How to Enter an Existing on the ECMP Calendar:

Important: You do not need to retype the description every time you add an event. Just be sure to check all of the details each time.

Go to www.earlychildhoodmeetingplace.com
Scroll down to bottom right – click on Log in

Log in (Send an email to Alice at afcross@indiana.edu if you ever forget your username or password).

Username:
Password:

Manage Events

Find the title of the event and open it.

Event Overview: Review and edit as needed

Event Details: Review and edit as needed. Be sure to change the contact name.

Dates, Times and Locations

Click on add occurrence
Dates, Times and Locations

Set the start and end dates
Set the times
Set the Venue
Hit Submit