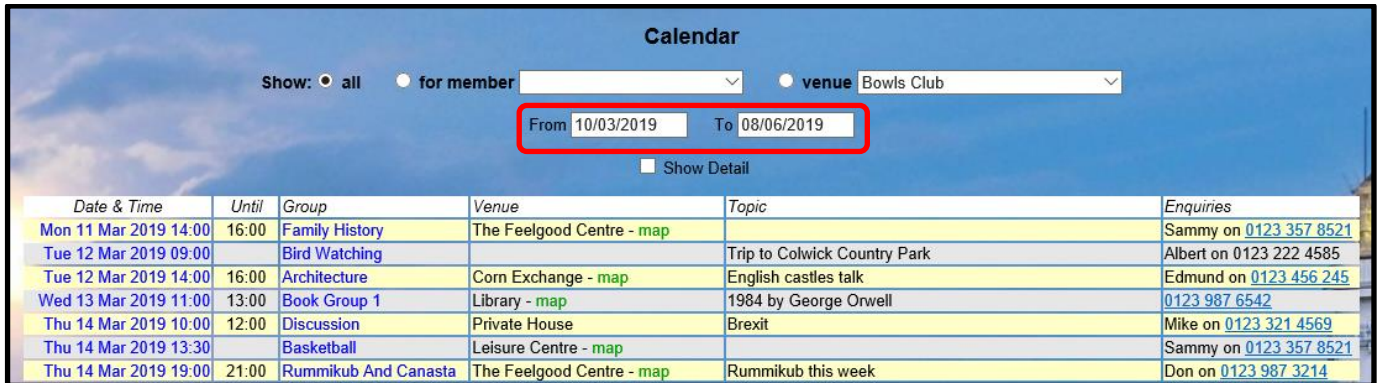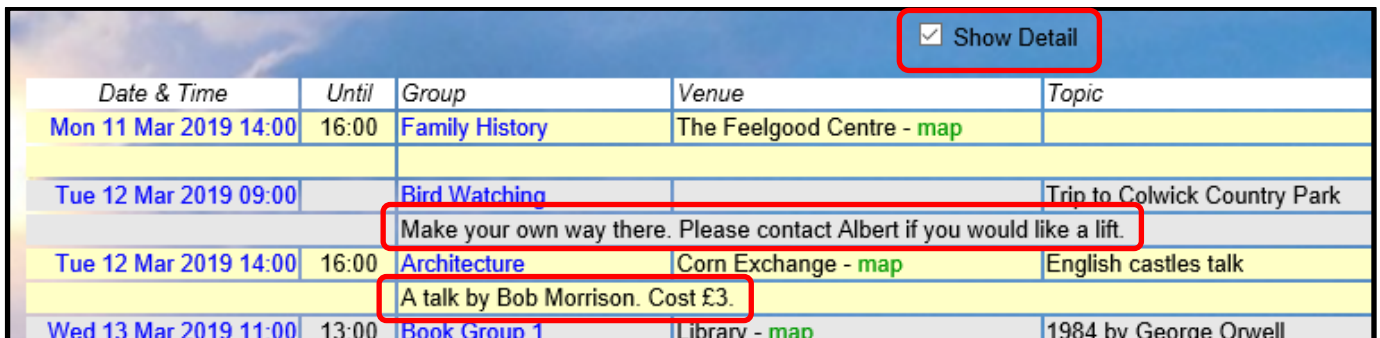## a)　Viewing the Calendar

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.
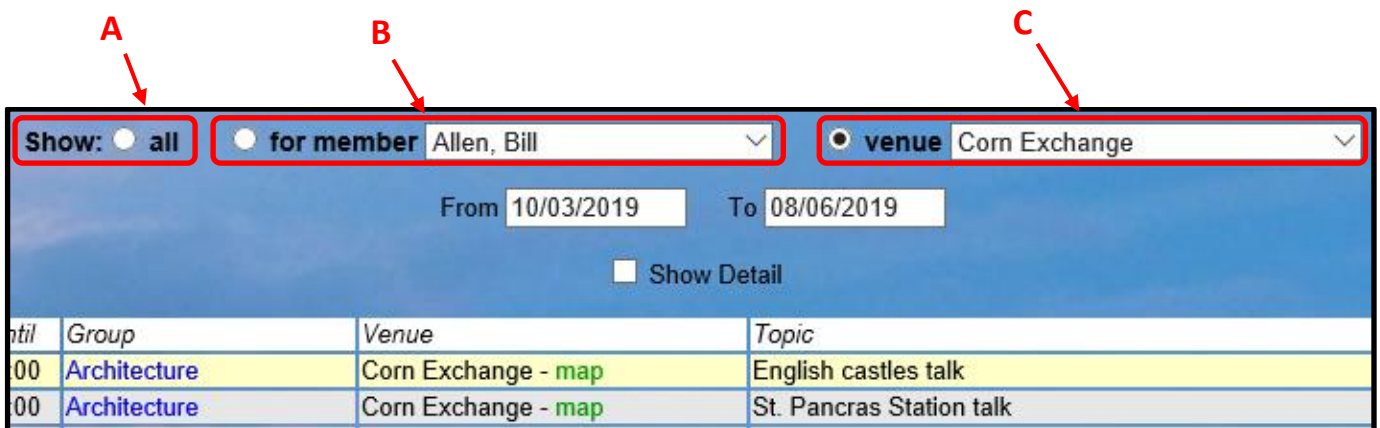

By ticking **Show detail**, you will see additional detail for any events where this has been added.

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]

- 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].

b)   Downloading the calendar

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

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
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
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 - map	U3A Quiz	Neil on 0123 654 8974
Fri 14 Jun 2019 19:00		Leisure Centre - map	U3A Quiz	Neil on 0123 654 8974
Fri 13 Sep 2019 19:00		Leisure Centre - map	U3A Quiz	Neil on 0123 654 8974
Date & Time	*Until*	*Venue*	*Topic*	*Enquiries*

Add Events
First date and time [10/03/2019 10:00]   then every [2]⇕ [Weeks ⌄]
Until   ⦿ Number of events [1]⇕   ○ Not beyond [31/5/2019]
End time   [   ]   ☐ Exclude from public calendar
Venue   [⌄]   Enquiries [   ]
Topic   [   ]
Details   [   ]
To add a single event, set Number of Events to 1
[Add Events]