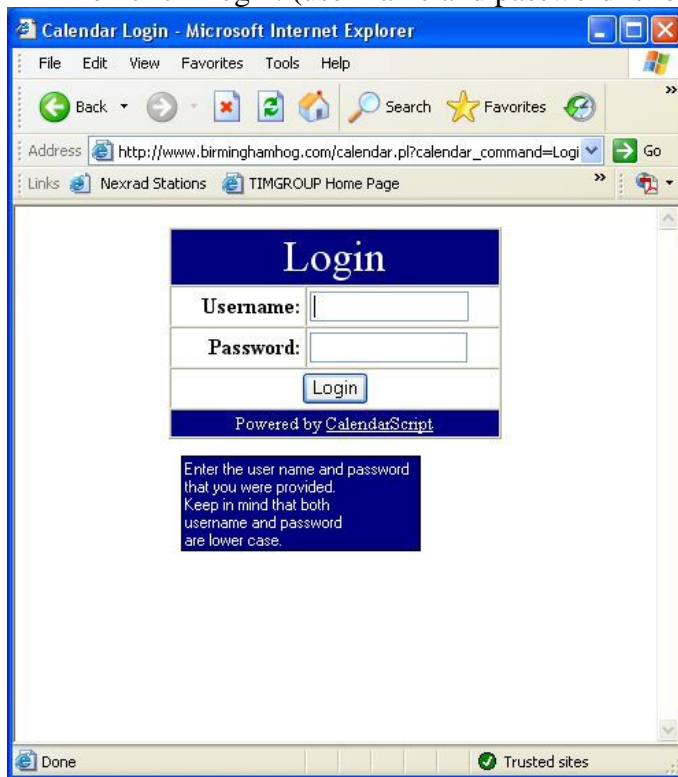


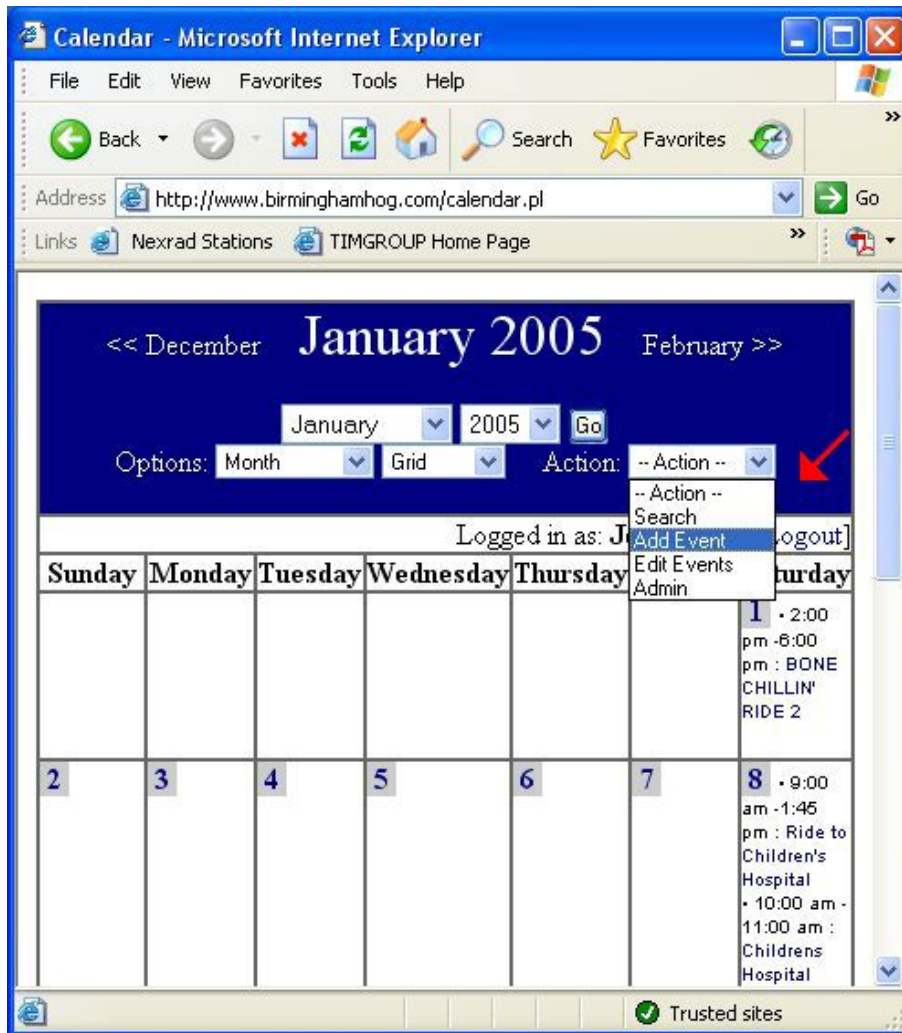
Instructions for Posting a ride to the Birmingham H.O.G. Calendar

1. Log onto www.birminghamhog.com
2. Click on the Events / Ride Calendar
3. Open the Calendar
4. Click the drop down arrow by “Action” and select “Login”
5. At the screen below type in the user name and password set up for you by Joey.
Then click Login. (user name and password is lower case)



The screenshot shows a Microsoft Internet Explorer browser window titled "Calendar Login - Microsoft Internet Explorer". The address bar displays the URL: http://www.birminghamhog.com/calendar.pl?calendar_command=Login. The main content area features a login form with a blue header containing the word "Login" in white. Below the header are two input fields: "Username:" and "Password:". A "Login" button is positioned below the password field. At the bottom of the form, it says "Powered by CalendarScript". A blue text box below the form contains the following instructions: "Enter the user name and password that you were provided. Keep in mind that both username and password are lower case." The browser's status bar at the bottom shows "Done" and "Trusted sites".

6. You will then be taken back to the calendar where you will see additional options under the Action menu.



7. Select “Add Event” and you will be taken to the following page where you will fill out the page with all of the pertinent information. **Disregard the Menu (Select Command) at the top of the page.**

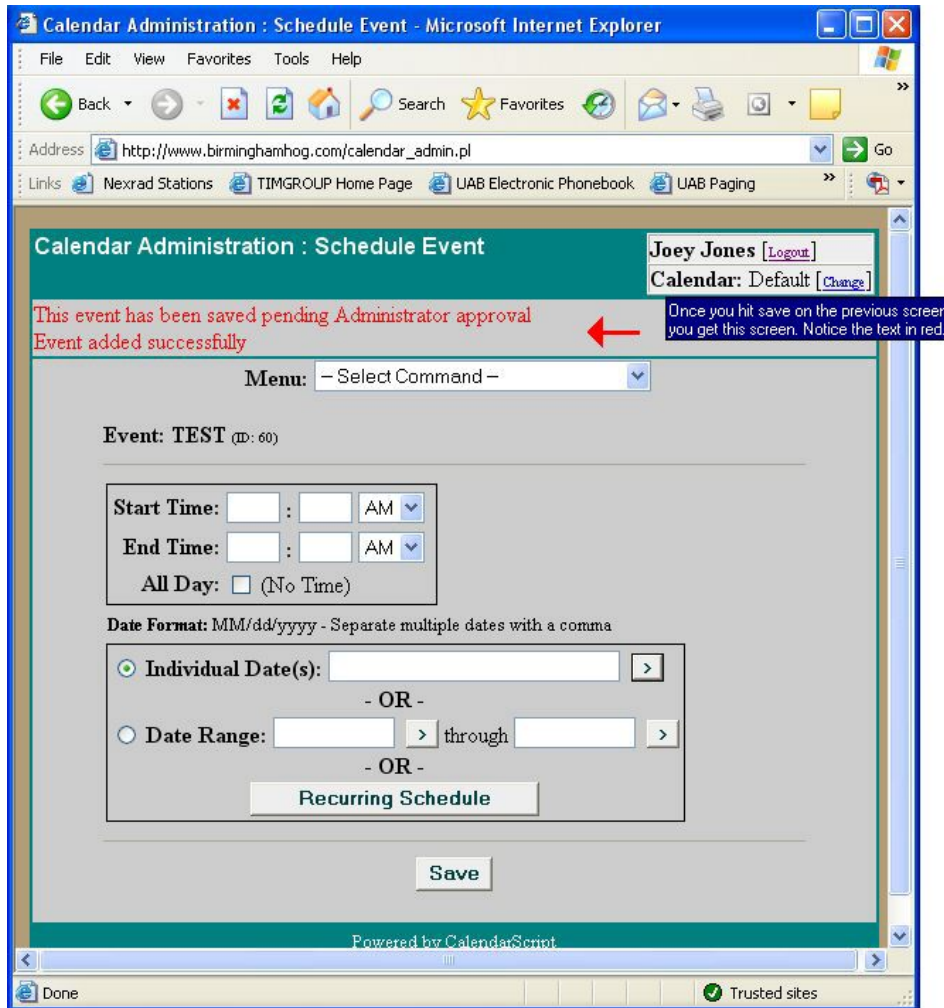
The screenshot shows a Microsoft Internet Explorer browser window titled "Calendar Administration : Add Event". The address bar contains the URL: http://www.birminghamhog.com/calendar_admin.pl?calendar=default&username=test&template=a. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains icons for Back, Forward, Stop, Refresh, Home, Search, Favorites, Print, and a "Go" button. The Links bar shows "Nexrad Stations", "TIMGROUP Home Page", "UAB Electronic Phonebook", and "UAB Paging".

The main content area features a "Menu:" dropdown menu with the text "- Select Command -". Below this is a form with the following fields:

Event Type :	<input type="text"/>
Title :	<input type="text"/>
Road Captain :	<input type="text"/>
E-Mail :	<input type="text"/>
Phone :	<input type="text"/>
Date :	<input type="text"/>
Departure Time :	<input type="text"/>
Departure Point :	<input type="text"/>
Destination :	<input type="text"/>
Extimated Mileage :	<input type="text"/>
Rain Cancels Ride :	<input type="text"/>
Route :	<input type="text"/>
Description :	<input type="text"/>

At the bottom of the form is a button labeled "Save And Continue". The browser's status bar at the bottom shows "Done" and "Trusted sites".

8. Once the form has been filled out Click "Save And Continue"
9. You will now be at the screen below. Put a check mark in the box next to No Time. Enter the date in the Individual Date field in this format mm/dd/yyyy or you can click the arrow to the right of the field and choose the date from the calendar.



10. Now click Save and you will be taken back to the add event page. If this is the only event that you want to add click the Logout button on the upper right side of the screen next to your name. If you need to add another event follow the same instructions starting from step 6.

If you need assistance feel free to contact me.

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205-296-6234 Cell