



- 1) Type in the details for your club in the top section. Follow the prompts to guide what you include.
- 2) Change the blank logo image on the right-hand side of the calendar with your own club logo. If you right mouse click and 'change picture' it will automatically size the same as the template.
- 3) Update your month-by-month details. You do not have to use each row. You can choose from the following options:
  - a) one line to put a 'special date' e.g. – no scheduled shoot or competition details.
  - b) the Saturday dates for the month
  - c) the Sunday dates for the month
  - d) Saturday and Sunday dates inclusive.

Whatever rows you don't need – delete. Right mouse click – delete row.

If you need another blank row – Right mouse click – insert row. If you need to remove the 'number of little boxes'. Right mouse click – merge cells.

For example our club (Break O'Day Traditional Archery Club) does not shoot on the first Sunday of the month. I moved that first Sunday date to the 'solo line'. Blanked out that date from the 'Sundays provided' and removed all other options.

- 4) Make sure you use 'red' pen for any special dates for your club. This will ensure they stand out. Don't forget to include your AGM so members are aware of the date.
- 5) You can use 'blue' for any other special dates that you want to foster with your members.
- 6) Place any final message on the bottom of the calendar for your members. If you do not wish to include anything at this point – delete the line.

If you have any feedback or questions to make this calendar process easier for next year drop me a line – [ljgordon@live.com.au](mailto:ljgordon@live.com.au)