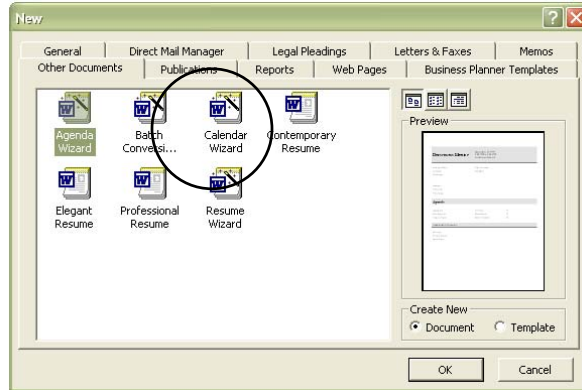
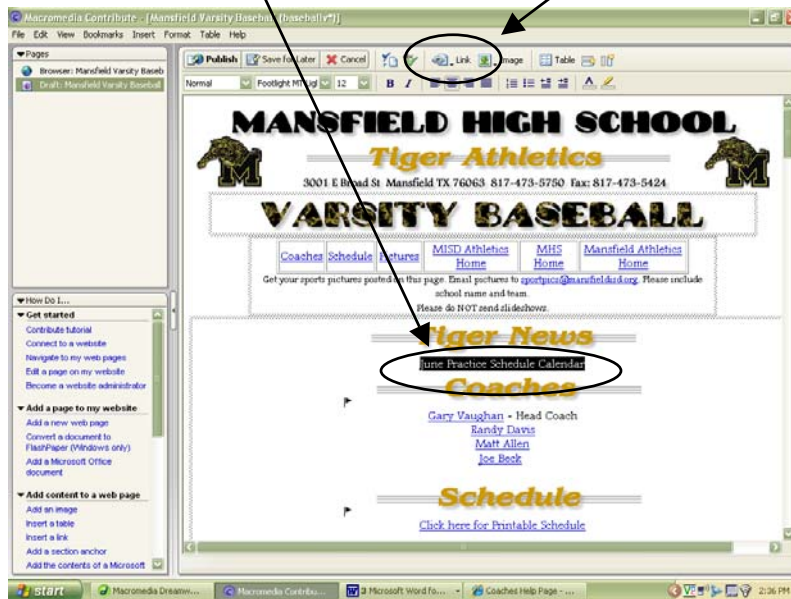


Adding a Calendar or Game Report to a Website

Create the calendar or game report in a separate document. In Microsoft Word, there is a Calendar Wizard that will create a calendar for you. Open Microsoft Word, hit File, New, the Other Documents Tab, and double click on the Calendar Wizard.



Follow the Calendar Wizard and add items to the calendar. When complete, save the calendar file on your computer's desktop. Remember the name of the file that you saved the calendar as. Open Contribute and find the web page that you want to add the calendar to. Click Edit Page and click under the news title. Type in what you want to name the calendar link. Highlight the name of the link, and hit the Link Icon.



In the drop down menu, pick File on My Computer.

