Online Activity Calendar – Newcomers Website

As you plan your monthly events (either "one off" or "every month"), please use the **Online Activity Calendar** to confirm your events so the rest of the Board, and especially Nancy, can see your plans. When you enter each event in the Calendar, it makes it easy for you to choose a good time and day, and to spread out all of our events to avoid calendar conflicts.

Please check the calendar as you plan your activities:
- Before scheduling an event, please check the Online Calendar to make sure that another activity doesn't already exist in the same time slot.
- Please schedule your activity at a different time and/or date from other events already entered in the Calendar.
- Please update your calendar input(s) by the 15th of the month – or the same day you send your News piece to Nancy Roe. Nancy uses the Calendar to compile information for each month's News.

Online Activity Calendar "How-To":
You'll find the Online Calendar interactive and flexible -- You can't break it! And, anything you enter can be saved, changed or deleted easily. We suggest you "play" with it at your convenience in case you've not engaged with the calendar software previously.

--Go to the Newcomers website: **parkcitynewcomers.org**
--Click on the "Board" tab at the top right
--Click on "Board Calendar" when the drop-down appears. (If the system asks for a password, it is **gpcnew95**) The Online Activity Calendar will appear showing the current month.

To enter your activity *in the current month display*,
1. Click on the day of your activity – the template including everything you need will pop up.
2. At the very top of the template, fill in your activity name where it says "Enter the event title…"
3. To designate the event duration, fill in the date/time "From" and "To".
4. [If this event occurs at the same time, every month (like the Board Meeting, the Coffee) you can click on the "Repeats" button and designate the recurrence on what day each month. Otherwise, no need to check that box.]
5. You can drop down to "Where" to give the address/location and then to "Description", which can be as short or as long as you wish.
6. **CLICK "SAVE", THE BIG <mark>GREEN</mark> BOX UP ON THE RIGHT OF THE TEMPLATE.**
7. You will automatically go back to the monthly calendar and then you can go back and forth as much as you need to get all the details correct; just remember to **hit "SAVE" each time you leave the template!**

To enter an activity *in a future month*,
Right under the line that says "teamup Newcomers Club of Park City" at the top left, drop down to the next row that looks something like this (using this current month as an example):

<July 2023> ☐ ☐ <today> July 2023 ∨

If you want to go to August 2023, click on the ∨ at the far right of that line and you'll see the calendar pop up. At the far right of that small calendar, click on the ">" to go to the next month or any future month. Follow the steps in 1 to 7 above to enter activities in future dates. After you hit "SAVE" in the new month, it will stay in that month until you toggle back to your current month.
August 2023