Changing your login password and adding events to the NorVol calendar

- Login using the button on the homepage: www.norvoljazz.org (a login window will appear) or click anywhere on the coloured regional list and login on the gig calendar page

- Enter your username and password and log in

Profile and password:
- In your Profile area, scroll down to the 'New Password' boxes and enter a new password that you will remember, then click on the blue button: Update Profile

Calendar:
- Select Calendar (or go to the homepage and click anywhere on the regional list, or go from the 'Home' tab) to reach the Gig Calendar

- Click on a blank area in the required date square and an 'Add Event' box will drop down from above.

  Note: If you have accessed the calendar from the homepage, you will see a calendar and you need to click on 'Add Events' to bring up the calendar editing screen

- Complete all relevant areas (scroll the edit box to reach all fields)
  (Yellow boxes are compulsory. Other boxes are optional)

- Un-tick the box below 'Duration' (unless it is actually an 'all day' event). You can now enter a **start and end time** for your event using the drop-down choices.
  Tip: If you have several entries to do, you might find it easier to leave 'all day' and simply type in the times in the description box (as the first part of the description)

- Add the event title and include the music style **and/or** place, e.g. Crowd Jazz Quartet – Big Band (Leeds)

- Select a 'category' for region, from the drop-down, e.g. West Yorkshire
  (This determines the colour shown on the homepage events chart)

- Add a venue
  Note: If your venue is listed on the NorVol venues page, you only need to put the venue name. You do not need to complete the other address details. For example, you might put **Venue name** or **venue name 2** (if you have a few venues listed on the venues page)

- Enter a post code e.g. WF1 3RR
  Note: If you do not enter a post code, anyone clicking on the map link will get the sea!

- Add a web link e.g. http://www.jazzclub.co.uk **or** http://www.jazzclub.co.uk/our_calendar.html
  Note: You must put **http://** at the start of your link, otherwise it will return a 'page not found'

- Add a brief description, your name and either email or phone number
  (If you have a lot of entries to do, you can choose not to complete these boxes, or put you info on a notepad and copy and paste to the calendar)

- Click on the blue 'Add' button (bottom right of form)

Because there is no option for 'every 2nd Friday of the month', you will need to work out repeats using the following options which are effective from the date you entered for the event:

This shows the public view of a listing. Note the 'view map' and 'event link' tabs. These are generated from the post code and the web address that you included when completing the form: