The GMN Events calendar

Instructions for use

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Introduction

Greater Manchester North Scouts have just introduced an events calendar highlighting everything that is going on at a District and County level (plus an overview of region events). This document explains, to Events Co-ordinators and other interested parties, how to view it, how to update it and how to make sure everyone knows what is going on

What is the Events calendar?

The Events calendar is a web based tool which can display events from the NW Region, County and all Districts. It is accessed by a link (see below) using any standard web browser on a PC, a tablet or a phone.
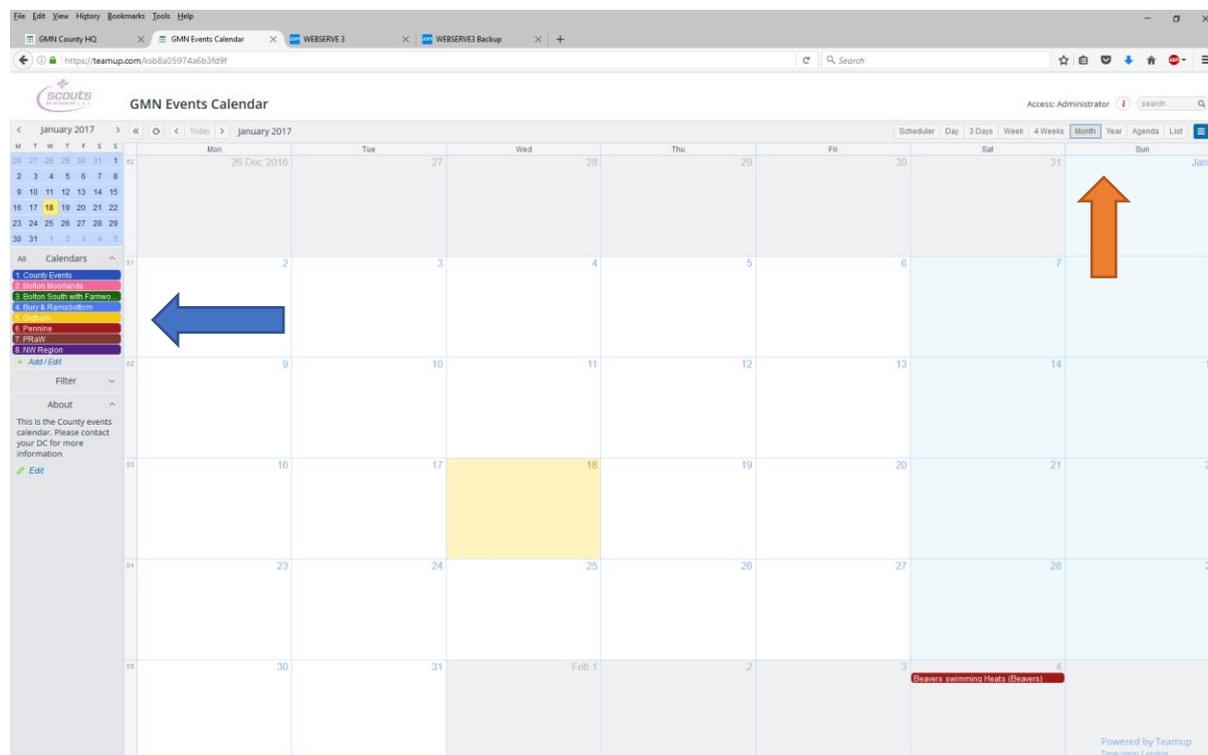
When you access it, it will look like this:

Figure 1 - Main Calendar window

As you can see, there are several parts to this.

- The main part shows the calendar. It can display it in week, month or year view and you change it by clicking on the correct view name as pointed to by the orange arrow above.
- On the left had side there is a list of the districts and their colours (pointed to by the blue arrow). If you want to hide a view, click on the relevant name. Click on it again to unhide it.
- You can also search for different types of events by putting the text into the search box (pointed to by the green arrow) and click the little search icon next to it. That will then show you an agenda view of all the events it found. If you think there may be more, just change the search start and end dates (see the blue arrow on figure 2) and click <Search> as shown by the picture below:
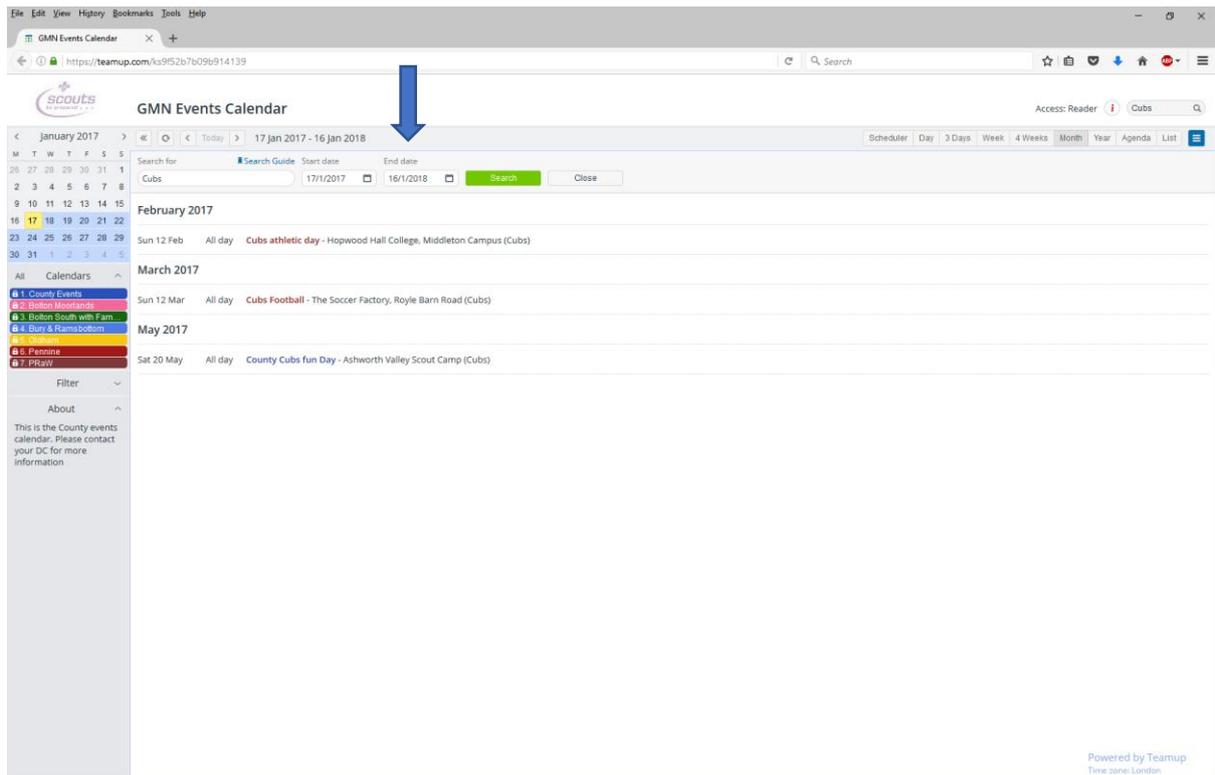
Figure 2 - Search results

How to access the calendar

There are two ways to access the Events calendar:

1. As a read-only viewer. This is suitable for anyone to look at what is coming up and where it is. You can access it by clicking [here](#).
2. As someone who can update the events. In this instance, there are different ways to update each sub calendar, depending on who you are. There are 7 different links, each one gives modify access to one District (or the County) sub-calendar with read-only access to the others. The Sub calendars are:
   a. County
   b. Bolton Moorland
   c. Bolton South with Farnworth
   d. Bury & Ramsbottom
   e. Oldham Borough
   f. Pennine
   g. PRaW
   h. NW Region

Each DC will get their own link (URL) in an email and will be expected to manage who they pass it on to. It is expected that members of the relevant district will be the only ones to add or modify their own calendars. All modifications are logged with a time/date stamp and the person who made the change.

How to add a new event

From the main screen, using an account with modify privileges, select a date and click on it. A screen similar to the one below will appear (this example is using the Pennine link above):
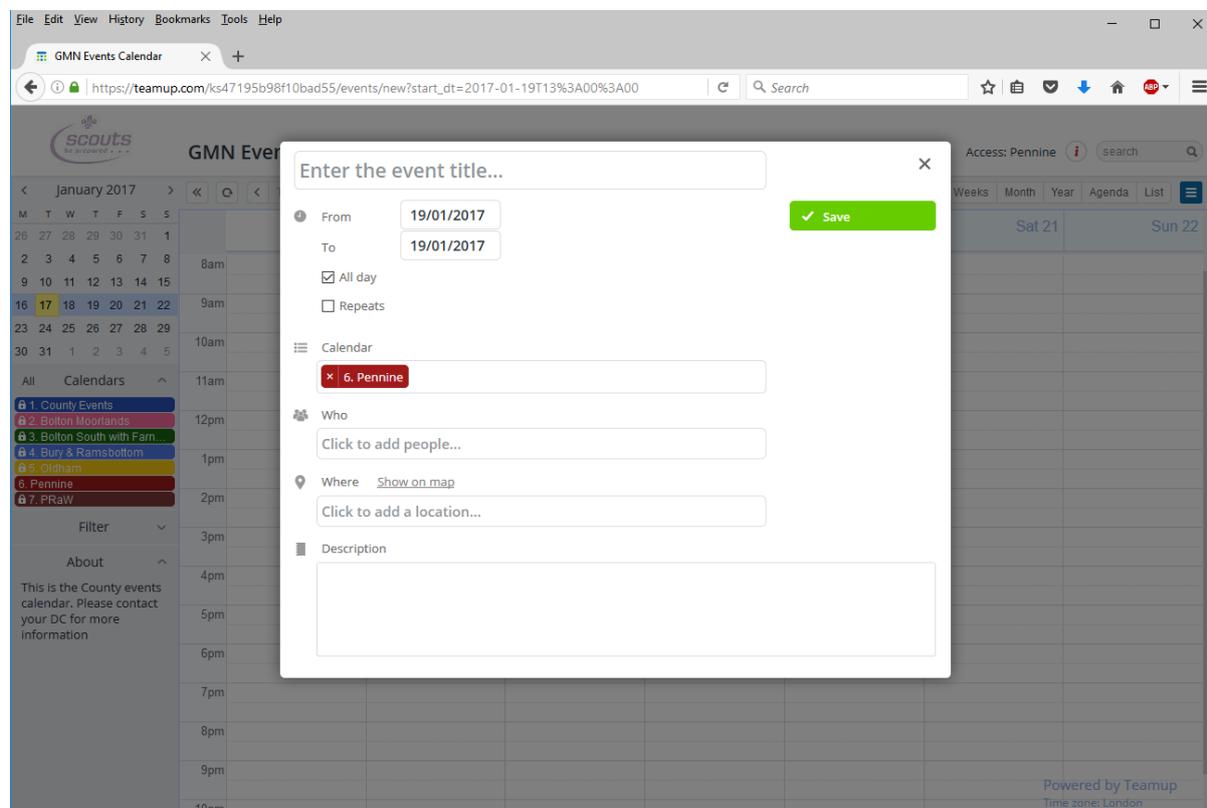

Figure 3 – Add a new event

Follow this guide:

1. Enter the Event name at the top.
2. Check the From and TO dates are correct and amend if not
3. If it is an All-day event, make sure the check box is ticked
4. I would not expect you to check the "repeats" box unless you know the event is being repeated.
5. The calendar should be locked to the correct district. If not, you have used the wrong link. In that case just close the window.
6. For the "Who" box, enter the type of Section which will be attending. So, if it is a Cubs event, enter "Cubs". If it is for all sections, just enter "All Sections".
7. If you know the location, enter it where it is shown
8. If you have any other information, enter it under "Description"

When all the data looks OK, click on "Save" to save the information.

How to modify or delete an event

Find the event on the main calendar window and click on it. A window opens up looking like this:
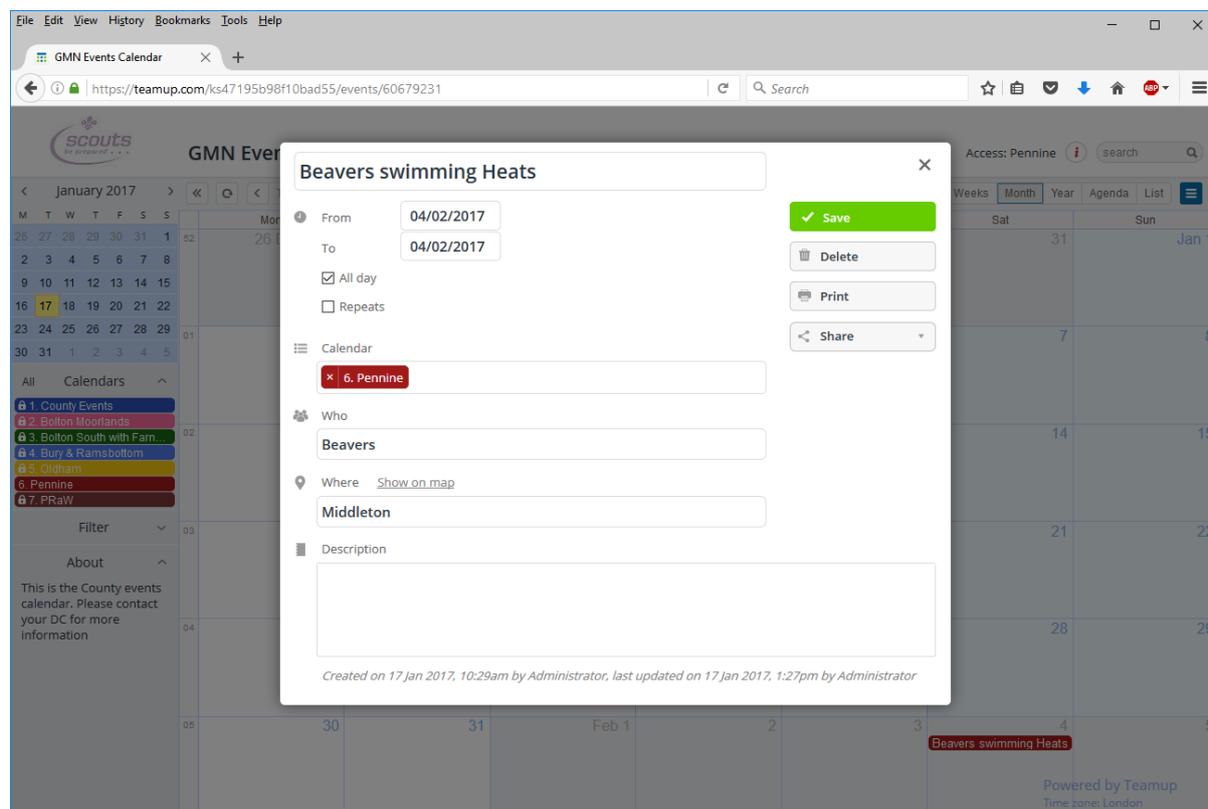

Figure 4 - Change an existing event

Make any changes and then click on the <Save> button.

If you want to delete it, click on the <Delete> button. The event will be deleted. Note that there is no confirmation but you can undo the deletion by clicking on the <undo> link in the message that appears at the top of the screen as shown by the arrow on the picture below.
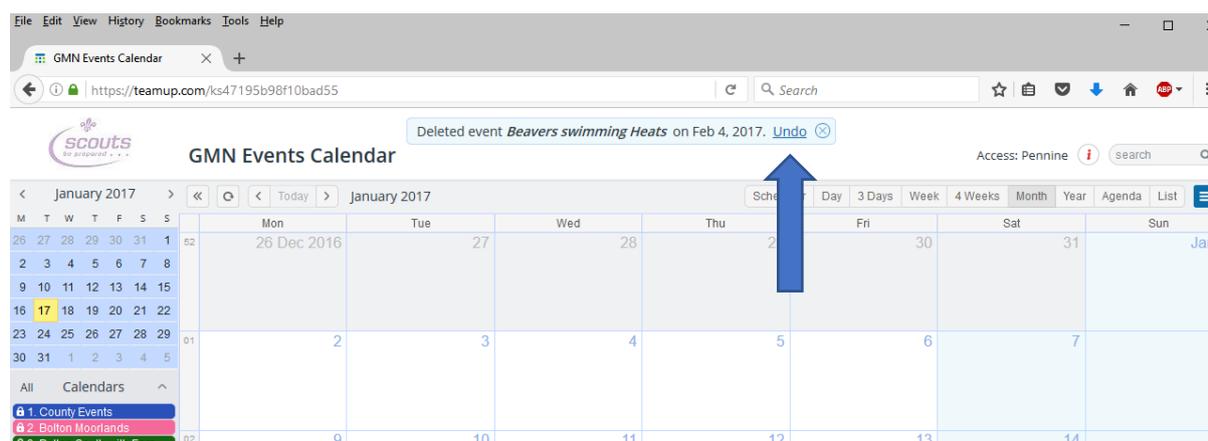

Figure 5 - Undo an error

How to get email notifications of new or changed events

If you wish to be informed, via email, any time someone creates a new event or changes an existing one, follow this procedure:

- Open the read-only link here.
- On the main window, click the blue button at the top right. That will pull down a little menu. One item says "Notifications" (see where the green arrow is on figure 1). Click it and a window appears like this:
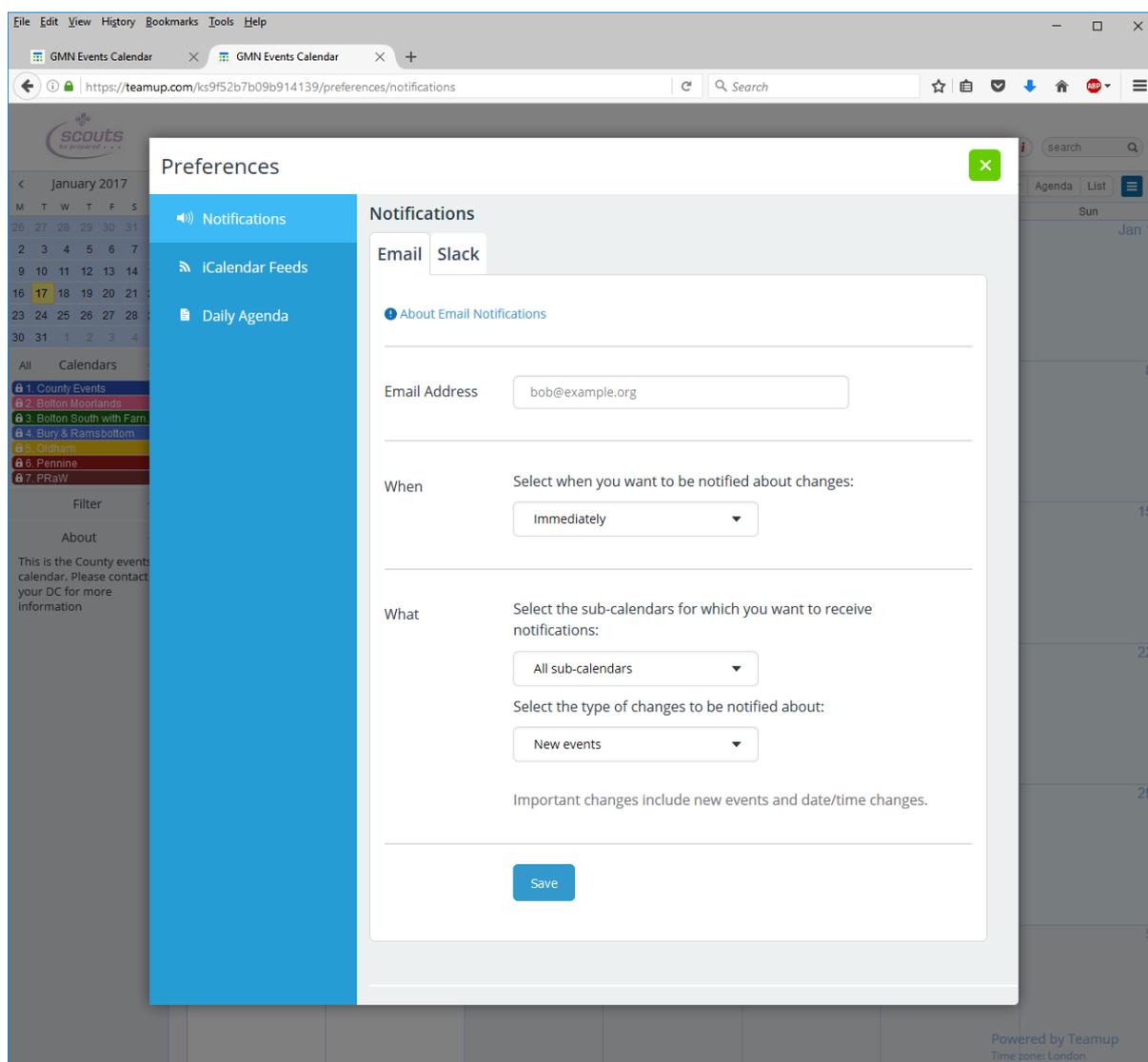

Figure 6 - Set up notifications

- Enter the email address that will receive the notifications.
- Under the What section, you can select which Districts you are interested and for each of them select whether you want to be notified of additions or changes. Set it up however you want.
- Click on Save.