

DPCA Login and Calendar Instructions

Here's some basic instruction on how to Login and add events to the DPCA calendar.

Go to <http://www.preventdrownings.org>, click on the calendar and create an account.

DROWNING PREVENTION Return To Calendar
COALITION OF CENTRAL ARIZONA

Login to your account

To login, enter your username and password below. If you do not have an account, you can create one by clicking the "Create an account" link below. If you have an account, but you have forgotten your password, click the "Forgot password" link.

Username Password

Login here to add an event

Click here to create an account

(Create a new account) [Forgot password?]

This is the screen you will see after you login to the calendar

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menu: **Account Info** Reservations **Your Events** **add event** Subscription

Welcome to your account.

Click here to change password

Click here to change or correct an event

Click here to add events

If you wish to update the details of your account, please click Account Info at the top of this screen.

If you wish to review reservations you have made, click Reservations.

For a listing of events you have submitted to the calendar, click Events.

If you wish to post a new event to the calendar, click Add Event.

To update your subscriptions, click Subscriptions.

Using the add event tool.

Always Click Event Status Featured! Then your event will be displayed on our home page, when it is one of the next 3 events.

Information entered into the "Short Description" is what will display on the date of the event in the calendar.

The event Time, Title and Location are displayed in a pop-up box when a mouse cursor is over the event.

The Information added to the "larger text box", titled "Event Description", is displayed after someone clicks on the event.

You may link the event to a web site and/or include a PDF or Word document as an attachment.

Screen shots of the add event tool are shown below.

