BHC Calendar Edit Request Form - Instructions

Follow these steps to add/edit/cancel an event on BHC Website Calendar.

Step 1.   On your computer or cell phones go to: https://bayharborclub.info/calendar.htm
Step 2.   Click on the Calendar Edit Request Form.
Step 3.   Click the action you want to request: new/edit/cancel.
Step 4.   Add the Association Website: Bay Harbor Club.
Step 5.   Add the Event Title for the calendar event.
Step 6.   Add the Post Date (event date or first event date of a series).
Step 7.   Add the Start and End Time.
Step 8.   Add special instructions, e.g. include file (attached below) with each recurring event.
Step 9.   Add information for a recurring event.
Step 10. Add comments, if needed.
Step 11. Add the name and email of the person requesting the edit.
Step 12.   If you have a file/flyer to go along with your request-- Click on the link "Add File " to select and add a file.
Step 13.   Click - I'm not a robot.
Step 14.   Click - Submit.
Step 15.   info@MSWebservices will send you an email confirming they received your request.
Step 16.   info@MSWebservices will send you an email when your request is completed.
Step 17.   IMPORTANT: Check the calendar online https://bayharborclub.info/calendar.htm to confirm the change has been completed as you want it.
Step 18.   Direct any communications on the edit to info@mswebservices.com.

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