

BGCV Web Calendar



- How to Login to the BGCV Web Calendar
- How to Change your password
- Navigating the Calendar Controls
- How to Add, Edit or Delete an Event

GREAT FUTURES START [HERE.](#)



How to Login to the BGCV Web Calendar

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**BOYS & GIRLS CLUB
OF VALDOSTA**



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Boys and Girls Clubs of Valdosta

SERVING VALDOSTA/LOWNDES SINCE 1944



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David S. Waller Unit
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Tel 229-242-0676

BROOKS COUNTY CLUBS

Barwick Road Unit
Tel 229-563-1058

Washington Street Teen Center
Tel 229-263-5509

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**Boys & Girls
Club of
Valdosta, Inc.**

**BECOME A MENTOR TODAY IN
EASY STEPS!**



**Where do you fit in
equation?**
campaign.r20.constar
om

Start at the homepage,
scroll to the bottom and
click on [Staff Calendar](#)

BE a donor

BE the one who makes a difference



Donate Today

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[Home](#) > [Staff Calendar](#)

Staff Calendar

Email / Username:

Password:

Remember me.

Login

[Password Recovery](#)

This is the Staff Calendar Login page.

Login using your username and password.



How to Change your password

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[Home](#) > [Staff Calendar](#)

December 2011						
Nov						Jan
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	<u>12</u> Staff Meeting	<u>13</u> Test 1	14	15	16	17
18	<u>19</u> Staff Meeting	20	21	22	23	24
25	<u>26</u> Staff Meeting	27	28	29	30	31
1	<u>2</u> Test2	<u>3</u> Test2	<u>4</u> Test2	<u>5</u> Test2	<u>6</u> Test2	7

Staff Calendar

Once Logged in, click on [My Dashboard](#)

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[Home](#) > [Dashboard](#)

Dashboard



Username: test
Last login: just now

Select
Update Account

[My Account](#)

[Update Account](#)



[Home](#) > [Dashboard](#) > Account

Account

User Name : **test**

First Name :

Last Name :

Email : **test@bgcvaldosta.org**

Company :

Address :

City :

Zip :

State :

Country :

Phone :

Additional Info :

My Account

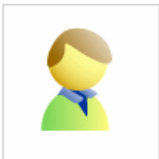
[Update Account](#)

Email Subscription Preferences:

News

Save

Photo



Browse...

Upload

Change Your Password

Password:

New Password:

Confirm New Password:

Change Password

Enter your Current Password in the first box.

Enter a new password in the next 2 boxes

Click [Change Password](#) to save your new password



BOYS & GIRLS CLUB
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Navigating the Calendar Controls

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[Home](#) > [Staff Calendar](#)

Nov	December 2011						Jan
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
27	28	29	30	1	2	3	
4	5	6	7	8	9	10	
11	12 Staff Meeting	13 Test 1	14	15			
18	19 Staff Meeting	20	21	22	23	24	
25	26 Staff Meeting	27	28	29	30	31	
1	2 Test2	3 Test2	4 Test2	5 Test2	6 Test2	7	

Hover the mouse over an event to view its details. You may click on the event date to view the details as well.

Staff Calendar

Click here to go to the previous month

Click the here to go to the next month

Home Staff Calendar

December 2011						
Nov	December 2011					Jan
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12 Staff Meeting	13 Test 1	14	15	16	17
18	19 Staff Meeting	<div style="border: 1px dashed gray; padding: 5px;"> Test 1 8:00 AM - 10:00 AM Lake Laurie Edited by test2 Test event #1 </div>		22	23	24
25	26 Staff Meeting	27	28	29		31
1	2 Test2	3 Test2	4 Test2	5 Test2	6 Test2	7

Hover over the event label will display the event details.

Click on the date to change to the Day view



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[Home](#) > Staff Calendar

[Back to Calendar](#)

Tuesday, December 13, 2011

12 AM	
1 AM	
2 AM	
3 AM	
4 AM	
5 AM	
6 AM	
7 AM	
8 AM	Test 1 Waller Unit Conference Room 8:00 AM - 10:00 AM
9 AM	
10 AM	

Click Back To Calendar to go back to the Month View

This is the view of a user who CANNOT make changes to the calendar

Staff Calendar



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How to Add, Edit or Delete an Event

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Edit an Event



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[Home](#) > Staff Calendar

[Back to Calendar](#) [New Event](#) [New Recurrence](#)

≤ Tuesday, December 13, 2011

12 AM	
1 AM	
2 AM	
3 AM	
4 AM	
5 AM	
6 AM	
7 AM	
8 AM	Test 1 Edit Del
9 AM	Waller Unit Conference Room 8:00 AM - 10:00 AM
10 AM	

This user CAN make changes to existing events. Notice the Edit and Del options.

Edit will allow you to change an event

Del will Delete the event

Version History is failsafe in case unwanted changes are made

[Add New](#) [Edit](#) [Rename](#) [Delete](#) [Move](#)

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The items in this box WILL NOT BE USED

Staff Calendar

New Event



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New Event

Subject:

Location:

Start Time:

13 December 2011 8:00 AM

End Time:

13 December 2011 10:00 AM

All day event

Notes:

URL:

Save

Cancel

[Add New](#) [Edit](#) [Rename](#) [Delete](#) [Move](#)

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Select New Event to create an event

Enter a Subject (Event name) and the Location

Select the Start and End Date & Times

Notes are optional

URL is optional

Click Save once Finished

The items in this box WILL NOT BE USED

Recurring Event



[Home](#) > [Staff Calendar](#)
[Back to Calendar](#) [New Event](#) [New Recurrence](#)

New Recurrence

Subject:

Location:

Start Time: 8:00 AM

End Time: 10:00 AM

Recurrence: Daily Every 1 day(s)
 Weekly Every weekday
 Monthly Yearly

Range: Start: 13 December 2011

End: Forever End after: 10 occurrences Until: 31 December 2011

Notes:

URL:

Select New Recurrence to create an event

Enter a Subject (Event name) and the Location

Select the Start and End Times, Type of Recurrence, and Date Range

Notes are optional

URL is optional

Click Save once Finished

+ Add New ✎ Edit [aB] Rename ✖ Delete ↑ Move

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