

## St. Andrew Parish Calendar Usage Tips

- In the **“Navigate”** Bar, at the top of the calendar, choose the year or month that you desire to view by clicking on the date or titles provided.
- Click on **“Add to Outlook”**, on the far right side of the calendar, to automatically import all of the parish calendar’s dates into your computer’s Outlook calendar. Individual dates cannot be imported.
- Today’s date is highlighted with a **“maroon” colored header bar.**
- Any event that appears in **“blue” colored font** has a pop up box that can be accessed by clicking on the event. Most pop up boxes contain the location of the event.
- Scroll to the bottom of the calendar to access the **“Display”** type that you desire. Choose from a view that shows the events per Day, Week, Month, or Year, by clicking on the small black triangular shaped drop down button next to the choice box.
- Choose from **“ABS”** (*displays the current day’s date within a stationary month*) or **“Slide”** (*displays the current day’s date at the top of the calendar*) for the view of your choice.
- **“Print View”** offers printing options. Click on the small black triangular shaped drop down button next to each of the option boxes and choose your preference.
- The **“Select”** button, located at the bottom & far right of the calendar, allows a user to choose to view calendars published by other parishes. When the option box appears on your screen, after you have clicked on the select button, you may scroll to choose another calendar in a **“mini”** version or a full screen version.
- The **“Filter”** button, located at the bottom & far right of the calendar, allows a user to view only one category/organization’s events. In the option box that appears on your screen after clicking on the filter button, enter the category/organization’s events that you want to view or search for; Women’s Club, Parish Council, etc. Only the chosen events will appear for viewing.
- The **“This Calendar”** button and **“Add Events”** buttons are the editing button for the parish calendar. This function is password protected for the sole use of the parish’s Website Administrator; [dbichimer@standrewparish.cc](mailto:dbichimer@standrewparish.cc)