PM)	30 - <a href="#">Marching Band</a> (2:45PM - 5:45PM)				

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Press "logout" when you are done. ( Or just close your browser. )