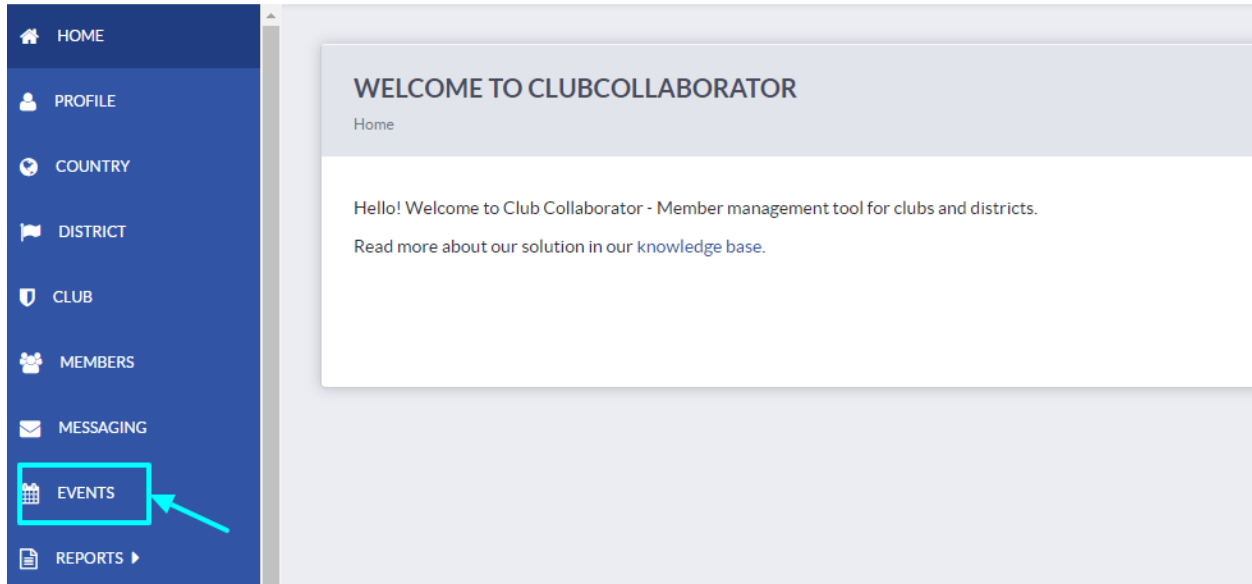


We have implemented a new Events feature in Mnet which is designed to show events on a Country, District, Club and Committee level.

The Event feature can be accessed through the main menu on the left-hand side when you log into Mnet.



Event feature edit roles:

Webmaster – can view and edit all events on a country, district, club and committee level

DICO - edit all events in his district, in all clubs in his district and in all committees in his district

CICO - edit all events in his club and in the committees in his club

District Governor - edit all events in his district, in all clubs in his district and in all committees in his district

District Secretary - edit all events in his district, in all clubs in his district and in all committees in his district


Club Secretary –all events in his club and in the committees in his club





Club President - edit all events in his club and in the committees in his club

Member – has read only access rights

Access to view events:

When you click on the Event feature in the menu, you will see meeting information for your club and a list of events for your club/district/country/committee, depending on your role.



MEETING INFORMATION				
Meeting day	Venue	Address	Repeat	Details
Wednesday	Aalesund Museum - foredragssalen	Rasmus Rønnebergsgt. 16 6002 Ålesund Norway	Weekly	- 

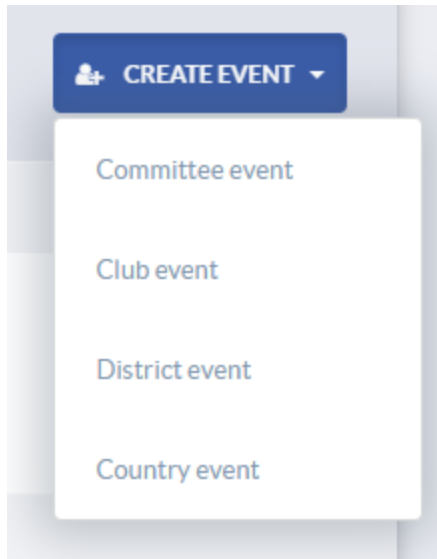
JUNE 2020			
← PREVIOUS	TODAY	NEXT →	
DATE	EVENT	REPEAT	ACTIONS
14.06.2020 20:00 - 21:00	Aalesund Øst title	-	
22.06.2020 20:00 - 21:00	Distrikt 2305 Daily	Daily	
22.06.2020 20:00 - 21:00	Norsk Rotary Forum Country event - Monthly	Monthly	
23.06.2020 20:00 - 21:00	Distrikt 2305 Daily	Daily	

Every member will be able to see events for their country, their district and for other clubs in their district, but will not be able to add new events or edit them unless they have one of the edit roles.

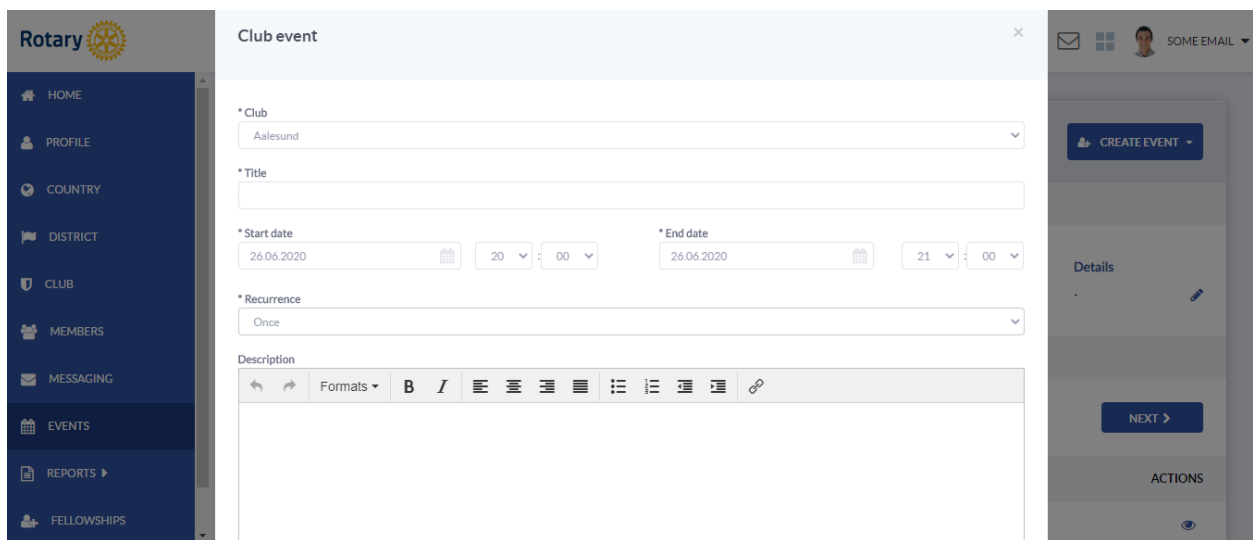
Creating a new event

To create a new event, you need to have one of the edit roles. Click on the **Create event button** on the top right-hand side. According to your role, you will be able to add a club/district/country/committee event.

EVENTS				
Home >> Events				CREATE EVENT 
MEETING INFORMATION				
Meeting day	Venue	Address	Repeat	Details
Wednesday	Aalesund Museum - foredragssalen	Rasmus Rønnebergsgt. 16 6002 Ålesund Norway	Weekly	- 



You can choose a title, start/end date for your event and choose if it is a one-time event only, or if it is recurring (every day, week, two weeks, month or year). You will be able to write a description of the event in the textbox below.



You can also create an event for a certain district/club directly on the district or club profile. The event section is at the bottom of the page.

EXTERNAL PHF			
YOUTH EXCHANGE			
EVENTS			
← PREVIOUS		01.06.2020 - 30.06.2020	NEXT →
			+ ADD NEW
DATE	EVENT	REPEAT	ACTIONS
14.06.2020 20:00 - 21:00	Aalesund Øst title	-	
27.06.2020 20:00 - 21:00	Aalesund Øst my event	Weekly	

You can also create an event that happened in the past, but you will not be able to edit or delete this event, even if you have an edit role.

Editing an event

If you have an edit role, you will be able to edit events for your club/district/country/committee by clicking on the pencil icon next to the event in the events list.

26.06.2020 20:00 - 21:00	Distrikt 2305 Daily	Daily	
27.06.2020 20:00 - 21:00	Aalesund Øst my event	Weekly	
27.06.2020 20:00 - 21:00	Distrikt 2305 Daily	Daily	

Once you change the necessary information, click on the Save button to save changes.

If you are editing a recurring event, you will be able to choose if you want to edit the event for a certain date only, or if you want to make changes for every time that the event is scheduled.

*Title
Daily

*Start date 26.06.2020 20:00 *End date 26.06.2020 21:00

Description

Formats **B** *I* [List icons]

Only this event
 This and following events

SAVE CANCEL

You can also edit an event by clicking on the event name in the list and then clicking on the Edit button on the upper right-hand side.

DAILY
Home >>Events >>Daily

EDIT **DELETE**

INFO

Start date: 26.06.2020 20:00
End date: 26.06.2020 21:00
District: Distrikt 2305

DESCRIPTION

No description

You will not be able to edit events that have already passed.

Deleting an event

If you have an edit role, you will be able to delete events by clicking on the trashcan icon on the right-hand side in the events list.

If you want to delete a recurring event, you will be able to choose if you want to delete the event for a certain date only, or if you want to delete it for every time that the event is scheduled.

You can also delete an event by clicking on the event name in the list and then clicking on the delete button on the upper right-hand side.

You will not be able to delete events that have already passed.

Highlighted sections

If you have an edit role, by clicking on the club/district/country/committee name highlighted in colour, you will be redirected to the club/district/country/committee profile and you will be able to see all events relevant for that club/district/country/committee in the Events section at the bottom of the page.

DATE	EVENT	REPEAT	ACTIONS
14.06.2020 20:00 - 21:00	Aalesund Øst title	-	
22.06.2020 20:00 - 21:00	Distrikt 2305 Daily	Daily	
22.06.2020 20:00 - 21:00	Norsk Rotary Forum Country event - Monthly	Monthly	

You can add new events, edit them or delete them from here as well.

Viewing past/future events

If you would like to see past or future events, you can navigate by clicking on the Previous/Next button next to the current month.

JUNE 2020		
← PREVIOUS	TODAY	NEXT →