

HEAT RACE CALENDAR

During the season, search for events that you would like to do, add new events and place your name within the events you are planning to do so your teammates know who else is participating.

Access Calendar

1. Type www.triheat.com
2. Click **Message Board** (left hand navigation pane)
3. Click the **Register** tab and create a user name and password using a google account. *This step is only necessary for 1st time users.*
4. Click **Calendar** and login using your newly created user name and password.

Add Events.

1. **Click** the "Add New Event" tab on the top right hand corner of the calendar.
2. **Select** the appropriate option (single, all day event for most.)
3. Enter the name of the race or event for **Title**.
4. **Select** the date of the race or event for "Event Date".
5. **Type** descriptive information about the event (ie. Sprint tri in Birmingham) and type your name if you plan to participate.
6. Click "**Post Event**"

Post Your Name to Events

Let us know you are planning to participate!

1. **Scroll** through the months of the calendar using the arrow key after the title of the current month (ie. December 2009).
2. **Click** on the event you wish to participate in.
3. **Click** the drop down arrow next to "**Event Options**".
4. **Select** "**Edit Event**".
5. **Type** your name in the open text box labeled "**Event**".
6. Click **Post Event**.