Adding Calendar Events to Digital Cheetah

Who Can Add an Event: Chapter President, Age Group Chair, Committee Chair, & Technology Chair

Website Process Steps:

1. Log into Digital Cheetah (https://jackandjillinc.memberportal.org)
2. Under Calendars, select the appropriate calendar for your age group
   a. Utilize South Belt Houston to communicate chapter wide events
3. Under Manage, select "Add Event"
4. Complete the Event Details page
   a. Please check if your location is already in the system before completing the event details. If it's not listed, select Add Location and enter details and then come back and create your event.
5. Choose Save

App Process Steps

1. Open the Digital Cheetah app
2. Select Member Portal
3. Under Calendars, select the appropriate calendar for your age group
   a. Utilize South Belt Houston to communicate chapter wide events
4. Under Manage, select "Add Event"
5. Complete the Event Details page
   a. Please check if your location is already in the system before completing the event details. If it's not listed, select Add Location and enter details and then come back and create your event.
6. Choose Save