

Directions for adding an event to the HCS Fine Arts Calendar:

1. Go to the Horry County Schools homepage located at www.horrycountyschools.net .
2. **Log in**. You will find the Login link at the very top of every webpage, next to Welcome Guest! Click on login. Your username is the same as your email username. New accounts that were added to Sharpschool were given a new password but if you don't know your password, click on "forgot password" and it will be emailed to you.
3. **To Change your password**, click on your name at the very top of the page, beside the word Welcome! This will take you to your profile. Click on the edit user tab. You will see a place to enter a new password, then re-enter it a second time. Then at the bottom, click on update user. You can also update your user profile here, then update user.
4. **Go back to the HCS homepage** by clicking anywhere on the top banner picture or click on the link that says HorryCountySchools.
5. **Go to the Fine Arts Calendar** by clicking on Departments > Learning Services > Curriculum and Instruction > Fine Arts > Fine Arts Calendar.
Or just go to this link:

http://www.horrycountyschools.net/departments/learningservices/curriculum_and_instruction/fine_arts/calendar

You can also click on the main calendar on the home page, and then click on the link that says Fine Arts Performance Calendar.

In the future, you can log in and then skip to step #5.

(please scroll down to page 2)

6. When you get to the calendar page, it will look like this.

In the top row of small icons, click on the green plus sign **+**.

HorryCountySchools » Departments » Learning Services » Curriculum and Instruction » Fine Arts » Fine Arts Calendar

Fine Arts Calendar

Click on any event for more details.

Fine Arts Teachers - [click here for instructions](#) to add an event to this calendar.

View Edit Approval Security Activity

Select events from other calendars

Today Event List **+**

Event Name	Location	Occurring On	Category
MBI Holiday Program	Myrtle Beach High School Auditorium	12/06/2011 6:30PM to 7:30PM	Music
Aynor High School Chorus Christmas Dinner Concert	Aynor High School Commons Area & Auditorium	12/08/2011 7:00PM to 9:30PM	Music
Holiday with the Tribe Featuring the Jazz Ambassadors, Socastee Symphony Band and Orchestra	Socastee High School	12/08/2011 7:00PM to 9:00PM	Music
AACT - The Academy Dancers Winter Performance	The Academy for the Arts,	12/08/2011 7:45PM to 9:30PM	Community Events

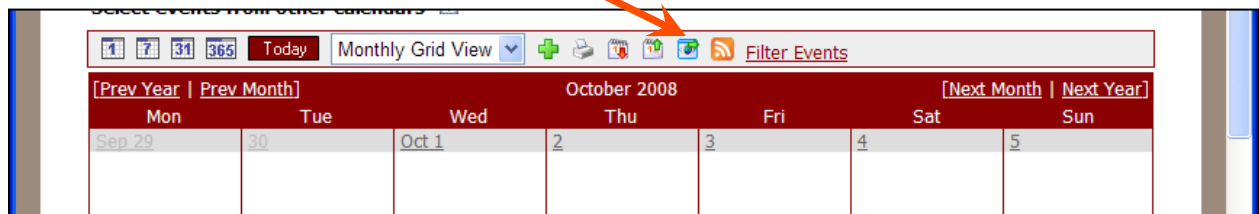
7. Now just fill in the form.

- Subject** is the name of the event. Be sure to include your school initials before the name, i.e. *SHS Beach Band Blast*.
- Location** - be sure to include not only the name of the place or school, but also the room, such as *Socastee High Auditorium*.
- Start Date and End Date** – must be filled in, including starting and ending time. I know that you don't always know the exact ending time, but just give an estimated time.
- Category** – is FINE ARTS.

- e. **Contact** – if this is YOU, then you can add your name here. If it is someone else, just skip this step and add it in the description area at the bottom.
- f. You should not add *recurring* items to this calendar. So there is no need to check the **“enable recurrence”** box. If you have an event that runs for three consecutive days, like a play or musical, you will have to enter it three times.
- g. **Even Registration** – choose “NO”
- h. **Color** – is the color of the font of your event on the calendar. Please choose a dark color since the background of the calendar is white.
- i. **Select Icon** – up to you if you want to add some clip art. If you don’t choose an icon, it will put a blue flower beside your event.
- j. **Participants** – PLEASE LEAVE BLANK
- k. **Description** – This is where you can put an admission fee, or FREE, phone numbers to call, email contacts, etc.
- l. **Published Calendars** – just skip this step.

8. Click on **Create Event** and you’re done!

If you want to be notified each time someone adds a new event to this calendar, just click on the “subscribe” icon.



Be sure to **log out** up at the top in the same place you logged in.

If you have any questions, please call Betty Owen at 488-6781 or email me at bowen001@horrycountyschools.net.