

# Updating The MARS Full Year Calendar

The full-year calendar for MARS Associates is put together in a spreadsheet. When changes have been made to the spreadsheet (for example, at the beginning of a new year or when the date of an event changes), the calendar should be uploaded to the website and the full year calendar page updated. This document shows how to update the web page (found here: <https://marsretirees.org/full-year-calendar/>).

- 1) Export the spreadsheet version of the calendar as a PDF file. In Excel, this is done through the Save As... command, selecting PDF as the file type. For best legibility on the website, please make sure that the entire document fits on one standard page. On Mac, it's probably best to use the Excel Print command, choose "Scale to Fit" (one page), then Save as PDF — this ensures that the document is converted to a one-page PDF.
- 2) Once the calendar is saved as a PDF, log into the website using your user name and password.
- 3) From the WordPress dashboard, select Media > Library, and then Events (as the calendar displays upcoming events for the full year). Upload the updated calendar PDF file by clicking the Add New Media File button at the top of the Media Library page.
- 4) Once uploaded, click on the file to make sure that it looks correct. You'll see something like this:

### Attachment details

DATE: Jun 2024 Rev 3

EVENT/MONTH	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Officers/Directors	1, 4, 7, 10, 13, 16, 19, 22, 25, 28, 31	2, 5, 8, 11, 14, 17, 20, 23, 26, 29	3, 6, 9, 12, 15, 18, 21, 24, 27, 30	4, 7, 10, 13, 16, 19, 22, 25, 28, 31	5, 8, 11, 14, 17, 20, 23, 26, 29	6, 9, 12, 15, 18, 21, 24, 27, 30	7, 10, 13, 16, 19, 22, 25, 28, 31	8, 11, 14, 17, 20, 23, 26, 29	9, 12, 15, 18, 21, 24, 27, 30	10, 13, 16, 19, 22, 25, 28, 31	11, 14, 17, 20, 23, 26, 29	12, 15, 18, 21, 24, 27, 30
Bridge Club	1, 4, 7, 10, 13, 16, 19, 22, 25, 28, 31	2, 5, 8, 11, 14, 17, 20, 23, 26, 29	3, 6, 9, 12, 15, 18, 21, 24, 27, 30	4, 7, 10, 13, 16, 19, 22, 25, 28, 31	5, 8, 11, 14, 17, 20, 23, 26, 29	6, 9, 12, 15, 18, 21, 24, 27, 30	7, 10, 13, 16, 19, 22, 25, 28, 31	8, 11, 14, 17, 20, 23, 26, 29	9, 12, 15, 18, 21, 24, 27, 30	10, 13, 16, 19, 22, 25, 28, 31	11, 14, 17, 20, 23, 26, 29	12, 15, 18, 21, 24, 27, 30
Car Club	1, 4, 7, 10, 13, 16, 19, 22, 25, 28, 31	2, 5, 8, 11, 14, 17, 20, 23, 26, 29	3, 6, 9, 12, 15, 18, 21, 24, 27, 30	4, 7, 10, 13, 16, 19, 22, 25, 28, 31	5, 8, 11, 14, 17, 20, 23, 26, 29	6, 9, 12, 15, 18, 21, 24, 27, 30	7, 10, 13, 16, 19, 22, 25, 28, 31	8, 11, 14, 17, 20, 23, 26, 29	9, 12, 15, 18, 21, 24, 27, 30	10, 13, 16, 19, 22, 25, 28, 31	11, 14, 17, 20, 23, 26, 29	12, 15, 18, 21, 24, 27, 30
Golf Club	1, 4, 7, 10, 13, 16, 19, 22, 25, 28, 31	2, 5, 8, 11, 14, 17, 20, 23, 26, 29	3, 6, 9, 12, 15, 18, 21, 24, 27, 30	4, 7, 10, 13, 16, 19, 22, 25, 28, 31	5, 8, 11, 14, 17, 20, 23, 26, 29	6, 9, 12, 15, 18, 21, 24, 27, 30	7, 10, 13, 16, 19, 22, 25, 28, 31	8, 11, 14, 17, 20, 23, 26, 29	9, 12, 15, 18, 21, 24, 27, 30	10, 13, 16, 19, 22, 25, 28, 31	11, 14, 17, 20, 23, 26, 29	12, 15, 18, 21, 24, 27, 30
Walking Club	1, 4, 7, 10, 13, 16, 19, 22, 25, 28, 31	2, 5, 8, 11, 14, 17, 20, 23, 26, 29	3, 6, 9, 12, 15, 18, 21, 24, 27, 30	4, 7, 10, 13, 16, 19, 22, 25, 28, 31	5, 8, 11, 14, 17, 20, 23, 26, 29	6, 9, 12, 15, 18, 21, 24, 27, 30	7, 10, 13, 16, 19, 22, 25, 28, 31	8, 11, 14, 17, 20, 23, 26, 29	9, 12, 15, 18, 21, 24, 27, 30	10, 13, 16, 19, 22, 25, 28, 31	11, 14, 17, 20, 23, 26, 29	12, 15, 18, 21, 24, 27, 30
Parade/Club	1, 4, 7, 10, 13, 16, 19, 22, 25, 28, 31	2, 5, 8, 11, 14, 17, 20, 23, 26, 29	3, 6, 9, 12, 15, 18, 21, 24, 27, 30	4, 7, 10, 13, 16, 19, 22, 25, 28, 31	5, 8, 11, 14, 17, 20, 23, 26, 29	6, 9, 12, 15, 18, 21, 24, 27, 30	7, 10, 13, 16, 19, 22, 25, 28, 31	8, 11, 14, 17, 20, 23, 26, 29	9, 12, 15, 18, 21, 24, 27, 30	10, 13, 16, 19, 22, 25, 28, 31	11, 14, 17, 20, 23, 26, 29	12, 15, 18, 21, 24, 27, 30
Phone Club	1, 4, 7, 10, 13, 16, 19, 22, 25, 28, 31	2, 5, 8, 11, 14, 17, 20, 23, 26, 29	3, 6, 9, 12, 15, 18, 21, 24, 27, 30	4, 7, 10, 13, 16, 19, 22, 25, 28, 31	5, 8, 11, 14, 17, 20, 23, 26, 29	6, 9, 12, 15, 18, 21, 24, 27, 30	7, 10, 13, 16, 19, 22, 25, 28, 31	8, 11, 14, 17, 20, 23, 26, 29	9, 12, 15, 18, 21, 24, 27, 30	10, 13, 16, 19, 22, 25, 28, 31	11, 14, 17, 20, 23, 26, 29	12, 15, 18, 21, 24, 27, 30
Marketing Comm.	1, 4, 7, 10, 13, 16, 19, 22, 25, 28, 31	2, 5, 8, 11, 14, 17, 20, 23, 26, 29	3, 6, 9, 12, 15, 18, 21, 24, 27, 30	4, 7, 10, 13, 16, 19, 22, 25, 28, 31	5, 8, 11, 14, 17, 20, 23, 26, 29	6, 9, 12, 15, 18, 21, 24, 27, 30	7, 10, 13, 16, 19, 22, 25, 28, 31	8, 11, 14, 17, 20, 23, 26, 29	9, 12, 15, 18, 21, 24, 27, 30	10, 13, 16, 19, 22, 25, 28, 31	11, 14, 17, 20, 23, 26, 29	12, 15, 18, 21, 24, 27, 30

**MARS Events**

Event Name	Day	Time	Location
Summer Luncheon Meeting	TBD		TBD
Annual Picnic Dinner		11	
2024 Annual Photo		4	
Spring Event and Annual Meeting	TBD		

**MARS Special Activities NOTES A, LL, and JL**

Activity Name	Day	Time	Location
Medicine 101	17		
Wine Tasting	TBD		
Callist Tour of History Museum	24		
General City Open	28		

**MARS Staff Schedule**

Staff Name	Day	Time	Location
Items due for MARS STAR	11	10	TBD
STAR Meeting	15	10	TBD

**NOTES:**

1. TBD means as required
2. Officers/Directors meet 1st Wednesday every month at 09:30 am. Zoom mtgs may be used at discretion of CP
3. Bridge Club meets 3rd Friday of every month at 10:00 am at Bunk Recreation Center.
4. Car Club meets 1st Sat of every month, and is noted on their website.
5. Golf club meets every Thursday from April through Oct of each year.
6. Hiking Club - Outings on 3rd Wednesday of the month. Check website for Point of Contact for each hike.
7. Phone Club meets 2nd Thursday every month (except Jan, Jul & Aug) at 1:00 pm on Zoom
8. Marketing Comm. meets monthly and encourages interested members to call in and participate contact Dick Bonner if interested
9. PACEMATTERS Club meets the 2nd Wednesday of each month at Larkdown Arms
10. 2024 Bookish Games & Prizes, June 5, 11:30AM, Open Field
11. 2024 Summer Event June 26 at Ken Cary Manor House 11AM
12. 2024 Photo Trip Sep 21, 2024 at Clement Park 11AM
13. 2024 Holiday Celebration Dec 4 at Middleboro Event Center 11 AM

Please review dates and times and notify Ken Martz (kenmartz2@aol.com) if you have any changes or additions.

Uploaded on: June 17, 2024  
 Uploaded by: [Ken Martz](#)  
 File name: Jun-2024-Event-Schedule-Website-Rev-1.pdf  
 File type: application/pdf  
 File size: 147 KB

Title:

Caption:

Description:

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Real Media Library creates a virtual folder structure. The URLs of uploads do not change when you move the file. [Learn more about how to automatically move files to physical folders.](#)

Required fields are marked \*

Folder:

If you move this attachment, the folder location of the associated shortcuts are not changed.

- 5) If everything looks OK, get out of this "Attachment Details" window by clicking the X in the upper right corner.
- 6) OK, now you're ready to embed the PDF onto the web page. From the WordPress dashboard, select Pages > All Pages.
- 7) Type "calendar" into the search field in the upper right of the list of pages, then press Enter/Return. You'll see a listing for Full Year Calendar (see image on next page) — click the Edit link to open the page in the WordPress editor.

Dashboard | Site Kit | Jetpack | File Manager | Posts | Events | Tickets | Media | Pages

Pages [Add New Page](#) Search results for: calendar

This theme recommends the following plugins: [Contact Form Query](#), [Dark Mode Toggle](#) and [Social Icons Sticky](#).  
[Begin installing plugins](#) | [Dismiss this notice](#)

All (89) | Mine (18) | Published (86) | Drafts (2) | Private (1) | Trash (1) | Ticketed (0) | Unticketed (89)

calendar [Search Pages](#) 6 items

<input type="checkbox"/>	Title	Author	Stats	Date	Attendees
<input type="checkbox"/>	Full Year Calendar	Steve Sande		Published 2023/07/31 at 1:56 pm	—

- 8) On the page that appears, click the big “block” that contains the previous calendar. Click the Replace button, and select Open Media Library. You should be able to see your recently uploaded PDF file — if not, navigate to the Events folder and find the file.

### Full Year Calendar

[Replace](#) [Copy URL](#)

[Open Media Library](#)

[Upload](#)

**DATE: Jun 2024 Rev 1**

EVENT/MONTH	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Officers/Directors	4	3	7*	4	2	6	3	8	5	5	2	7
Bridge Club	21	19	16	20	18	15	20	17	21	21	18	16

- 9) Click the Select button to place the file into the page. It should now look like this:

### Full Year Calendar

**DATE: Jun 2024 Rev 1**

EVENT/MONTH	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Officers/Directors	4	3	7*	4	2	6	3	8	5	5	2	7
Bridge Club	21	19	16	20	18	15	20	17	21	21	18	16
Car Club	1	6	3	7	5	2	7	4	1	1	5	3
Golf Club	Thur	Thur	Thur	Thur	Thur	-	-	-	-	-	Thur	Thur
Hiking Club	Open	Open	Open	Open	Open	Open	Open	Open	Open	Open	Open	Open
PaceSetters Club		10	14	18	9	13						
Photo Club				12	10	14	12	9	13	13	10	8
Website Team	needed	needed	needed	needed	needed	needed	needed	as-needed	as-needed	as-needed	as-needed	as-needed
Marketing Committee	26	31	28	25	30	27	TBD	TBD	TBD	TBD	TBD	TBD
<b>MARS Events</b>												
Happy Hour		23			TBD				TBD			TBD

10) Click Update to save and publish the revised web page.

Version 1.0  
Steve Sande  
June 18, 2024