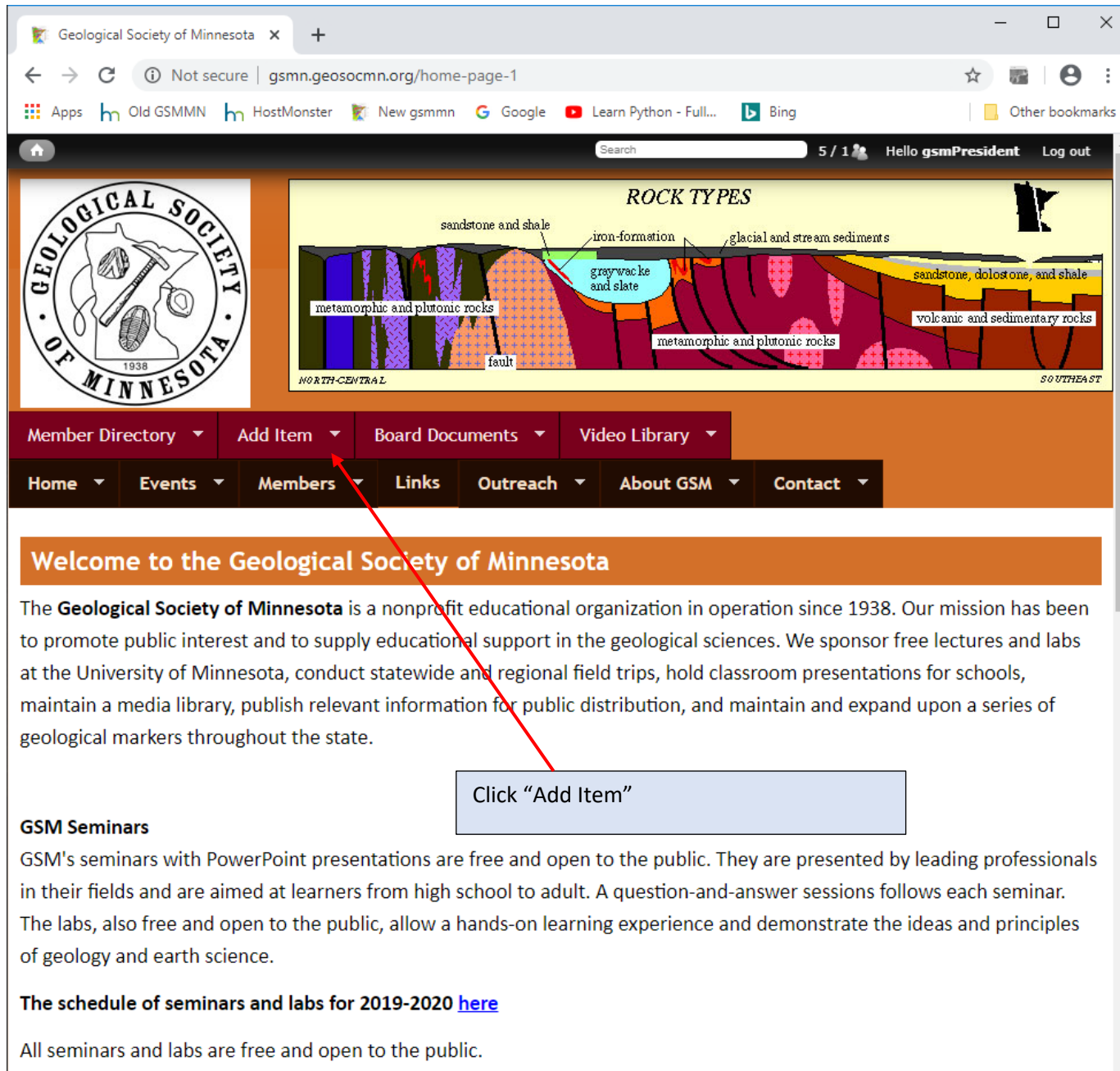


Procedure to add an Event Notice on the GSM from page. Logon to GSM with a user ID that has sufficient permissions to add/update Event Notices.




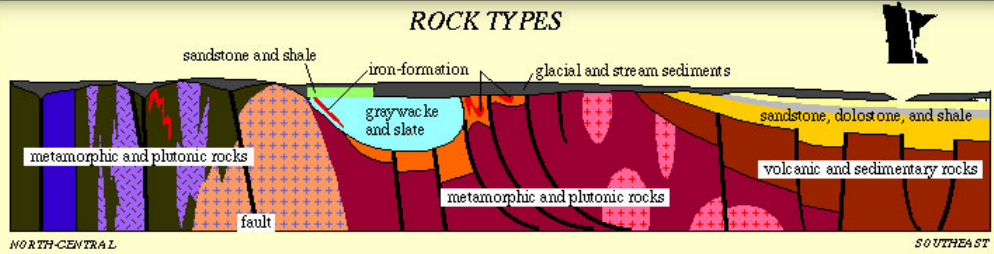
The screenshot shows a web browser window with the URL [gsmn.geosocmn.org/home-page-1](http://gsmn.geosocmn.org/home-page-1). The page features a navigation menu with the following items: Member Directory, Add Item, Board Documents, Video Library, Home, Events, Members, Links, Outreach, About GSM, and Contact. A red arrow points from the 'Add Item' menu item to a callout box containing the text 'Click "Add Item"'. The main content area displays a geological cross-section titled 'ROCK TYPES' with various rock layers labeled: sandstone and shale, iron-formation, glacial and stream sediments, graywacke and slate, sandstone, dolomite, and shale, volcanic and sedimentary rocks, metamorphic and plutonic rocks, and a fault. The cross-section is labeled 'NORTH-CENTRAL' on the left and 'SOUTHEAST' on the right. Below the navigation menu, a welcome message reads: 'Welcome to the Geological Society of Minnesota'. The text below the welcome message states: 'The Geological Society of Minnesota is a nonprofit educational organization in operation since 1938. Our mission has been to promote public interest and to supply educational support in the geological sciences. We sponsor free lectures and labs at the University of Minnesota, conduct statewide and regional field trips, hold classroom presentations for schools, maintain a media library, publish relevant information for public distribution, and maintain and expand upon a series of geological markers throughout the state.' Below this text, there is a section titled 'GSM Seminars' with the following text: 'GSM's seminars with PowerPoint presentations are free and open to the public. They are presented by leading professionals in their fields and are aimed at learners from high school to adult. A question-and-answer sessions follows each seminar. The labs, also free and open to the public, allow a hands-on learning experience and demonstrate the ideas and principles of geology and earth science.' Below the seminars section, there is a link: 'The schedule of seminars and labs for 2019-2020 [here](#)'. At the bottom, it states: 'All seminars and labs are free and open to the public.'

Geological Society of Minnesota x +

Not secure | gsmn.geosocmn.org/home-page-1

Apps Old GSMMN HostMonster New gsmmn Google Learn Python - Full... Bing Other bookmarks

Search 5 / 1 Hello gsmPresident Log out

**ROCK TYPES**

Member Directory Add Item Board Documents Video Library

Home Events Add Field Trip Add Board Minutes Add Link Add Seminar Add News Letter Add Video Library item Add Board Misc Report Add Treasures Report Add Event Notice

**Welcome to the Geological Society of Minnesota**

The Geological Society of Minnesota is a non-profit organization in operation since 1938. Our mission has been to promote public interest in the geological sciences. We sponsor free lectures and labs at the University of Minnesota, conduct annual field trips, hold classroom presentations for schools, maintain a media library, and distribute geological markers through public distribution, and maintain and expand upon a series of geological markers through public distribution.

**GSM Seminars**

GSM's seminars with Public Lectures are free and open to the public. They are presented by leading professionals in their fields and are aimed at learners from high school to adult. A question-and-answer session follows each seminar. The labs, also free and open to the public, allow a hands-on learning experience and demonstrate the ideas and principles of geology and earth science.

**The schedule of seminars and labs for 2019-2020 [here](#)**

All seminars and labs are free and open to the public.

**Note:**

*GSM will make any decision canceling or postponing a lecture due to inclement weather no later than 3:00PM the day of the lecture. This information will be posted on the GSM home page*

gsmn.geosocmn.org/node/add/event-notice

Click "Add Event Notice"

Create Event Notice | Geological x +

Not secure | gsmn.geosocmn.org/node/add/event-notice

Apps Old GSMMN HostMonster New gsmmn Google Learn Python - Full... Bing Other bookmarks

Search 2 / 0 Hello gsmPresident Log out

Home Events Members Links Outreach About GSM Contact

Add content

# Create Event Notice

Title \*

Event Active

N/A

Inactive

Active

Event Notice Message

Source Copy Paste Undo Redo Bold Italic Underline Strikethrough Text color Background color Bulleted list Numbered list Outdent Indent Quote Unquote Table Link Unlink Flag

Format Font Size Text color Background color Styles

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Switch to plain text editor

Text format AllFunctions [More information about text formats ?](#)

- Lines and paragraphs break automatically.

Save Preview

Enter your message in your normal font

Due to the COVID-19 virus, GSM has decided to CANCEL the GSM lecture scheduled for Monday evening, March16. We are hoping that we can reschedule the lecture for one of the alternate Mondays in the next few weeks. You will be informed on this web site if and when this lecture is rescheduled.

Then change your color font to Red, your font name to Trebuchet MS and font size to 14. Example below.

**Due to the COVID-19 virus, GSM has decided to CANCEL the GSM lecture scheduled for Monday evening, March16. We are hoping that we can reschedule the lecture for one of the alternate Mondays in the next few weeks. You will be informed on this web site if and when this lecture is rescheduled.**

Copy the new message.

Create Event Notice | Geological x +

Not secure | gsmn.geosocmn.org/node/add/event-notice

Apps Old GSMMN HostMonster New gsmmn Google Learn Python - Full... Bing Other bookmarks

Search 2 / 0 Hello gsmPresident Log out

## Add content

# Create Event Notice

Title \*

Event Active

N/A

Inactive

Active

Event Notice Message

Source Copy Paste Undo Redo Bold Italic Underline Strikethrough Text color Background color Bulleted list Numbered list Link Unlink Text color Background color Text color Background color

Normal Font Size A- A+ Styles

**Due to the COVID-19 virus, GSM has decided to CANCEL the GSM lecture scheduled for Monday evening, March 16. We are hoping that we can reschedule the lecture for one of the alternate Mondays in the next few weeks. You will be informed on this web site if and when this lecture is rescheduled.**

body p span span strong span span span span

Switch to plain text editor

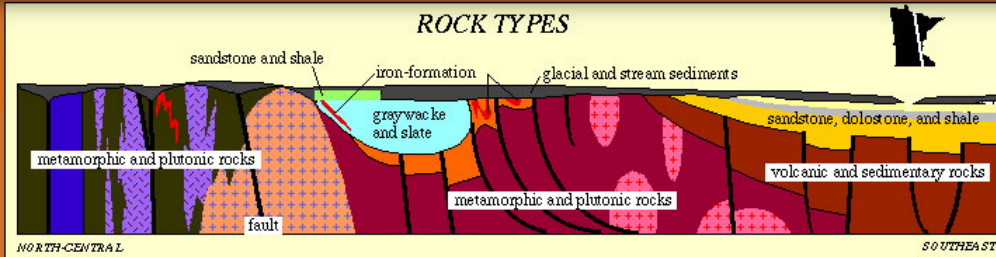
Text format AllFunctions

- Lines and paragraphs break automatically.

Click "Save"

More information about text formats ?

Save Preview



- Member Directory
- Add Item
- Board Documents
- Video Library
- Home
- Events
- Members
- Links
- Outreach
- About GSM
- Contact

✔ Event Notice *Cancel March 16 lecture* has been created.

# Cancel March 16 lecture

View Edit Track

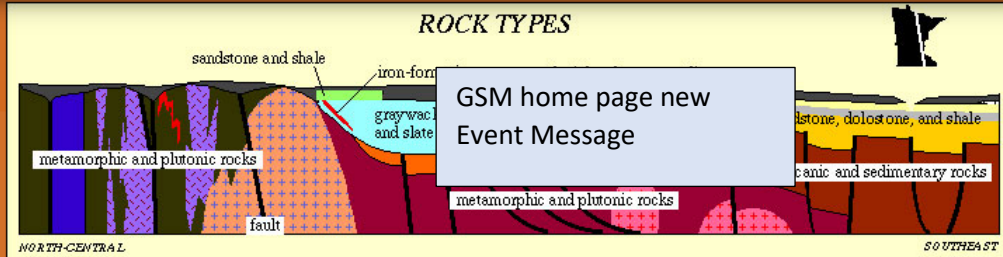
Created

**Event Active:**

Active

**Event Notice Message:**

**Due to the COVID-19 virus, GSM has decided to CANCEL the GSM lecture scheduled for Monday evening, March 16. We are hoping that we can reschedule the lecture for one of the alternate Mondays in the next few weeks. You will be informed on this web site if and when this lecture is rescheduled.**



GSM home page new Event Message

- Member Directory
- Add Item
- Board Documents
- Video Library
- Home
- Events
- Members
- Links
- Outreach
- About GSM
- Contact

Due to the COVID-19 virus, GSM has decided to CANCEL the GSM lecture scheduled for Monday evening, March 16. We are hoping that we can reschedule the lecture for one of the alternate Mondays in the next few weeks. You will be informed on this web site if and when this lecture is rescheduled.

## Welcome to the Geological Society of Minnesota

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### GSM Seminars

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The schedule of seminars and labs for 2019-2020 [here](#)

All seminars and labs are free and open to the public.