

# Danville-Alamo-Walnut Creek AAUW Using the Online Calendar

## Locating the Online Branch Calendar

Go to our branch website: <http://www.aauw-da.org/index.html>

Across the top, you'll see



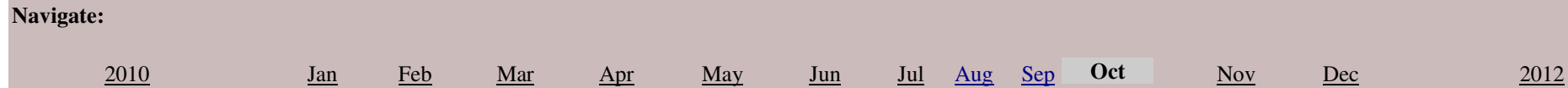
<a href="#">Fall 2011 Newsletter</a>	<a href="#">August 2011 E-News</a>	<a href="#">Membership Application</a>	<a href="#">Testimonial</a>	<a href="#">About AAUW</a>	<a href="#">AAUW Experience</a>	<a href="#">AAUW's mission</a>	
<a href="#">2011 Calendar</a>	<a href="#">January 2011 Membership Tea</a>	<a href="#">February 2011 EF dinner</a>	<a href="#">Women's Suffrage March 2011</a>	<a href="#">Legal Advocacy April 2011</a>	<a href="#">Garden Tour May 2011</a>	<a href="#">June 2011 Installation, Scholarships Awarded</a>	<a href="#">Invitation to the September 2011 brunch</a>

Right-click on 2011 Calendar. This will take you to the first month of the published calendar. Across the top of the calendar is a Navigation line.

# Danville-Alamo-Walnut Creek AAUW

## Using the Online Calendar

### Navigating Through the Online Calendar:



You will use the Navigate line. Other lines within this colored bar are for administrative use only.

The current month being displayed is highlighted.

Other months and years that are currently published for viewing are underlined. Months and years with no underline are not available for viewing. All months and years are underlined for viewing if you have administrative privileges.

Using the Navigate line, you may right-click on an underlined month or year to view that month. When you right-click on the upcoming year, January will be displayed. When right-clicking on a preceding year, December will be displayed.

### Viewing Events in a Calendar Month:

Below the navigation and administrative lines, you will see the first month of the published calendar. This is usually the current month, but it may be the preceding month if calendar updates have not yet been made during the current month. An example of a monthly calendar is displayed on the next page. Although not an exact copy of the calendar you'll see online, it is a good representation.

The calendar will display all of our branch events, including: special interest group meetings, branch general meetings, programs & events, board meetings, state and national conventions, our Garden Tour, Holiday Home Tour, and holiday party.

Additional detail about viewing details of the events follows the calendar.

**Danville-Alamo-Walnut Creek AAUW  
Using the Online Calendar**

**OCTOBER, 2011**

SUNDAY		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25	Sep	26	27	28	29	30	1
		9:30 am Duplicate Bridge 12:00 pm Hooked on Books	10:00 am Mah Jongg 7:30 pm Evening Literature	9:30 am Contemporary Books			Past Presidents' Luncheon
2		3	4	5	6	7	8
			10:00 am Mah Jongg		12:00 pm Beads2Jewelry	11:30 am Adventurous Chefs 7:30 pm First Friday Films	Hiking Group: Angel Island/Fleet Week/ Tiburon. Bring friends.
9		10	11	12	13	14	15
		9:30 am Board Meeting Monday Movie Mates	10:00 am Mah Jongg 11:30 am Movies n' Lunch	7:30 pm Evening Bridge		7:30 pm Cinema 1 7:30 pm Oscars	6:30 pm Epicureans Golf Art & Garden: San Francisco City Guides <i>Gold Rush City</i> Walking Tour
16		17	18	19	20	21	22
		10:00 am Daytime Party Bridge	10:00 am Mah Jongg	1:00 pm Photography	10:30 am Books II		
23		24	25	26	27	28	29
12:00 pm – 3:00 pm Member Event: Northern CAAAUW Fellow Speaker's Lunch	9:30 am Duplicate Bridge 12:00 pm Hooked on Books	10:00 am Mah Jongg	9:30 am Contemporary Books	9:30 am Daytime Literature 1:00 pm Writer's Workshop			
30		31	1	2	3	4	5
			Nov 10:00 am Mah Jongg		12:00 pm Beads2Jewelry	11:30 am Adventurous Chefs 7:30 pm First Friday Film	12:00 pm Member Event: From SF to Seneca Falls 6:30 pm International Gourmet: Japan

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### Viewing Event Detail:

All events are color-coded. This is to help easily find types of events on the calendar.

Event Category Assignment				Calendar: daw
<b>System Defined Categories</b>				
Use It?	Category Name	Background Color	Foreground Color	Draw Border
	Birthday	violet	black	No
	Meeting	orangered	black	No
	Out_Of_Office	aquamarine	black	Yes
	Vacation	dodgerblue	black	Yes
<b>Categories Unique To This Calendar</b>				
	Beads	<a href="#">Colors</a>		
	Books	<a href="#">Colors</a>		
	Food	<a href="#">Colors</a>		
	Games	<a href="#">Colors</a>		
	Member_Events	<a href="#">Colors</a>		
	Movie	<a href="#">Colors</a>		
	Photography	<a href="#">Colors</a>		
	Sports	<a href="#">Colors</a>		
	Travel	<a href="#">Colors</a>		
	Writing	<a href="#">Colors</a>		

Events with additional detail available for viewing are underlined. An example for 10/15/11:

6:30p Epicureans

6:30p International Gourmet-Japanese

Art & Garden - San Francisco City Guides "Gold Rush City" Walking Tour

## **Danville-Alamo-Walnut Creek AAUW Using the Online Calendar**

To view additional detail, right-click on the name of the activity. A pop-up window will appear.

**Saturday, October 15, 2011**

### **Art & Garden - San Francisco City Guides “Gold Rush City” Walking Tour**

This docent-led tour will show us the original city downtown and how San Francisco came into being. Details will come later.

This text appears within a box. The box can be re-sized to see the full contents. It contains a link to close the box when done viewing the event details: right-click the link.

### **Calendar Updates:**

The calendar is maintained by the President-Elect or other specified board member.

It is updated at least once a month with input from board members and special interest group leads.

Event detail provided on the calendar and in the pop-up window is dependent upon information being provided by the event coordinator.

For the 2011-2012 AAUW year, the calendar is maintained by Holly Sauer.

Please contact Holly with any questions, suggestions, or calendar updates. Contact information is available in the branch directory.