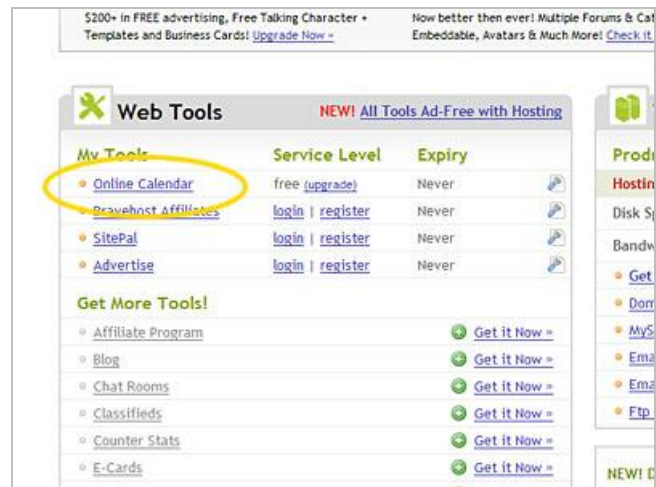


Glynmere Clubhouse Calendar Administration

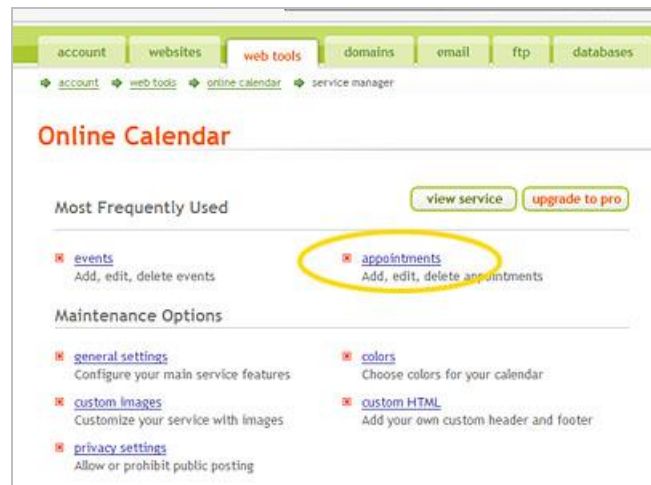
This procedure is for adding or managing online calendar events. Please note, in the calendar administration area, you will actually be adding or managing Appointments. Appointments in the calendar allow you to add a time span on a particular date. "Events" in the calendar are all-day entries.

Instructions:

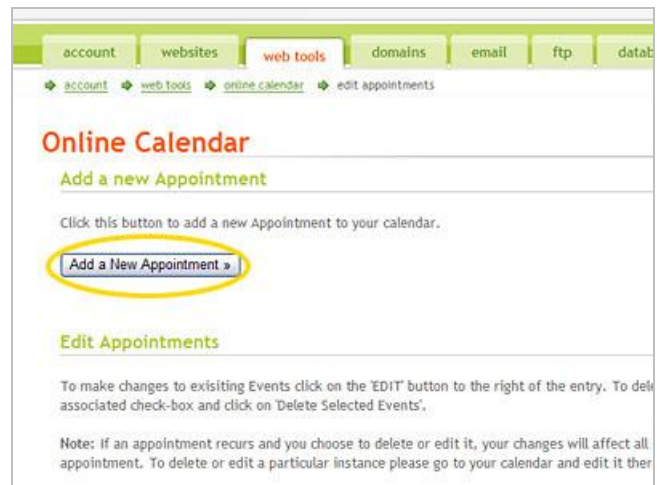
1. In your web browser, go to www.bravenet.com
2. Enter the username and password in the fields at the top of the page
3. On the Account Overview page, click on Online Calendar, under Web Tools



4. On the Online Calendar page, click on Appointments.



5. On the resulting page, you will have a choice of adding a new Appointment, or editing or deleting an existing Appointment. To add a new Appointment, click the button labeled as such.



6. On the resulting Add Appointment page, fill in the date, time and descriptive information about your event. Please include your name in the description.
7. When finished, click the Save Changes button.

