

Procedure to update 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 the website of the Geological Society of Minnesota. The browser address bar displays "gsmn.geosocmn.org/home-page-1". The page features a header with the society's logo on the left and a geological cross-section diagram titled "ROCK TYPES" on the right. The diagram labels various rock types such as "sandstone and shale", "iron-formation", "glacial and stream sediments", "graywacke and slate", "metamorphic and plutonic rocks", "sandstone, dolomite, and shale", and "volcanic and sedimentary rocks". Below the diagram is a navigation menu with items like "Member Directory", "Add Item", "Board Documents", "Video Library", "Home", "Events", "Members", "About GSM", and "Contact". A dropdown menu is open under "Board Documents", listing "Board", "Treasure Reports", "List Event Notices", "Board Reports", "Booth Setup", and "Update Newsletter". A red arrow points from a callout box to the "List Event Notices" option. The callout box contains the text: "Click 'Board Documents', then 'List Event Notices'".

Geological Society of Minnesota

ROCK TYPES

Member Directory Add Item Board Documents Video Library

Home Events Members Board About GSM Contact

Treasure Reports

List Event Notices

Board Reports

Booth Setup

Update Newsletter

Click "Board Documents", then "List Event Notices"

Due to the COVID-19 virus, GSM has been postponed until Monday, March 16. We are hoping that we will be able to resume our regular schedule in a few weeks. You will be informed as soon as we have a date. A GSM lecture scheduled for Monday evening, March 16, has been postponed for one of the alternate Mondays in the next few weeks. This lecture is rescheduled.

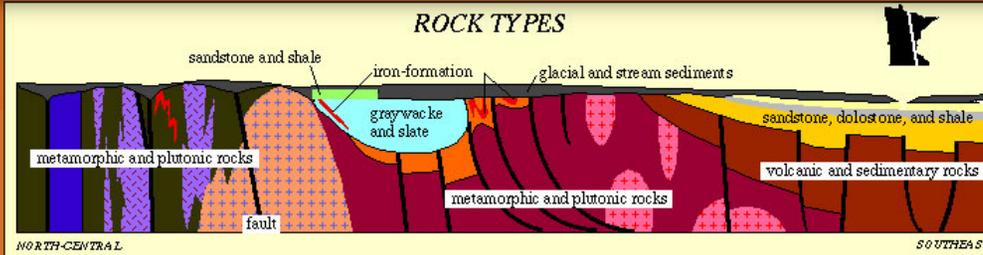
Welcome to the Geological Society of Minnesota

The Geological Society of Minnesota is a non-profit organization in operation since 1938. Our mission has been to promote public interest 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.

**GSM Seminars**

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 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](#)



- Member Directory
- Add Item
- Board Documents
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- Links
- Outreach
- About GSM
- Contact

# Cancel March 16 lecture

[View](#) [Edit](#) [Track](#)

Click "Edit"

**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.

1 read

**Enter your message in your normal font**

Due to COVID-19, the GSM Board has cancelled the remainder of our spring lecture schedule, March 16, March 30, April 13, and our Spring Banquet on April 27. We are looking into rebooking these talks for the 2020-2021 schedule.

Looking ahead to what will hopefully be happier and safer times, we plan to start the fall schedule with our Fall Banquet on Monday, September 21 at U Garden Restaurant, with lectures every 2 weeks following until December 14.

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

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**Copy the new message**

Cancel March 16 lecture | Geolog x +

Not secure | gsmn.geosocmn.org/node/9764/edit

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

Search 0 / 1 Hello gsmPresident Log out

## Cancel March 16 lecture

View Edit Track

Title \*

Cancel 2019-2020 lecture series

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 | Indent left | Indent right | Quote | Link | Unlink | Table | Table of contents | Smiley | Insert | Help

Format | Font | Size | Text color | Background color | Styles

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Switch to plain text editor

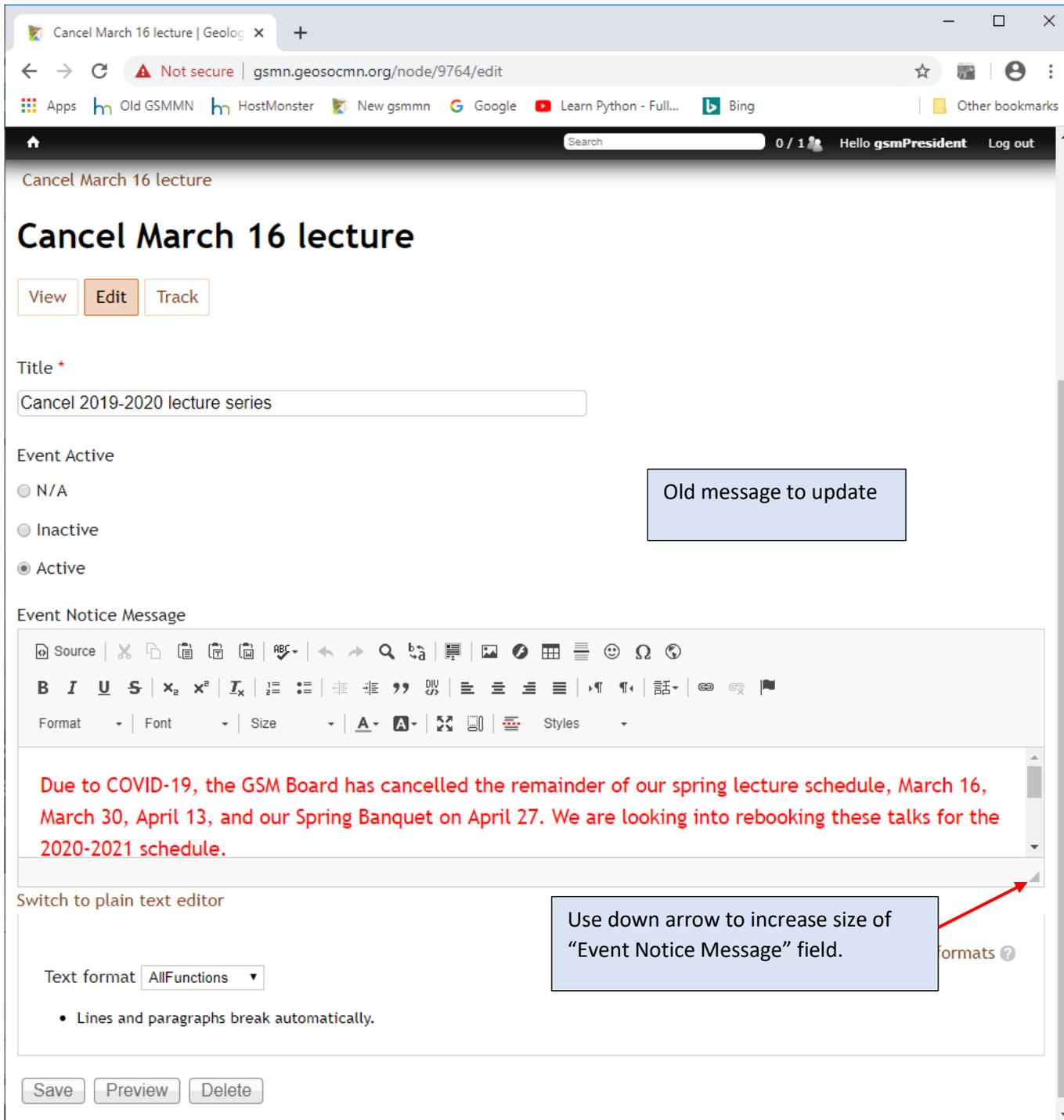
Text format AllFunctions

- Lines and paragraphs break automatically.

Save Preview Delete

Old message to update

Use down arrow to increase size of "Event Notice Message" field.

The image shows a web browser window displaying a content management system interface for editing a page titled "Cancel March 16 lecture". The browser's address bar shows the URL "gsmn.geosocmn.org/node/9764/edit". The page has a dark header with a search bar, user information "Hello gsmPresident", and a "Log out" link. Below the header, the page title "Cancel March 16 lecture" is displayed in large black font. There are three buttons: "View", "Edit" (highlighted in orange), and "Track". The "Title" field contains the text "Cancel 2019-2020 lecture series". Under "Event Active", the "Active" radio button is selected. The "Event Notice Message" field is a rich text editor with a toolbar and contains a red-colored paragraph of text. A blue callout box with a red arrow points to the bottom right corner of this field, containing the text "Use down arrow to increase size of 'Event Notice Message' field." Another blue callout box is positioned to the right of the "Event Active" section, containing the text "Old message to update". At the bottom of the page, there are "Switch to plain text editor" options, a "Text format" dropdown set to "AllFunctions", a list item "Lines and paragraphs break automatically.", and "Save", "Preview", and "Delete" buttons.

Cancel 2019-2020 lecture series | x +

Not secure | gsmn.geosocmn.org/node/9764/edit

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

Search 1 / 1 Hello gsmPresident Log out

View Edit Track

Title \*

Cancel 2019-2020 lecture series

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N/A

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Event Notice Message

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Format | Font | Size | Text color | Background color | Styles

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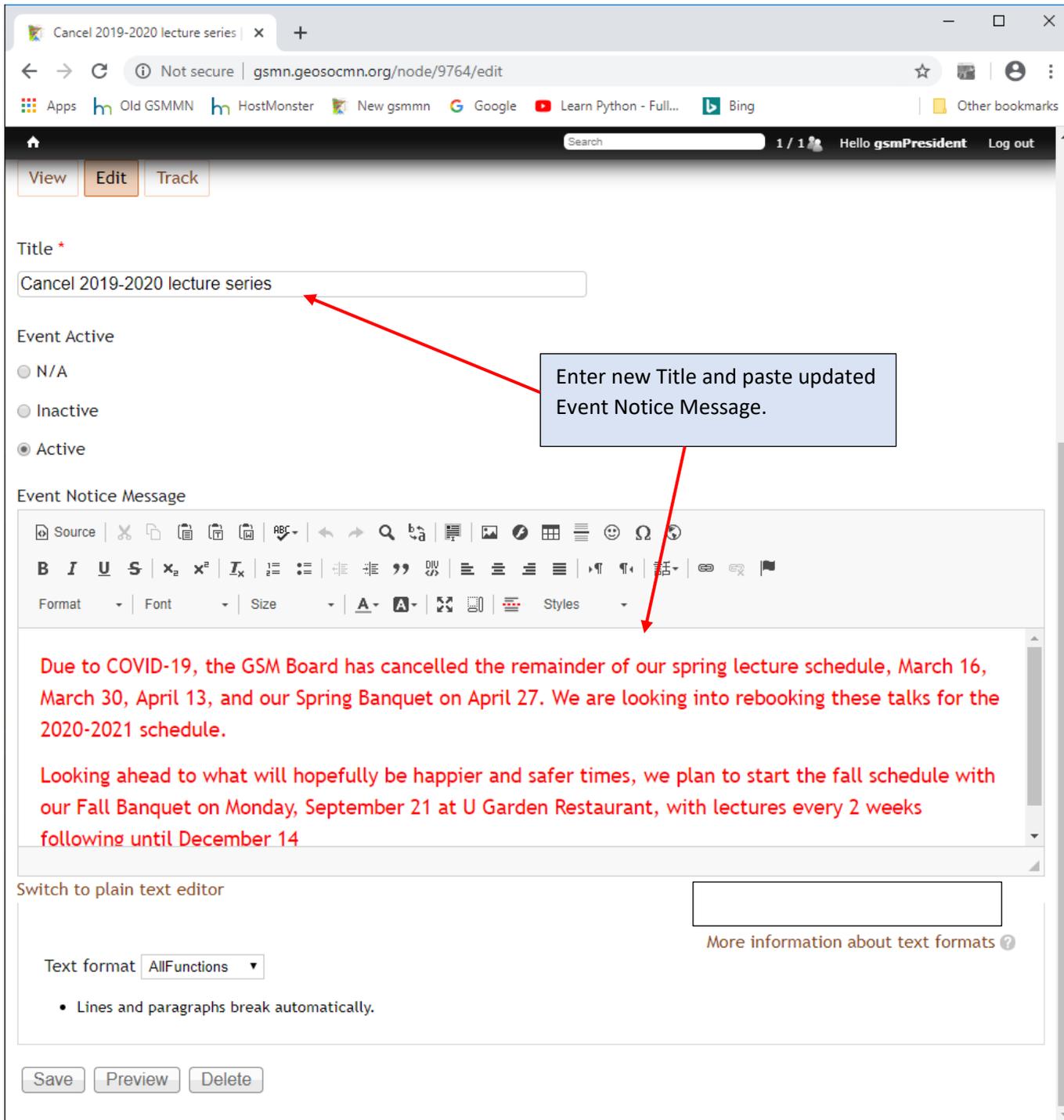
Switch to plain text editor

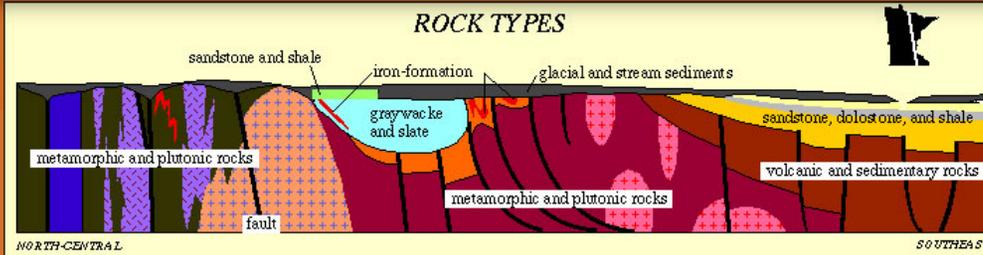
Text format AllFunctions

- Lines and paragraphs break automatically.

More information about text formats ?

Save Preview Delete





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Event Notice *Cancel 2019-2020 lecture series* has been updated.

# Cancel 2019-2020 lecture series

View Edit Track

Event Active:

Active

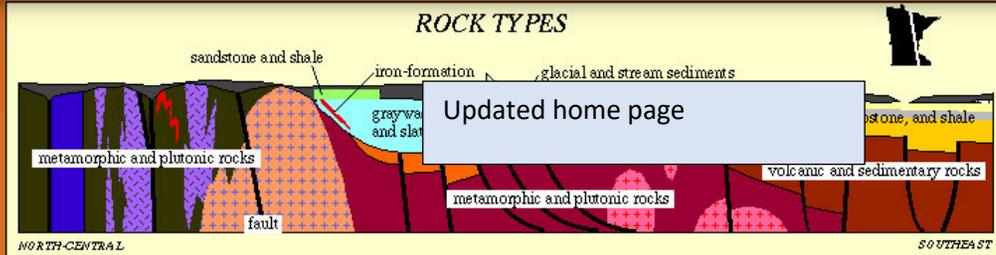
Updated.

Event Notice Message:

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3 reads



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