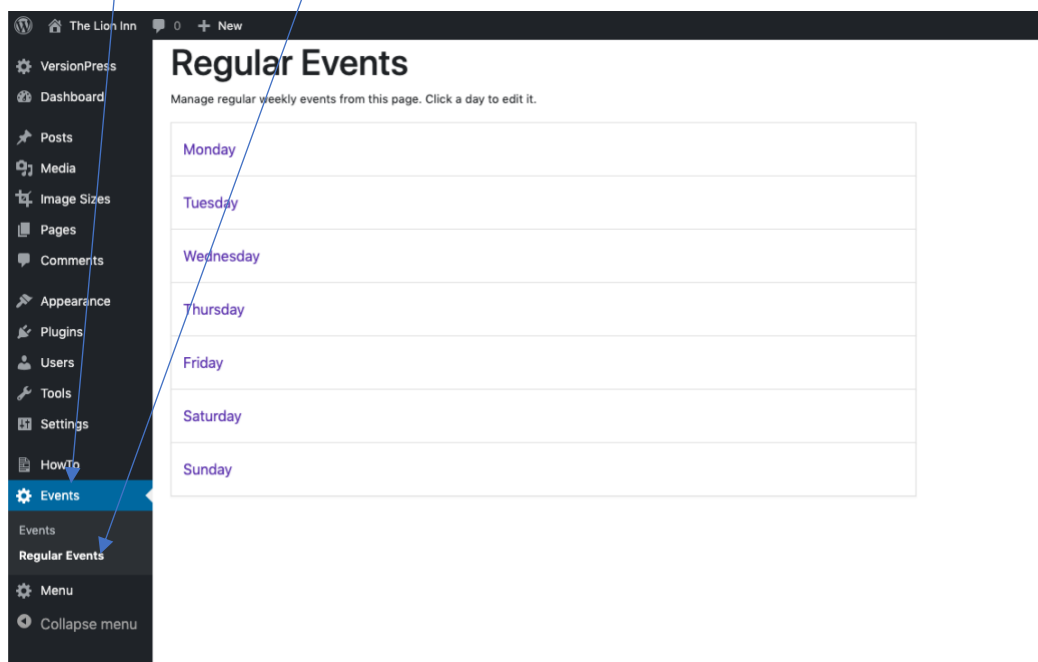
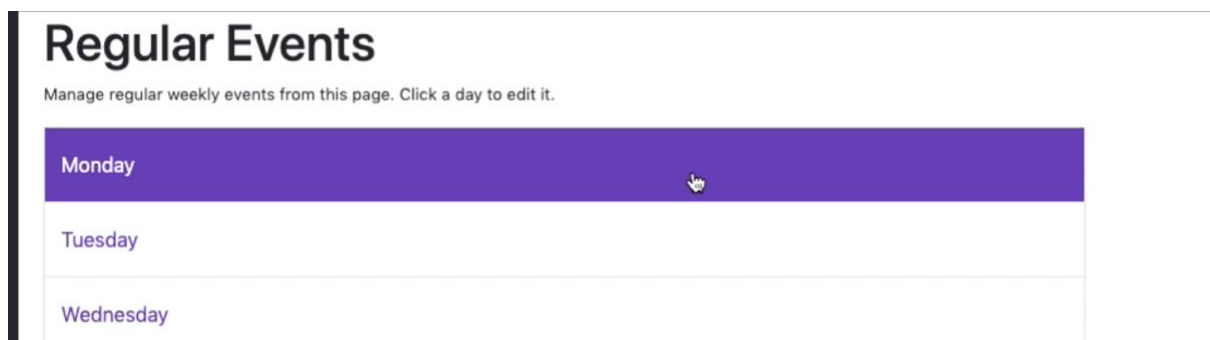


Changing the Icon

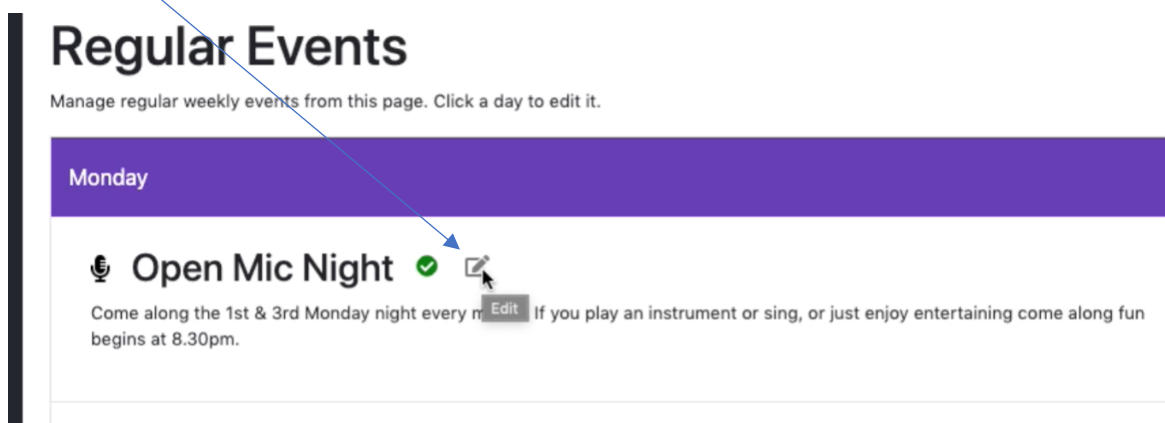
Click 'Event' and then 'Regular Events' on the side-bar menu to bring up this page:



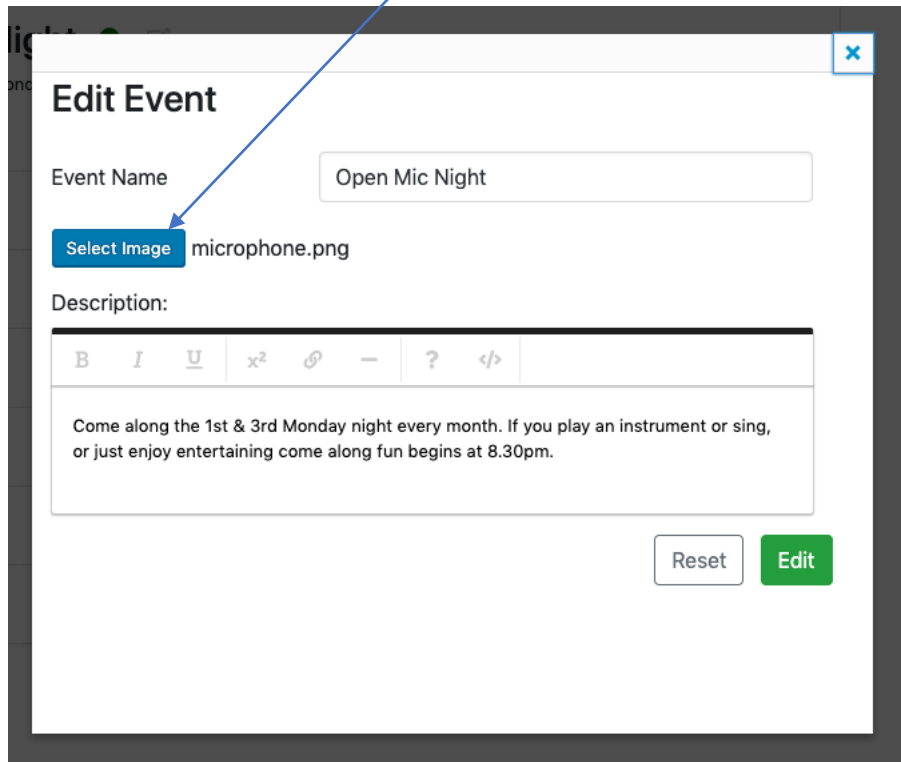
Click on a day:



Click the 'Edit Icon':



To change the icon, click the 'Select Image' button:



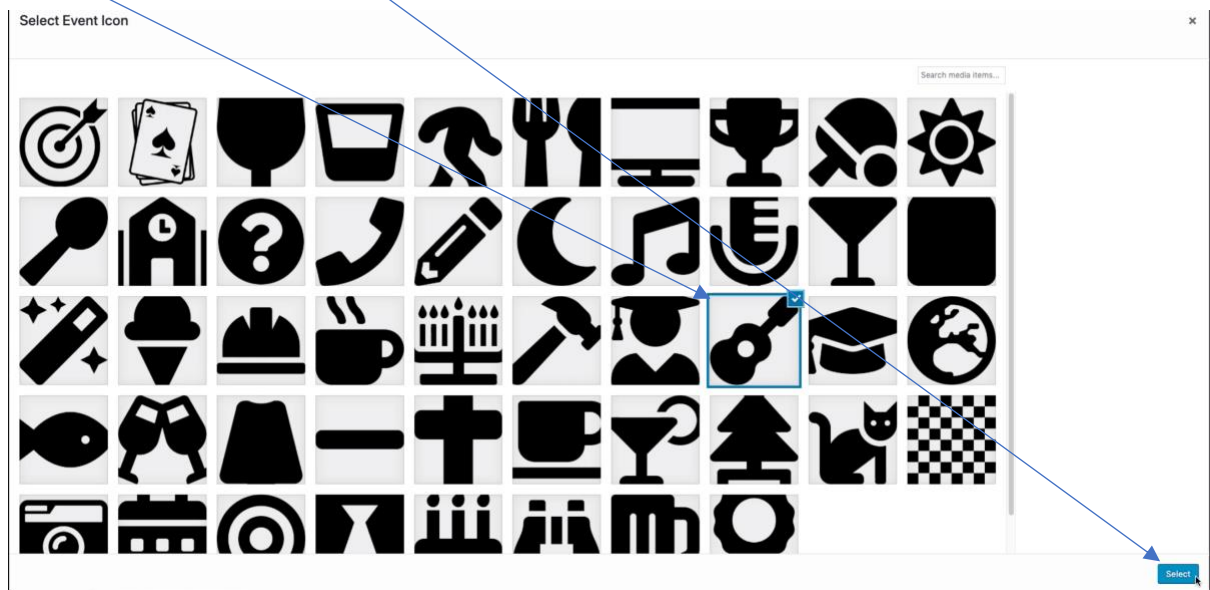
The screenshot shows a web form titled "Edit Event" with a close button (X) in the top right corner. The form contains the following elements:

- Event Name:** A text input field containing "Open Mic Night".
- Select Image:** A blue button with the text "Select Image". A blue arrow points from the text "To change the icon, click the 'Select Image' button:" to this button.
- Image Name:** The text "microphone.png" is displayed next to the "Select Image" button.
- Description:** A text area with a rich text editor toolbar (Bold, Italic, Underline, x², link, unlink, ?) and the following text: "Come along the 1st & 3rd Monday night every month. If you play an instrument or sing, or just enjoy entertaining come along fun begins at 8.30pm."
- Buttons:** "Reset" and "Edit" buttons are located at the bottom right of the form.

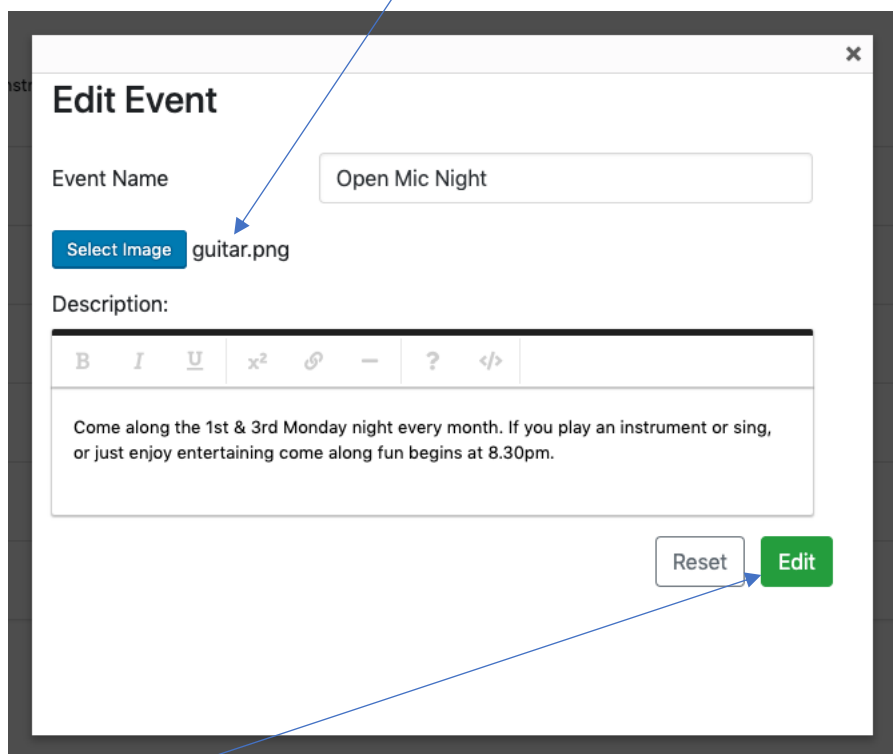
You should then see this screen:



Select an image and click 'Select':



You should then see that the name next to the 'Select Image' button has changed:






Click 'Edit'.

You should see the new icon next to the title:

Regular Events

Manage regular weekly events from this page. Click a day to edit it.

Monday

 Open Mic Night  

Come along the 1st & 3rd Monday night every month. If you play an instrument or sing, or just enjoy entertaining come along fun begins at 8.30pm.

Tuesday