



Brisbane District Bowls Association Incorporated

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How to use the BDBA Calendar

1. Purpose And Scope

Brisbane District related events will be entered on an online calendar for quick reference. The calendar may be viewed either in week or month view, or for simplicity may be viewed in list (schedule / agenda) format.

Some events will contain additional information as well as provide links that will open documents or take you to other web sites.

2. Access to the BDBA Web Calendar

To open the calendar,

2.1 Open the BDBA web site and click on the "BDBA Bowls Calendar" menu item, or

2.2 Use the link - <<http://www.brisdistba.org.au/site/bdba-bowls-calendar>>

3. General Use Information

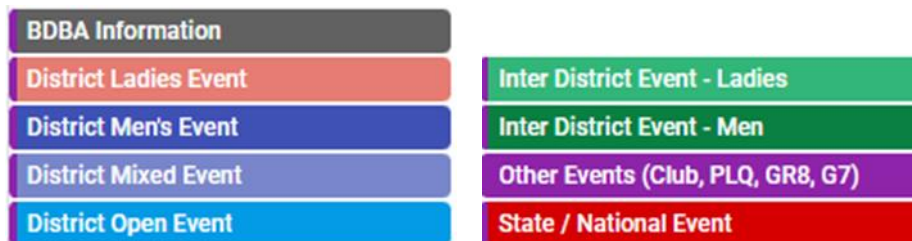
3.1 You can personalize your view by clicking the drop down next to Agenda and unticking events that are of no interest

3.2 If you have your own Google Account, you can click on the **+Google Calendar** link to add any of the calendars in the list to your own private calendar

3.3 All calendars are colour coded for ease of reference



3.4 Within each calendar, where appropriate, Events are also colour coded



4. Help Instructions

4.1 Personalize your view – This is optional, default is to see all calendars defined in 3.3. Some of the reasons to modify your view include,

4.1.1 There may be too many events to show on the same day, so remove events that are of no interest

4.1.2 You may prefer to view the calendar in a tabular (list) format. See 4.2 for details.

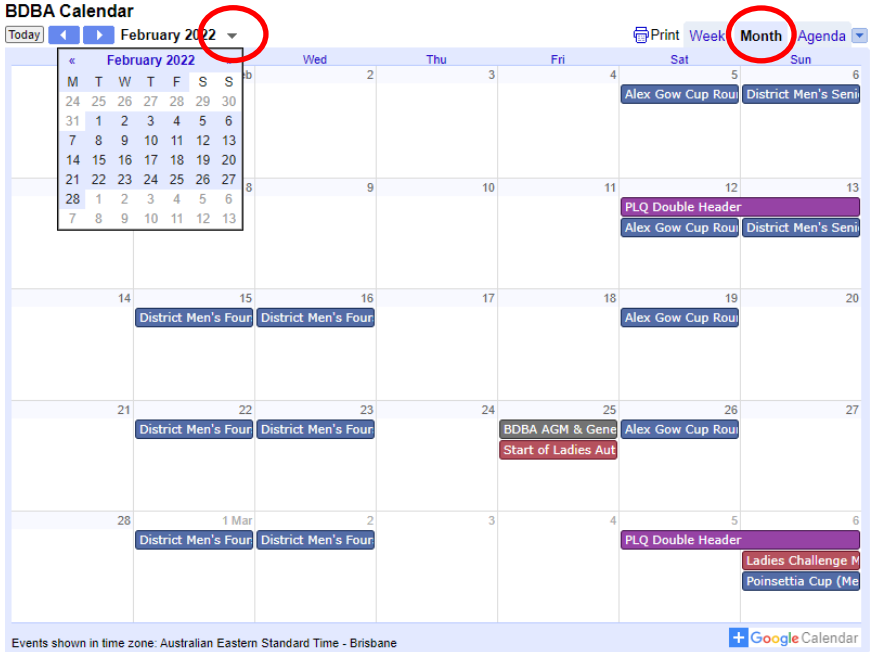
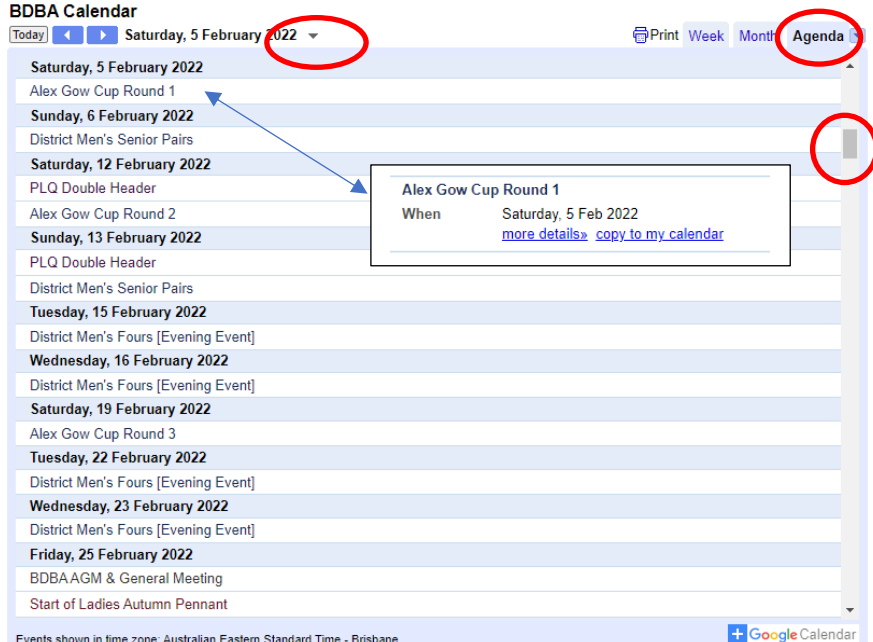
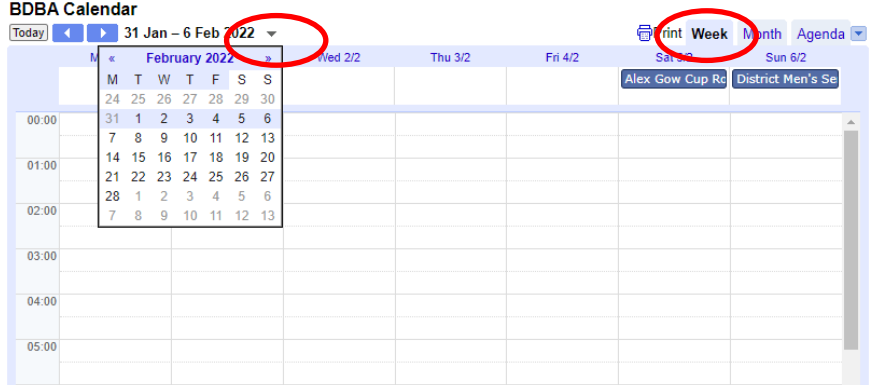
No	Actions for this Step	Additional Details
1	<p>To remove a calendar</p> <p>(a) Click of the drop down next to Agenda</p> <p>(b) Click on the tick box to remove the calendar from your personalized view.</p> <p>(c) To undo, click on the tick box again</p>	

4.2 How to view the calendar

4.2.1 There are three (3) options for viewing the calendar on the web site (Week, Month, Agenda).

4.2.2 The default is set to Month

4.2.3 The limitation with the Month view is showing the full event name within the space allocated for each day. If this is an issue, then use the Agenda view.

No	Actions for this Step	Additional Details
1	<p>Month view</p> <p>(a) Click on Month</p> <p>(b) Optional, use the drop down to position your view at an appropriate month or date</p> <p>(c) Click on an event to view the full event name and full details</p>	 <p>BDBA Calendar</p> <p>Today February 2022</p> <p>Print Week Month Agenda</p> <p>Events shown in time zone: Australian Eastern Standard Time - Brisbane</p>
2	<p>Agenda view (list format)</p> <p>This view will allow you to view the full name of all events in the calendar.</p> <p>Days / dates with no events are excluded from the Agenda view.</p> <p>(a) Click on Agenda</p> <p>(b) Use the drop down to position your view at an appropriate date</p> <p>(c) Use the scroll bar to move through the calendar</p> <p>(d) Click on an event to view the full details</p> <p>Note: May need to click on a date to refresh the list</p>	 <p>BDBA Calendar</p> <p>Today Saturday, 5 February 2022</p> <p>Print Week Month Agenda</p> <p>Saturday, 5 February 2022</p> <p>Alex Gow Cup Round 1</p> <p>Sunday, 6 February 2022</p> <p>District Men's Senior Pairs</p> <p>Saturday, 12 February 2022</p> <p>PLQ Double Header</p> <p>Alex Gow Cup Round 2</p> <p>Sunday, 13 February 2022</p> <p>PLQ Double Header</p> <p>District Men's Senior Pairs</p> <p>Tuesday, 15 February 2022</p> <p>District Men's Fours [Evening Event]</p> <p>Wednesday, 16 February 2022</p> <p>District Men's Fours [Evening Event]</p> <p>Saturday, 19 February 2022</p> <p>Alex Gow Cup Round 3</p> <p>Tuesday, 22 February 2022</p> <p>District Men's Fours [Evening Event]</p> <p>Wednesday, 23 February 2022</p> <p>District Men's Fours [Evening Event]</p> <p>Friday, 25 February 2022</p> <p>BDBA AGM & General Meeting</p> <p>Start of Ladies Autumn Pennant</p> <p>Events shown in time zone: Australian Eastern Standard Time - Brisbane</p>
3	<p>Week View</p> <p>(a) Click on Week</p> <p>(b) Use the drop down to position your view at an appropriate date</p> <p>(c) Click on an event to view the full details</p>	 <p>BDBA Calendar</p> <p>Today 31 Jan - 6 Feb 2022</p> <p>Print Week Month Agenda</p> <p>Events shown in time zone: Australian Eastern Standard Time - Brisbane</p>

4.3 How to view an Event

4.3.1 The calendar allows for extra information to be saved and for viewing other documents associated with the event

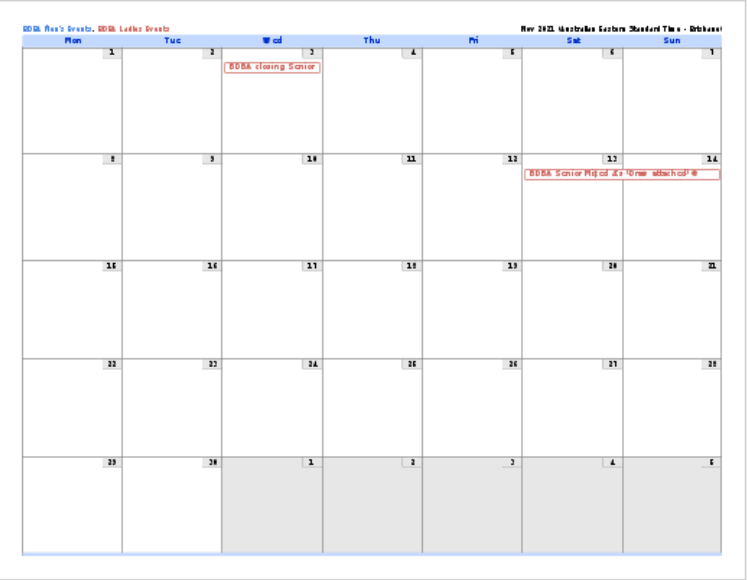
No	Actions for this Step	Additional Details
1	<p>Click on the Event – a dialogue box will be displayed</p> <p>Note: The same step applies regardless which view you are using (Week, Month, Agenda)</p>	<div data-bbox="639 253 1102 367"> </div> <p>Month and Week views</p> <div data-bbox="639 427 1102 595"> </div> <p>Agenda view</p> <p>After clicking on the Event, a dialogue box like below will be displayed</p> <div data-bbox="639 696 1465 1205"> </div>
2	<p>Look at the Description</p> <p>(a) links to documents may be defined</p> <p>(b) important information about the event will be kept here</p> <p>If appropriate, click on a link</p>	<p>By clicking on "link" in "Click on link to see more details ...", the following details were displayed.</p> <div data-bbox="639 1346 1513 2078"> </div>

4.4 How to print the calendar

4.4.1 There are limitations with the printing of the calendar from the web site

4.4.2 Try saving as a pdf and view the pdf online (instead of printing)

4.4.3 The recommendation is to **not** print the calendar (always use the online calendar to ensure you have the latest details)

No	Actions for this Step	Additional Details
1	<p>Select the type of view to be printed</p> <p>(a) Use the instructions in 4.1 to setup your view</p> <p>(b) Click on Print</p> <p>Select your preferred options</p> <p>(a) Click on the Print Range drop down and select a value</p> <p>(b) Click on Print or Save As</p> <p>If an event list is required, then click on Agenda before clicking on Print and a different "Calendar Print Preview" will be displayed.</p>	<p>Calendar Print Preview if Month selected</p>  <p>Print Range: 1 Nov – 5 Dec 2021</p> <p>Font size: Normal</p> <p>Orientation: Auto</p> <p>Display events that you have declined: <input type="checkbox"/></p> <p>Black and white: <input type="checkbox"/></p> <p>Print Save As... Cancel</p>