## a) Viewing the Calendar

The **Calendar** is a chronological list of meetings and events. All events from the Group Schedules are incorporated automatically into the calendar. In addition, it is possible to add 'Open' meetings.

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.

The calendar shows events between the displayed dates, which defaults to the next 3 months. You may change the dates in the **From** and **To** fields.

Calendar								
	S	how: • all • for me	ember	V Venue Bowls Club	✓			
			From 10/03/2019	To 08/06/2019				
			Show	Detail				
Date & Time	Until	Group	Venue	Topic	Enquiries			
Mon 11 Mar 2019 14:00		Family History	The Feelgood Centre - map	Topio	Sammy on 0123 357 8521			
Tue 12 Mar 2019 09:00		Bird Watching		Trip to Colwick Country Park	Albert on 0123 222 4585			
Tue 12 Mar 2019 14:00	16:00	Architecture	Corn Exchange - map	English castles talk	Edmund on 0123 456 245			
Wed 13 Mar 2019 11:00	13:00	Book Group 1	Library - map	1984 by George Orwell	0123 987 6542			
Thu 14 Mar 2019 10:00	12:00	Discussion	Private House	Brexit	Mike on 0123 321 4569			
Thu 14 Mar 2019 13:30		Basketball	Leisure Centre - map		Sammy on 0123 357 852			
Thu 14 Mar 2019 19:00	21:00	Rummikub And Canasta	The Feelgood Centre - map	Rummikub this week	Don on 0123 987 3214			

By ticking Show detail, you will see additional detail for any events where this has been added.

				Show De	etail	
Date & Time	Until	Group	Venue		Topic	
Mon 11 Mar 2019 14:00	16:00	Family History	The Feelgood Centre - map			
Tue 12 Mar 2019 09:00		Bird Watching			Trip to Co	olwick Country Park
		Make your own way there.	Please contact Albert	if you would l	ike a lift.	
Tue 12 Mar 2019 14:00	16:00	Architecture	Corn Exchange - map	)	English c	astles talk
		A talk by Bob Morrison. Co	ost £3.			
Wed 13 Mar 2019 11:00	13:00	Book Group 1	Library - map		1984 by (	Georae Orwell

At the top of the page you can choose to:

- Show all events between the displayed dates [A]
- Show events for groups of which an individual is a **Member** select their name from the drop-down list [B]
- Show events that take place at a selected Venue [C]

_	A	B	C
Sh	iow: 🔍 all	for member Allen, Bill	✓ venue Corn Exchange ✓
		From 10/03/2019	To 08/06/2019
		🗆 s	how Detail
ntil	Group	Venue	Topic
:00	Architecture	Corn Exchange - map	English castles talk
00	Architecture	Corn Exchange - map	St. Pancras Station talk

- You may go directly to an Event Record (perhaps to edit it) by clicking the event's date/time in the list [D]
- You may go to a Group Record by clicking the Group name [E]
- You may go to a **Venue Record** by clicking the Venue name [F]
- Where a Venue's postcode is recorded, a **map** link will display a map of the location in *Streetmap* [G].

D		E		G	
					<u>\</u>
	Tue 12 Mar 2019 14:30	16:00	Poetry Appreciation	A me	nber's house
	Wed 13 Mar 2019 10:00	12:00	Making Music For Fun	Nethe	rield Baptist Church - map
	Wed 13 Mar 2019 14:00	16:00	Scrabble	The V	Villowbrook - map
	Wed 13 Mar 2019 14:00	16:00	Bridge and Whist	The V	Villowbrook - map
	Thu 14 Mar 2019 09:30		Cycling For Fun	Meet	at 50 Willow Road, Carlton - map

## b) Downloading the calendar

Click **Download PDF** at the bottom of the calendar to download the displayed events.

Carlton Fire Sta	tion - ma	р				
The Willowbrook	k - map					
Venue					Topic	
			Download PDF			
	Home	-	Groups	-	Oper	n Meetings



## U3A Doc Team Demoton U3A Calendar 10/03/2019 to 08/06/2019

	Date & Time	Until	Group	Venue	Topic	Enquiries
	Mon 11 Mar 2019 14:00	16:00	Family History	The Feelgood Centre		Sammy on 0123 357 8521
н	Tue 12 Mar 2019 09:00		Bird Watching		Trip to Colwick Country Park	Albert on 0123 222 4585
	Tue 12 Mar 2019 14:00	16:00	Architecture	Corn Exchange	English castles talk	Edmund on 0123 456 245
н	Wed 13 Mar 2019 11:00	13:00	Book Group 1	Library	1984 by George Orwell	0123 987 6542
	Thu 14 Mar 2019 10:00	12:00	Discussion	Private House	Brexit	Mike on 0123 321 4569
	Thu 14 Mar 2019 13:30		Basketball	Leisure Centre		Sammy on 0123 357 8521
	Thu 14 Mar 2019 19:00	21:00	Rummikub And Canasta	The Feelgood Centre	Rummikub this week	Don on 0123 987 3214
	Fri 15 Mar 2019 19:00			Leisure Centre	U3A Quiz	Neil on 0123 654 8974
	Sun 17 Mar 2019 14:30	16:30	Bible Study	Friends Meeting House		Henry on 0123 654 8742
	Wed 20 Mar 2019 09:00		Trips & Visits	Meet at Rainy Road car park	Trip to Harlaxton Manor	Edmund on 0123 555 8888
	Thu 21 Mar 2019 10:30	12:30	General Meeting	St Saviours Hall	Speaker, Eric Jones: Online security	Thomas on 0123 952 7851
	Thu 21 Mar 2019 19:00	21:00	Rummikub And Canasta	The Feelgood Centre	Canasta this week	Don on 0123 987 3214
	Fri 22 Mar 2019 11:00	12:30	Book Group 2	Private House	Readers choice	Alan on 0123 827 2541
	Mon 25 Mar 2019 14:00	16:00	Family History	The Feelgood Centre		Sammy on 0123 357 8521
	Wed 27 Mar 2019 11:00	13:00	Book Group 1	Library	The Colour of Magic by Terry Pratchett	0123 987 6542
	Thu 28 Mar 2019 09:00		Striders Walking	Meet at Ranmoor Road car park	Tissington Trail walk	Edmund on 0123 555 8888

## c) Open Meetings

Open Meetings are those not related to a specific Group.

Click **Open Meetings** at the top or bottom of the Calendar page to open a list of open meetings. The display is similar to that for Group Events (see 5.3).

You may add, edit and remove Open Meetings in the same way as for Group Events (see 5.3).

Open Meetings & Events									
Show Detail									
Date & Time	Until	Venue	Topic				Enquiries		
Fri 15 Mar 2019 19:00 Leisure Centre - ma			ар	U3A Quiz			Neil on 0123 654 8974		
Fri 14 Jun 2019 19:00		Leisure Centre - ma	ар	U3A Quiz				Neil on <u>0123 654 8974</u>	
Fri 13 Sep 2019 19:00		Leisure Centre - ma	ар	U3A Quiz				Neil on <u>0123 654 8974</u>	
Date & Time	Until	Venue		Topic				Enquiries	
				Add Ev	/ents				
First date and time 10/03/2019 10:00 then every 2						Weeks	$\sim$		
		Until	Number of events	Ð	O Not beyor	nd 31/5/2019			
		End time	Exclud	le from public ca	alendar				
		Venue		$\sim$	Enquiries				
		Торіс							
		Details							
	To add a single event, set Number of Events to 1								
				Add Ev	rents				