

## **Calendar Help**

By default the church calendar of events opens in “This Month’s Calendar” view. You can also view the church events in a list form by selecting “Today’s Events”, This Week’s Events” or “This Month’s Events” from the tabs that appear above the calendar.

### ***To View Months other than current month***

- Select Month from drop-down list on left side of page in the box labelled “Select another month”.
- Use “[Previous Month](#)” (left side) or “[Next Month](#)” (right side) located on the same line as the name of the month.
- To return to the current month click the tab “This Month’s Calendar”

### ***To see specific interest groups such as Liturgical Ministers, Altar Guild, Vestry, etc.,***

- Select interest group from drop-down list labelled “All interest groups” at the right side of the calendar.
- Select the group that you want to view and click on it. As long as a specific interest group is in this box you can search other months for the activities of this group.
- To return to the normal monthly calendar select “All interest groups” from the drop-down list.

### ***To check your responsibilities for a particular event or task.***

- Select the group you want to search first in the drop-down interest group list at the right side of the page. For example, selecting “Sunday Eucharist” will search for acolytes, liturgical ministers, nursery, counters, etc. If you want to search only for “Ushers” select that group and the search will be conducted for that task only. Please note the outline format of the interest group list to determine how to manage your search. For example, a search using “Acolytes” includes the Crucifer, Acolyte Assistant and Torches.
- Enter your name in the grey search box at the top of the calendar just above the name of the month and to the left of the button labelled “Search”
- You can use first and/ or last name. If you use only your first or last name and someone shares your name the search will result in all those individuals being displayed so choose the search name accordingly. Families searching “Sunday Eucharist” using their last name in the search box will be provided with a list of responsibilities for all family members.
- Click “Search” to complete the process for up-coming events.
- Check the “Include past events” box if you want to see when you were involved in an activity from a previous date.

### ***Additional Information***

- Move the cursor over any event, if additional information is available it will appear in a box. To see this information directly click on the event and a new window with that information will appear.

### ***Want a reminder about an event that you are to attend?***

- Click on the event
- In the window that opens enter the appropriate information at the left side under “Send reminder notice”

### ***Want to invite a friend to an event?***

- Click on the event
- In the window that opens enter the appropriate name and email address information at the left side under “Invite a friend”
- After filling in your name, email address and that of the individual you are inviting click “Send” and a new window will open offering you the opportunity to add a personal message and subject line to the email message. When you are satisfied with your message click “Send email”
- To return to the calendar click “This Month’s Calendar” tab at the top of the calendar.

### ***Scripture Lessons for the Day***

- All Sundays and Feast Days are provided with links to the lessons for the day. To see them begin by clicking on the saint’s or Sunday name.
- On the next screen click on “Click here for the lessons appointed for the day”
- To return to the calendar after reading the lessons use your browser’s “Back” button. The first click will return to the event window for the day, click again to return to the calendar view.

### ***To print the calendar***

- Click on the “Print View” tab at the top of the calendar and follow the instructions that appear in a new window. After reading and following the instructions you can close this window and since this information is provided in a new window the calendar will remain on your screen.

### ***Want to download the calendar into an electronic calendar format such as Outlook?***

- Click on the “Download Calendar Data” tab at the top of the calendar and follow the instructions.