

Utilizing the TarrantCares.com Community Calendars

Receive Permissions to the Calendar

User Name and Password for access to the calendar will be the same at the one you use for My Personal Health Record. If you have not set up your PHR password, follow the steps below. If you have a PHR password, please skip to step 4.

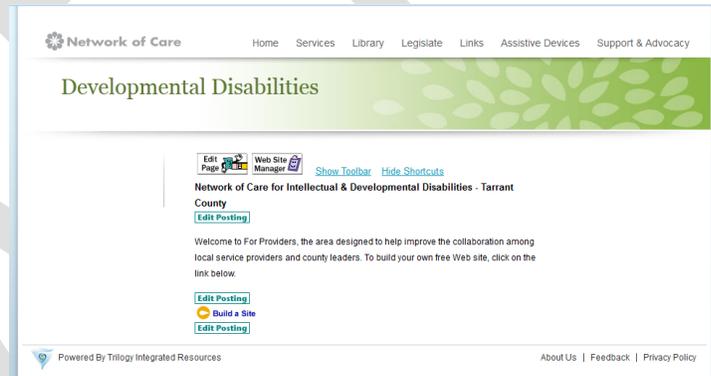
1. Enter the Tarrant Cares module of your choice.
2. On the very bottom left menu bar, click "Build Your Own Site."
3. Click the "New User" tab. Complete the information to create a username and password.
Note to module chairs: You can set it up to be the same as your www.MYnetworkofcare.org login (the one you use to submit work requests), assuming no one has already used it.
4. Email the username and password to Kathy Sterbenc, at kathy@trilogyir.com. Kathy will then set up access to the calendar and email you when complete.

Accessing the Community Calendar (behind the scenes)

1. Enter the Tarrant Cares module of your choice.
2. On the very bottom left menu bar, click "Build Your Own Site."
3. On the login tab, login.

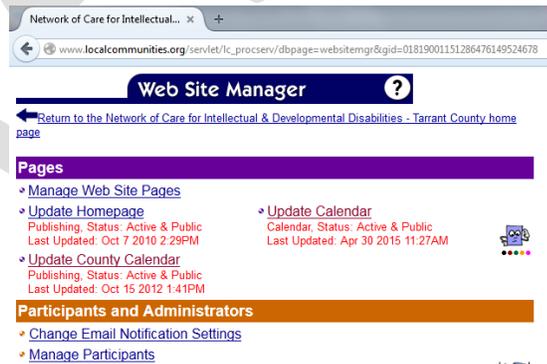
Your screen should look similar to this:

4. Click on "Web Site Manager"



Your screen should look similar to this:

5. Click on Update Calendar



Adding Events to the Community Calendar

1. In the left navigation, under Add Event, select:
 - a. Single Day if it is a one day event.
 - b. Multi Day if it extends to more than one consecutive day.
 - c. Weekly if it occurs every same day of each week.
 - d. Monthly Weeks (Pick Days) if it occurs the same day of each month (examples: The 4th Friday of each Month. The last Wednesday of each month)
 - e. Monthly Days (Pick Dates) if it occurs the same date of a month (examples: The 4th day of each month. The 20th of every 2 months.)
 - f. Annual (Birthday/Anniversary) if it occurs same date of each year.
2. Enter details and click Save.