

How to use the **EVENTS CALENDAR** on the new website

By Jane Waugh

Q: How do I find the Events Calendar?

A: From the Home Page there is a link to either view ALL UPCOMING EVENTS or to view CLUB EVENTS. From the Main Menu, under EVENTS, select the EVENTS CALENDAR

Q: Does it require a password?

A: No, so keep in mind that all the information you submit for an event is available to the public.

Q: Why use it?

A: It's always the most current record of garden clubs, state and national events. The information is available anytime, anywhere, through any online device.

Q: What are the advantages of an online calendar over a list?

A: You can request to look at only State Events or only Club events; The list is sorted for you if you ask. The calendar is perpetual; That means your club event for next May can be added NOW. You can also look at past events if, for example, you want to be reminded of the name of a past speaker. You can add an event automatically to your own online calendar if that's how you keep your personal schedule.

Q: What new information is available (in addition to title, date, time and cost)

A: There are quick automatic links for more information without additional keying, including:

- Link to the website or email or phone of the organization putting on the event
- Link to a form or website for a reservation
- Link to map, website and/or phone number of the venue for the event
- Automatic call to a listed phone number from a mobile phone.

Nearly unlimited space is available to describe an event; it could include an agenda, or a long description of a speaker or type of items being sold at a fundraiser.

Q: I only see a short list; how do I get all this detail?

A: Once you're looking at the list, select/click on one individual event; a great deal more detail will then be visible.

Q: What if I want to look at events for next May? Do I have to scroll through the entire list of events?

A: There are two ways to do that. When viewing the list, click EVENTS FROM and select a date as the new beginning of the list. Or at the top right, change from VIEW AS **List** to **Month**; then select the month you wish.

I hope you find the new calendar useful and interesting.

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