


Online Calendar FAQ

The State Bar of Michigan offers local and special purpose bar associations the opportunity to advertise their events on the Bar's interactive calendar. A username and password is required to add or modify an event. Contact webmaster@mail.michbar.org if you need password assistance.

Log In

Click "Administrative Login" from the bottom of the main calendar page found at www.michbar.org/news/calendar.cfm OR click any "Add Event" link found throughout the calendar.

Adding an Event

1. Once logged in, click any "Add Event" link found throughout the calendar.
2. Fill in the following fields.
 - a. **Name:** the Name field is a combination of your organization's name *and* the event name separated by a colon, i.e. **Oakland County Bar Ass'n: People's Law College**. Do not use an acronym for your organization's name, please spell it out.
 - b. **Date:** enter the event date with the format mm/dd/yyyy OR click  to use the popup calendar to select a date.
 - c. **Start Time:** select your start time from the menu. If there is no specific time for your event, click the "Not Time Specific" option box.
 - d. **End Time:** select the end time for your event.
 - e. **Category:** select the most appropriate category.
 - f. **Description:** enter event description.
 - g. **Link to More Info:** insert a link to your website, the link must begin "http://"
 - h. **Optional Event Images:** You may add an appropriate image that has been optimized for the web. Be sure you have rights to post the image. File size should be under 100kb and physical size should be under 250 pixels square.
 - i. **Optional Caption:** add a caption to be inserted above the image.
 - j. **Optional File:** click "browse" and select the file from your computer. Acceptable file types are jpg or gif.
3. **Proofread your work.** Spelling, grammar, and punctuation are critical to creating a professional calendar listing.
4. Click "Add Event" to save your event to the calendar.

Editing an Event

1. Once logged in, click “Edit Event” from the event’s detail page. If you don’t see this option, then you haven’t logged in or don’t have access to edit the event.
2. Make your changes.
3. Click “Update” to save your changes.

Removing an Event

1. Once logged in, click “Edit Event” from the event page. If you don’t see this option, then you haven’t logged in or don’t have access to edit the event.
2. Under Status, select INACTIVE.
3. Click “Update” to save your changes.

Notes

Spell out the entire name of your organization. Not everyone knows the acronym MAJ stands for Michigan Association for Justice.