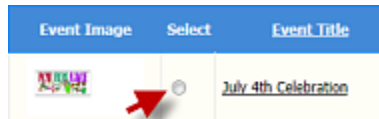## Post Event on Facebook

From the Dashboard:

1. Select the icon you have chosen for the Calendar.
2. Click the radio button by the event you wish to post.

3. Select the 'Facebook' icon in the Share box on the right.

4. Enter your Facebook username and password; login.

5. Your fan page will display. If you have more than one, select the page on which you would like to share your event from the drop down menu.

6. Click 'Post Data' and your event will appear on your Facebook fan page.