

# The Pennine District and Group Events calendar

## Instructions for use

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## Introduction

Pennine District have introduced an events calendar highlighting everything that is going on at a District and Group level. 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.

This calendar system has been produced to try and avoid clashes of events where not needed and to bring together different group events in the hope that this will enhance the Pennine District.

It is also used to make the District Commissioner aware of any activities that the groups are planning which are not on their site. This is a POR requirement and Pennine have adopted this method to ensure we abide by their rules.

## What is the Events calendar?

The Events calendar is a web based tool which can display events from the Pennine District. 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:

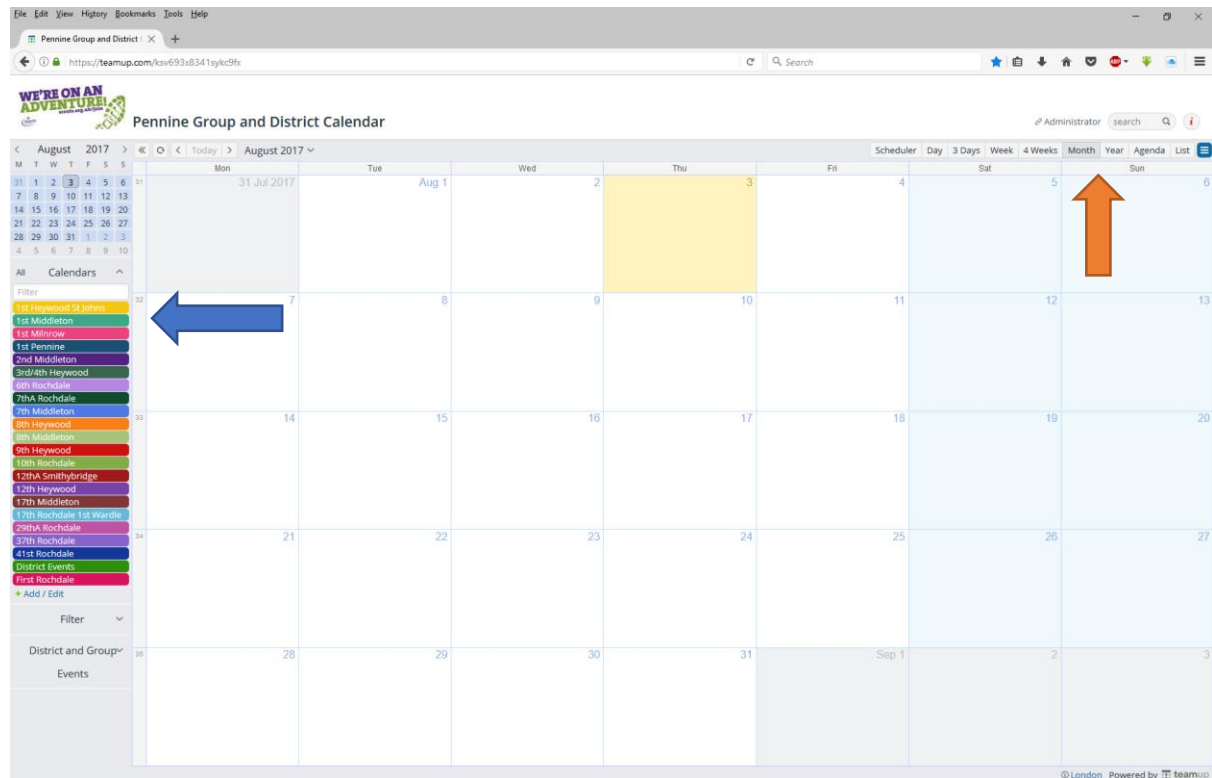


Figure 1 - Main Calendar window

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 hand side there is a list of the Groups 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:

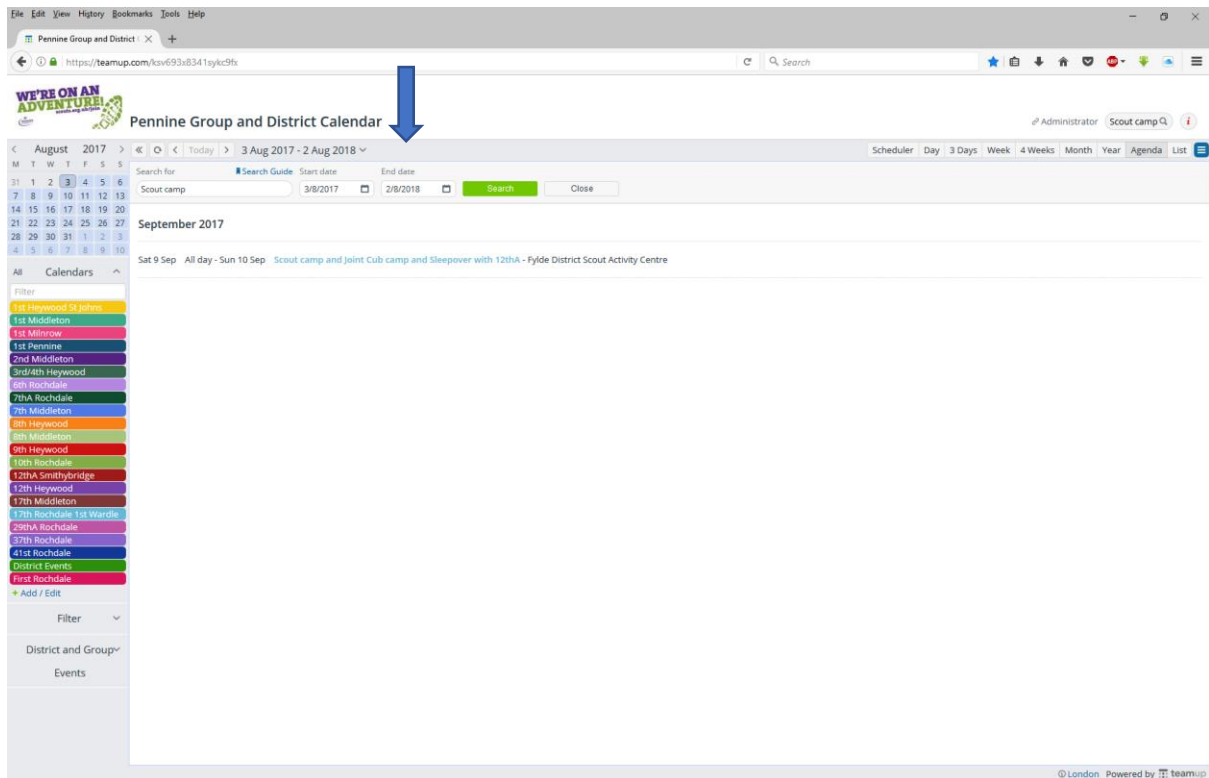


Figure 2 - Search results

## 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 21 different links, each one gives modify access to one Group sub-calendar with read-only access to the others. The Sub calendars are each of the Groups in the Pennine District.

Each Group GSL 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 Group will be the only ones to add or modify their own calendars. Note that 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 a link 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):

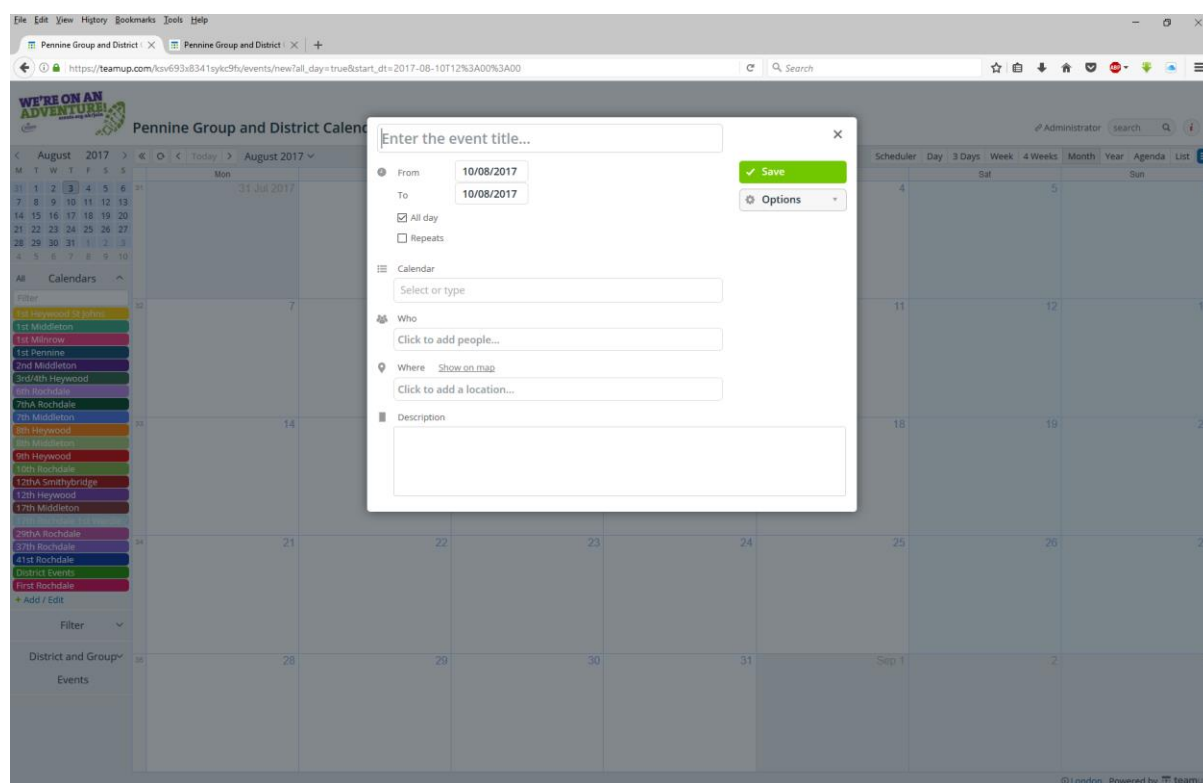


Figure 3 – Add a new event

Follow this guide:

1. Enter the Event name at the top. This is ESSENTIAL.
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 Group. If not, you have used the wrong link. In that case just close the window.
6. Check ‘Yes’ as a check that you have filled out the event title (see 1 above).
7. 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”.
8. If you know the location, enter it where it is shown
9. 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:

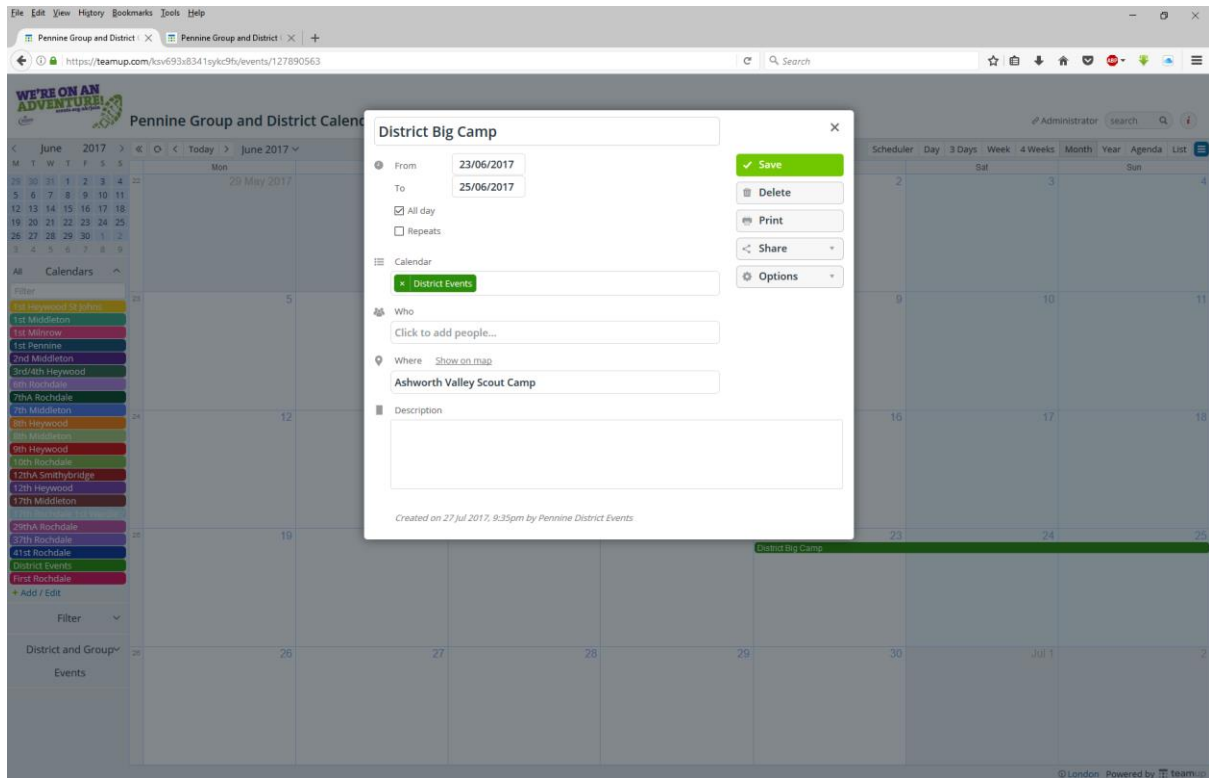


Figure 4 - Change an existing event

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.

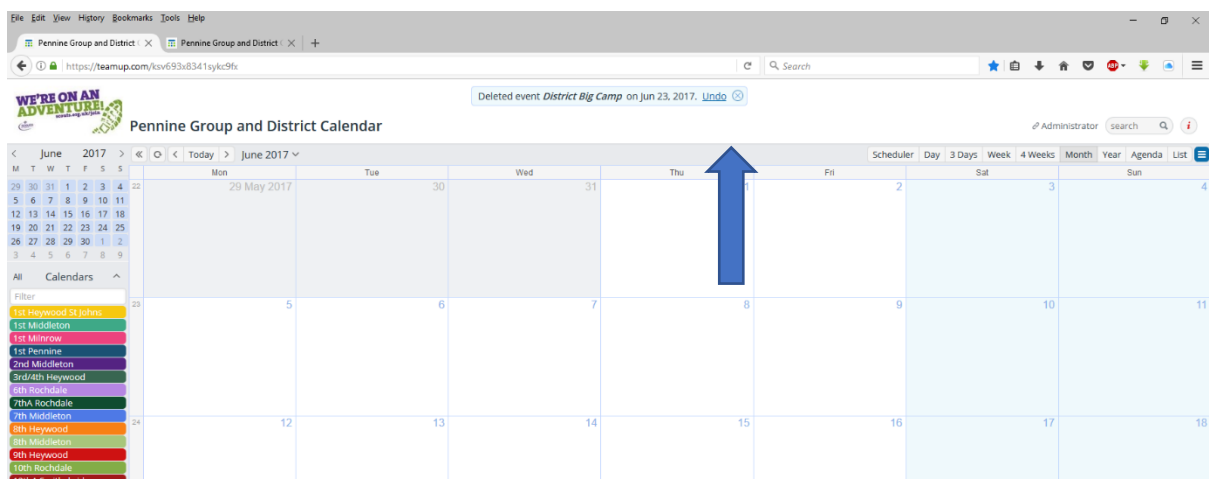


Figure 5 - Undo an error

## Hints and tips

### How do you know who you are?

You can check you are connected to your calendar by looking at the top right of the screen. It will show your Group name. If it shows someone else's name, please let me know.

### Making your entry well understood

Each Group has its own calendar but, of course, may have several sections. When adding events, if you want to split each calendar entry up. You have two choices (all examples below are fictitious, of course):

1. Enter the title so it reflects the correct section. This is probably the easiest way to do it. An example could be "Wednesday Beavers – Field trip to Heigham". This shows which section is going. The colour will show which Group it is – each Group has its own colour. Of course, you can always put in "3<sup>rd</sup> Pennine – Wednesday Beavers – Field Trip to Heigham" if you wish, but it is more typing. Then under the "Who" section, you would enter the leaders name(s).
2. Under the field called "Who", enter the name of the section there. So, for the above example, the Title would be "3<sup>rd</sup> Penning Trip to Heigham" and under Who, it would say "Wednesday Beavers, led by Fiona Bradley"

### What events should you put in?

It is entirely up to you. Whether you want to put in just when you are going away for weekends, or you want to put in anything that is special for the night – the choice is yours. But we want this calendar to be the place to go to, to find out what is going on within Pennine. So, please use it and don't ignore it.

### Viewing other calendars

By default, you can view but not edit all the other calendars. However, if you click on one of the calendar names on the left, that will toggle the viewing on and off. So, if you think an entry should be there, but isn't, check that you haven't turned viewing off.

### Viewing it on a phone/tablet

There are TeamUp apps for Android and iPhone. Do a search in the Play/App store. If you enter the same link as was sent to you in your introductory email, you should be able to view and enter/change calendar entries.