**Instructions for editing the service history:**

1. Go the web site members only area and log in as you would normally
2. Go to the service history tab and the year and type of event you want to add (call out, drill, event)
3. At the bottom left, below the table, you should see the word edit - click on it (*if you don’t see edit, your access level is not set correctly – contact* *webmaster@hopeaacr.org* *for this*)



1. Then go down to the Table Manipulation section and click “Add” to add a row.



1. Now fill in the added blank row (should be at the bottom of the table) and then click on
“Save Changes” at the top or bottom of the page.
2. If the dates are out of order (should be newest first), you can use the sort tool to refresh the sort, and then click update changes again. Choose descending order.
3. Notes on content:
	1. Only enter the start date of the event.
	2. Use the format of all the other entries for the date.
	3. When viewing on the web page, the row should not be more than 5 rows long. This should be a brief description of the event.
	4. No personal information should be included about the individuals served.
	5. No agency contact individual names should be listed or other AACR/AAT groups could use our work to get themselves called out.