

## Washtenaw Senior Centers – Special Events Calendar

The intention of this Special Events Calendar is to give you a new avenue in which to reach community members. We want to provide a simple access point for the public to obtain information about special events related to seniors that occur within Washtenaw County. The good news for you is that adding an event to the calendar is a fairly simple task. The good news for the public is that your event information is easily accessible. Below, we have provided you with login information and basic “how-to” instructions. We hope this will be a useful tool for you to spread the word about your events.

**Please feel free to email or call with any questions.**

1. Start at <http://calendar.blueprintforaging.org/>
2. Your login information is as follows:  
Username: calendar  
Password: washtenaw
3. Under “My Calendars” on the left, you will see “Washtenaw Senior Centers”. Click on it to highlight it green.
4. Click on “Daily”, “Weekly” or “Monthly” to view the calendar.
5. Click on “Create Event” in the upper left hand corner of the screen. Fill in the information as requested. Ignore the section to the right, labeled “Guests”.

**NOTE:** When adding an event, under the heading “What”, enter a very specific 2-3 word description of your event. This description is what will appear on the public calendar.

- If you need to remove an event, click on the event. A box with the event information will open. Click delete. This will remove the event from the calendar.
- If you need to edit an event, click on the event. A box with the event information will open. Click on “Edit event details”. Make your changes and save.

Add or edit events as needed. They will show up on the events calendar located on the Senior Center Resources Page.

**Please do not hesitate to call us with any questions. We’re happy to help you get your events on the page. Please call Amy Ruddock Bleed at 734.712.4169 or email [arbleed@csswashtenaw.org](mailto:arbleed@csswashtenaw.org).**