

To schedule an Event on the Viewpoint HOA Clubhouse Calendar

Check the online calendar at viewpointhoa.org to see if the time slot you want is available.

To schedule (or cancel) your meeting, send an email to

viewpointwebguy@yahoo.com

Include the following information:

- A short name for the event
- The date of the event
- Start and end times
- If it is a repeat event, include that info
- Don't forget to include your name

Your event will appear in the online calendar within 24 hours. If there is some conflict or problem (unlikely, if you checked that the desired time slot was free), you will receive an email explaining the problem. After you have filled in the information in the email, don't forget to click the send button.