WRIC Calendar User Guide

Primary View

Calendar / Trainings and Events

B

A

September 2024

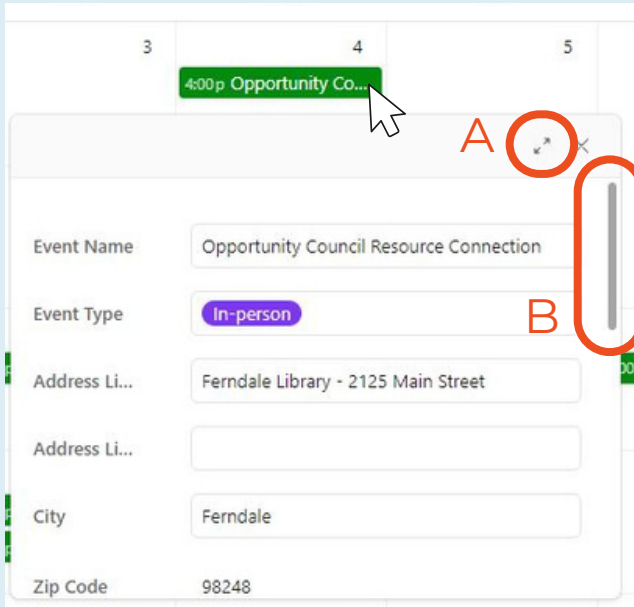| Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 4:00p Opportunity Co...	5	6	7
8	9	10	11	12 9:00 Whatcomresourc...	13	14
15	16	17 6:00p Journey Throug...	18	19 10:00 Brain Science Ad...	20 1:00p Facing Fentanyl ...	21
22	23	24 5:30p Breathe Easy: M... 6:00p Journey Throug...	25	26	27	28
29	30	1	2	3	4	5

8 records

Airtable

C

View larger version

- **A**: Navigation Bar - These icons are used to change how the calendar is displayed. You can browse by month, look for a specific date and change to weekly views.
- **B**: Search - You can use the magnifying glass to search for specific events. This search uses the **Event Name** field, so search with terms that would be included in that field.
- **C**: View Larger - As displayed on our WRIC page, the calendar is a smaller box. If you'd like to see the calendar as a full webpage, this link will take you to a full view. The calendar is hosted on Airtable. You can also bookmark the full view page for repeated use.
  - To see translated calendar information, use the full view page and then Google Translate into desired language.

Event Details Pop-Over

Clicking on a calendar event provides you with the details in a pop-over. This is useful for quickly scanning details.

- **A**: Expand button - Click this to expand the details view. (see below)
- **B**: Scroll - Each event has more information than can be displayed in the pop-up box. Use this bar to scroll. A mouse scroll wheel can work, but sometimes scrolls the webpage too.

Event Details Expanded View

Expanding a calendar entry lets you see more about the event.

- **A**: Browse Events - These buttons let you see expanded views for each event by date.
- **B**: Scroll - More info is still available, so use the scroll bar here.
- **C**: Print - This button lets you print all the event details.