

I. Looking at the calendar:

A. **Format:** you can change the view for fun or to help organize what you're looking at. Changing this view does not effect what others see.

Block Format : in the "Display" pull down menu, BLOCK shows dates in rows of weeks. This is the standard way you see the calendar.

List: in the "Display" pull down menu, LIST shows all dates, one line after the other. The pop-up text associated with each event is visible for all events at once.

Condensed [List] : in the "Display" pull down menu, CONDENSED shows all events, one line after the other and displays pop-up text and any photos attached to an event, but **eliminates** blank dates.

Time Plan: in the "Display" pull down menu, TIME PLAN shows every hour of the day with each date in a separate column.

Planner: in the "Display" pull down menu, PLANNER separates events as to the sub-calendars that the event originated on. The main calendar shows the different sub-calendars by coloring the events.

MiniCal: in the "This Calendar" bar, MINICAL opens a small window with the current month's dates showing and a list of today's events. Click on any other date for that day's list of events. This window will remain open and active even when the main browser window is closed. You may also ask the administrator about installing this "live" calendar directly on any website you administer.

B. **Time Period** limits the number of days shown your screen at one time

Day

Week

Month

Quarter and **Year** – events are shown by color only. Look at the high school calendar to see where this is most effective

<http://www.waupacaevents.com/cgi-bin/Calcium310.pl?CalendarName=WHS&Op=ShowIt&NavType=Absolute&Amount=Year&Type=Block>

Relative -- use this if you want the current week to appear in the first row of a block-style calendar.

C. **Filter:** In the “This Calendar” section, choose OPTIONS. Then EVENT FILTER or SOURCE FILTER to show only categories you are interested in. (i.e. LIBRARY and SCHOOLS_ELEMENTARIES and ARTS , for instance.) To filter for

D. **Sub-calendars:**

In the “System Options” section, choose SELECT CALENDAR. You can view calendars that have more detail than is possible to present on the main one. Only high school varsity home games are shown on the main calendar, but go to the WHS sub-calendar and you’ll see Freshmen, JV, & Varsity games, both home and away, plus other high school events. If you want to bookmark or save to your favorites, use this format (being careful of spaces or underlines in the sub-calendar name that you insert at the end of the string instead of WHS in this example.

<http://www.waupacaevents.com/cgi-bin/Calcium310.pl/WHS>

Sub-Calendars for your group: If your organization or area-of-interest could use a subcalendar for its own that automatically exports major events to the main www.WaupacaEvents.com calendar, you can have one for your own purposes. Take a look at the WHS:

<http://www.WaupacaEvents.com/WHS.html>

Only about 6 events per month show on the main calendar, yet they can fit a hundred of their own meetings and classes in their sub-calendar *and they can import events from any of the other calendars* – if they want to have Middle School events appear so they can check for conflicts with their own events, they can do so.

E. **Photographs:** The photo at the top, a current Waupaca scene, changes once a week or more often. See past photos in the “System Options” section, by choosing

SELECT CALENDAR or use the `_ARCHIVED_PHOTOS` links on the Main Calendar page.

F. Spanish:

View the events as a list with all the pop-up information in Spanish. Only part of the calendar is translated at one time. You will find a continuation arrow to convert the next section. In many browsers you can also continue to see Spanish in web pages that appear in the pop-up text.

You may also be able to see it in the other languages offered. Riverside Medical Center's entire site can be viewed in Italian in this fashion if your browser allows it. This machine translator is persnickity and you may need to coax it along by clicking TRANSLATE again when you reach the World Lingo page.

II. Searching

A. Single word: Click on SEARCH or

In the THIS CALENDAR bar, click on OPTIONS and choose the 3rd item, SEARCH FOR EVENTS. Enter any single word and choose EITHER to include searching all the pop-up text as well as the main event text. Then choose the category or categories you are interested in (or select no category name to include the entire calendar in your search.) Now choose the date range you wish to search. Click SEARCH and wait for the calendar to reload showing a list of events contains that string of letters. To return to the standard view of the calendar, click RETURN TO THE CALENDAR at the very bottom of the list of events you just generated.

B. One word OR another word : Click on SEARCH or

In the THIS CALENDAR bar, click on OPTIONS and choose the 3rd item, SEARCH FOR EVENTS. Enter two or more words separated by the vertical bar (shifted backslash). Choose EITHER to include searching all the pop-up text as well as the main event text. Check the REGEX box. And finally choose your date range. Click SEARCH and wait for the calendar to reload showing a list of events contains that string of letters. To return to the standard view of the calendar, click RETURN TO THE CALENDAR at the very bottom of the list of events you just generated.

C. One word AND another word

III. Email reminders

Single events: click on any underlined event in the calendar and you will see additional pop-up information. In addition you will find a box in which you may

enter your email address. The calendar will automatically send an email reminder notice to you 2 days before that event occurs.

Entire event categories: Click on NOTIFY ME or

Click OPTIONS and choose SUBSCRIPTION. You may choose to receive email reminders before all events in a specific category, even for those events not yet posted. Or for all events in a calendar. Note that some events on the Main Calendar originate on a sub-calendar (all high school events, for example.) You must go to that sub-calendar first to subscribe to a full category of events for that calendar. At any time you can return to SUBSCRIPTIONS and remove your email address.

IV. **Printing**

A. Printer friendly: Click OPTIONS and choose PRINT to eliminate printing the top photo or to print in black and white. If you have sorted or filtered the calendar to show just hockey, for instance, that's what you will get on the printed calendar.

B. Screen capture: Alternatively, and this works for any web page, press CTRL + ALT+ PRNTSCR on your keyboard. This captures a "picture" of your active window. You can now PASTE in into any application you want : a WORD document, or a photo editor (where you may crop to just what you need) and save it as a JPG file.

V. **Adding events**

A. Click on any date and you may add your own non-commercial events, even as an anonymous person. Limit your organizations postings to about 4 to 6 a month, unless you have a sub-calendar for unlimited postings. The events you add will be invisible for about 24 hours until they come through the Calendar Administrator's email to be authorized – to prevent inappropriate material. If you are a regular user you may write to the Calendar Administrator and request a password which will allow your events to be visible instantly to all viewers. All that's free, but if your group wants a sub-calendar it's \$20 per month – write to waupacaevents@yahoo.com

B. Event text vs. pop-up text: Enter a couple words describing the event. Put the rest of the information in the pop-up area – a whole paragraph if you want. Any email addresses will become automatic links as well as any web page addresses.

C. Pop-up text idiosyncrasies. Google does not pick up words that are in pop-up text. People can sign up for individual event reminders ONLY if there is pop-up text associated with the event. If you want people clicking on the event to go directly to a web page just enter that web address in the pop-up – but then folks will not be able to sign up for an event reminder. Photos may be associated with events, but you must send them to the calendar administrator for authorization and posting.

D. Accompanying email. When adding an event, you will find the option to send notification to email addresses of your own choosing (even your own) so folks get the notice at the same time that you enter it on the calendar. You may develop a whole group of addresses to send at once.

VI. **Mini-Calendar Link:**

- If you've come this far you deserve this neat link for your own web page. Instead of linking in the normal way to www.WaupacaEvents.com paste the following into your web page coding. It's a live mini-calendar that shows a small monthly calendar with clickable dates plus a list of today's events. It's directly linked to the www.WaupacaEvents.com calendar and new events will show there just as they do on the big calendar.