





## Food Pantry Calendar of Events

User Guide

-  [ottawafood.org/find-food/](https://ottawafood.org/find-food/) - Calendar
-  [ottawafood.org/member-login/](https://ottawafood.org/member-login/) - Member Login

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The member login sections of the website give members the ability to submit and manage their food pantry schedule in the Find Food public section of the website: [ottawafood.org/find-food/](http://ottawafood.org/find-food/)

## Login

[ottawafood.org/member-login/](http://ottawafood.org/member-login/)

User your email address and your username. If you are unable to remember your password or if you have trouble signing in, use the Lost your password? option to reset.

## Register

[ottawafood.org/find-food-reg/](http://ottawafood.org/find-food-reg/)

Register to immediately begin submitting your schedule. To register, click the Not a member? Register now! link on the login page. First name, last name, organization, email are required. After registration, login with your newly created credentials. You will receive a confirmation email.


## Forgot Password

Click the Lost your password? link on the login screen. Enter your email address. You will receive an email with a link to reset. If you did not receive an email, check your spam folder. Email will be from [no-reply@ottawafood.org](mailto:no-reply@ottawafood.org).

Click the link in the email to reset your password.


## My Events

When you login you will be directed to your My Events page. This page will show any upcoming events you have scheduled.

 If you know your organization has events published in the Find Food calendar but you do not see it in your list of My Events, this means you are not in the original account that created the events. Please contact the helpdesk and ask for those events to be transferred.

On the left hand side will be your member navigation:

- [My Events](#)
- [Add New Event](#)
- [My Locations](#)
- [Add New Location](#)

 To begin adding events, you must first add a Add New Location.

## Add New Location

Complete this form with the information on the location of your events. You may have more than one location, please create an entry for each location. Fields marked with a \* are required.

## Add New Event

Complete this form with the information about your events. Fields marked with a \* are required.

### Where

Select the location, a drop down list of your My Locations will show. This is why you must have locations entered *before* creating events.

### Event Name

Enter the name of your event, typically this is "Food Pantry".

### When

Single Event: If you are creating a single event do not check "Check if this is a recurring event."  
Select date and time of event.

Recurring Scheduled Event: If you need to create a recurring event schedule (this is typical) then check the box "Check if this is a recurring event." Recurring events are events that occur more than once in regular intervals. Recurring events are useful if you want to create many single-day events using the same information once.

*For example, a food pantry that is open Monday-Thursday from 1:00pm-4:00pm.*

When you check the box for a recurring event, you will see extended options for recurrence patterns for choosing event dates and times. The example schedule above would be set up as this:

### When

Check if this is a recurring event.

Event spans from  to

Events start from  to  All day

This event repeats  every  week on

Mon  Tue  Wed  Thu  Fri  Sat  Sun

There are a few important differences between single and recurring events:

- When a recurring event is created, the start and end dates become the starting and ending dates where an event can occur, according to the recurrence options used.
- Each recurrence is treated as a separate event.

### Details

Optional, enter the details of the events, users will see this information when they click **View Details**. Add any Additional Languages Spoken.

### Event Image

Optional, users will see this information when they click **View Details**.

Click **Submit Event** when finished. You will be redirected to the **My Events** page and provided an overview of all upcoming events.

## Editing Events

In **My Events** you have the option to edit.

Name	Location	Date and time	
Food Pantry Example	CFarms 101 Main - Grand Haven	Thursday, June 11 1:00 pm - 4:00 pm	From 2020-01-01 to 2020-12-31, Monday, Tuesday, Wednesday, Thursday, Friday every week
<a href="#">Edit Event</a>	<a href="#">Delete Event</a>		<a href="#">Edit Series</a> <a href="#">Delete Series</a>

*To edit a single event:* Click the event name or **Edit Event**

*To delete a single event:* Click **Delete Event**. In our example recurring event, if a single event lands on a holiday, you may need to delete one single recurrence. Find the event date and click **Delete Event**. This will remove only the single event.

*To edit all the recurring events:* Click the **Edit Series** button. For example, you need to change the name or location. Please note this will update and recreate all recurrence.

*To delete all the recurring events:* Click the **Delete Series** button.

## Editing Locations

Go to **My Locations** to edit or delete a location.

<input type="checkbox"/>	Name	Address	State
<input type="checkbox"/>	Example Location	101 Main St, Grand Haven, 49999	MI
	<a href="#">Edit Location</a>		

Click the **Edit Location** to edit.

To delete a location check the box or boxes next to the location you want to remove. Then select the **Delete Selected** action in the **Bulk Actions** and click the **Apply** button

Delete selected