



To Add An Event

1. Go to <https://westlafayettein.extranet.simpleviewcrm.com/login/#/login> and Log In
2. On the left side of the screen click on "Collateral" then "Calendar of Events".
3. Then select the blue "Add Event" button toward the top left of the screen.
4. Fill in the information in the form and select or upload an image to display with the event.
5. Click Save

VLWL staff will receive an email and need to approve each event before it will be live on our website, but unless you enter the information on a weekend or holiday, it should be live within 24-36 hours or less from when you entered it.