

a) Viewing your Group Record

To view the **Group Record** for your Group, click on the Group name in the Groups List (see GL.1), or elsewhere where Group names are shown. Groups for which you are a Leader or for which you have editing rights are **highlighted blue**.

Each Group Record comprises four sub-pages:

- **Details** see GL.2
- **Schedule** see below
- **Members** see GL.4
- **Ledger** see GL.5

You can select between these on the row beneath the Group Record title. The active sub-page has its name in black.



Note: The things that you can view and the operations that you can perform may differ from those described below, according to the System Access and Privileges allocated to your Role by your U3A Committee.

b) Editing the Group Schedule

The Group **Schedule** page holds details about future meetings and events. The meetings on your Group Schedule will also be displayed on your U3A’s main **Calendar** (see GL.9).

Group Record for Architecture				
Details		Schedule		Ledger
Group Schedule				
<input type="checkbox"/> Show Detail				
Date & Time	Until	Venue	Topic	Enquiries
Tue 12 Mar 2019 14:00	16:00	Corn Exchange - map	English castles talk	Edmund on 0123 456 245
Tue 9 Apr 2019 14:00		Meet at the venue	Demoton Castle tour	Edmund on 0123 456 245
Tue 14 May 2019 14:00		Meet at the venue	Demoton Church tour	Edmund on 0123 456 245

To show extra detail about the meetings where this is available, tick **Show Detail**.

Group Record for Architecture				
Details		Schedule		Ledger
Group Schedule				
<input checked="" type="checkbox"/> Show Detail				
Date & Time	Until	Venue	Topic	
Tue 12 Mar 2019 14:00	16:00	Corn Exchange - map	English castles talk	
		A talk by Bob Morrison. Cost £3.		
Tue 9 Apr 2019 14:00		Meet at the venue	Demoton Castle tour	
		Guided tour, cost £5. Meet outside the gates at 1:50pm.		
Tue 14 May 2019 14:00		Meet at the venue	Demoton Church tour	

Clicking on any green “map” text (if displayed) will open a map of the venue in *Streetmap*.

c) Adding a new Event

To add a single meeting/event, click in the **First date & time** field to select the date and time:

A calendar for the current month will be presented.

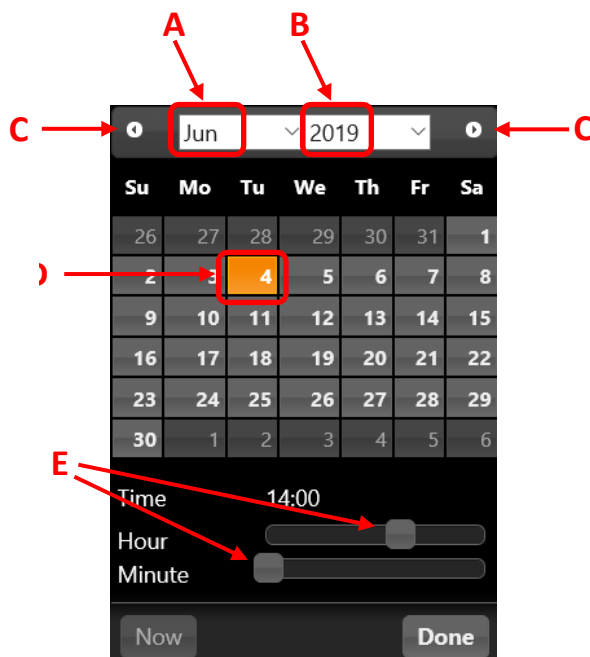
Click on the drop-down lists to change the **Month** [A] and **Year** [B],

or use the right and left arrows [C] to go forward or back by one month at a time.

Click to select the required **Day** [D].

The **Start Time** displayed will be copied from the default time on the Details page. The **Hour** and **Minute** can be changed by dragging the sliders [E] to the left or right.

When the required date and time have been chosen, press the **Done** button.



- The **End time**, **Venue** and **Contact** fields will be copied from the default time on the Details page but can be changed if required.
- The contents of the **Details** field may be visible to U3A members or the public, depending on how your U3A's *Public Links* are configured, so be aware of this if wishing to include personal information. There is also a box that you can tick to exclude the event from your U3A's Public Calendar.
- You don't need to do anything with the other fields on this page – they have no effect when creating a single event.

The image shows a web form titled "Add Events". The form has several fields: "First date and time" with a date-time picker set to "04/06/2019 14:00"; "then every" with a dropdown set to "2" and "Weeks"; "Until" with two radio buttons: "Number of events" (selected) with a dropdown set to "1", and "Not beyond" with a date field set to "31/5/2019"; "End time" with a dropdown set to "16:00" and an unchecked checkbox "Exclude from public calendar"; "Venue" with a dropdown set to "Corn Exchange"; "Enquiries" with a text field containing "Edmund on 0123 456 245"; "Topic" with a text field containing "St. Pancras Station talk"; and "Details" with a large text area containing "Illustrated talk by Mr John Betjeman." At the bottom, there is a note: "To add a single event, set Number of Events to 1" and an "Add Events" button.

After completing the required fields, press the **Add Events** button to create the single event.

d) Adding Multiple Events

If your meetings are held on a regular basis, you can create multiple events covering the forthcoming months at the same time, e.g. every 4 weeks, every 2 months, etc.

After choosing the date and time for the first event, you may specify the frequency of following events by entering a number in the **then every** field (or use the up and down arrows to increase/decrease the displayed number) and then select days, weeks or months from the drop-down list:

The screenshot shows the 'Add Events' form with the following fields: 'First date and time' set to '09/07/2019 14:00', 'then every' set to '2', and the frequency dropdown set to 'Weeks'.

In the example below the system has recognised the significance of the first date and has presented the additional option of *2nd Tue of each month*.

The screenshot shows the 'Add Events' form with a dropdown menu open. The 'then every' field is set to '1'. The dropdown menu options are: Days, Weeks, Months, and 2nd Tue of each month. The 'Number of events' field is set to '1' and the 'End time' is set to '16:00'.

The number of events to be created can be controlled by entering a specific number of events (the system allows multiples up to 15) or specifying up to a selected end date.

The screenshot shows the 'Until' field with two radio buttons. The 'Number of events' radio button is selected and set to '1'. The 'Not beyond' radio button is also selected and set to '10/12/2019'.

When you have completed all the required fields, press the **Add Events** button to create the new events.

If the details for all the events are not exactly the same or some of the dates need to be changed, you may have to edit the individual events as described below.

e) Changing Events

- To change an event click **edit** at the row end, make the changes and then press the **Update** button.
- To delete an event click **delete** at the row end.

Group Schedule		
<input type="checkbox"/> Show Detail		
Topic	Enquiries	
English castles talk	Edmund on 0123 456 245	edit delete
Demoton Castle tour	Edmund on 0123 456 245	edit delete
Demoton Church tour	Edmund on 0123 456 245	edit delete
St. Pancras Station talk	Edmund on 0123 456 245	edit delete