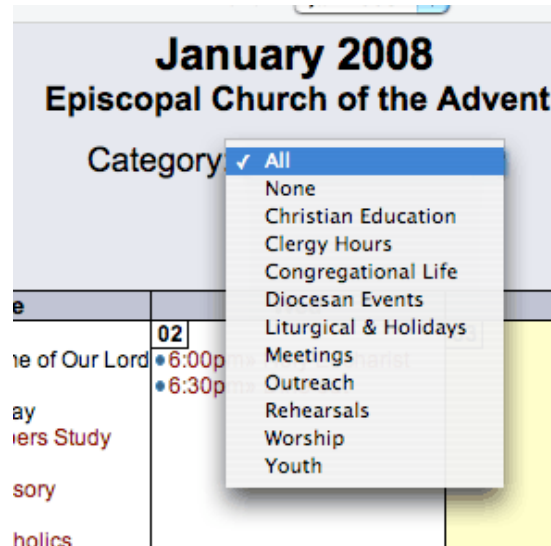


Updated Jan 3, 2008

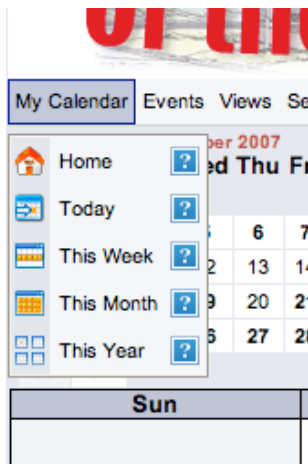
- 1) There sure is a lot of clutter on the calendar. How can I filter things out that I'm not interested in?

Select the "Category" drop-down menu, it has several ways to filter the events. Some events are in more than one category.



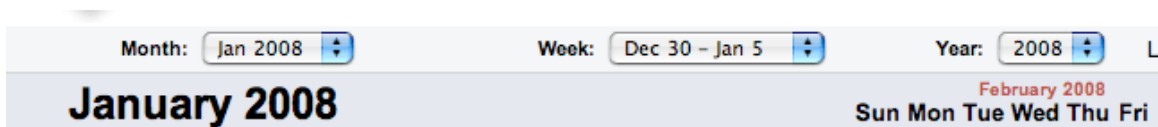
- 2) How do I change the view between Day, Week, Month or Year?

There are three ways (at least).



You can go to the current day, week, month, or year by using the "My Calendar" menu dropdown.

Or you can jump to a specific week, month, or year by picking from the appropriate dropdown lists:



For this to work, you need to pick a DIFFERENT week, month, or year than the one currently shown in the dropdown menu (if you pick the one currently shown in the dropdown, it will just sit there).

You can also click on a day or a month to go to that day or month.

3) I want to go forward to or back using the “Month” dropdown, but it doesn’t go as far as I need to. (This applies to week and year as well.)

Fret not, time is not ending (in either direction), it just only shows part of the list at a time. You have a couple of choices – use the month dropdown to go as far as you can in the direction you want, then do it again (the dropdown will now show more dates in the direction you want to go). The other way is to select the year you want, then select the month from that point.

4) How do I submit events for the calendar?

If you are in charge of some group that regularly schedules events, PLEASE contact Bill Sanders (bsanders@mail.win.org, or at church) to be given access to making entries yourself!

Otherwise, you can click on “Submit an Event”. This will take you to a form that will go to the calendar administrator, Scroll editor, etc.

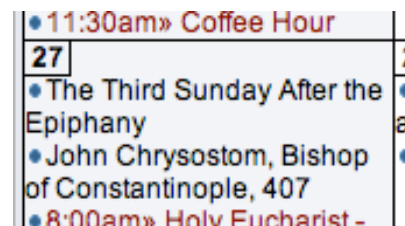
- [Calendar Help for Users](#)
 - [Calendar Help for Administrators](#)
 - [Submit an Event](#)
 - [Room Locations](#)
-

5) How do I view full information about an Event?

Click on the event and it will take you to the full description. Note that there may be links in the description. In addition to “URL” (not shown in this example), there may be links in the Description. Unfortunately, at this time the links are not formatted to be obvious (i.e., they are not underlined). You need to roll your cursor around to find them. I will fix that someday.



6) What are these untimed events (i.e., no time shown) with people’s names or the name of the holy day on them?



You can click on these to learn about major and lesser feast days, and about the saints. If you click on these events, the details of the events will take you to online resources that include the readings for the day and, in the case of the saints, biographical information. These links may not be up-to-date beyond a few months as there is some manual work on the part of the calendar administrator to put them there.