

# Witney & Woodstock website changes...

- \* new events diary/calendar incorporating tower practices
- \* calendar now compatible with Google calendar
- \* newsletter page removed and old newsletters put into the archive gallery
- \* guild page removed
- \* some old material deleted but not lost

## \* new calendar... how to use

### overview

The new website diary/calendar of events is based on a Google calendar and contains ALL events in the branch and those in the Guild relevant to Witney & Woodstock. That includes regular tower practices, special practices, branch practices, branch events, guild events, and UK holidays.

When you click on the **events** menu option on the home or other pages, the calendar will open in **Agenda** layout. There are three possible calendar layouts, **Agenda**, **Week** or **Month**. **Agenda** is probably the clearest layout to see all the events as other layouts can be confusing when all the events are displayed. However it is possible to show fewer events in the calendar.....

### filtering events

The calendar is split into sections (or sub-calendars). They are: **branch practices**, **branch events**, **guild events**, **special practices**, **tower practices**, and **UK holidays**. It is possible to show or not show any of these sub-calendars. Look at the top of the calendar on the right hand side and you will see a small down pointing arrowhead. Clicking on this will show a menu of the six sub-calendars and clicking on any of the check boxes will enable you to see or not see whichever sort of events you want. Click the arrow again to make the menu disappear. You can always come back to this menu and change the options.

### event details

Events in the website calendar are shown as a title and start time. By clicking on an event in the calendar you will bring up the option to see more details and also to copy the event to your own Google calendar if you have one, (see **copy event** below).

Not every event will have any more details, but there should at least be a finish time. Click the event again to go back.

### copy event to your own Google calendar

If you are a Google calendar user on a PC, Mac, smartphone or tablet, it is possible to load events from the website into your own Google calendar. In your browser, log into your Google account, then open the website events calendar. Click on the event and follow the instructions.

## **printing**

One of the options shown at the top of the calendar is to print an entry or range of entries. Click on the print icon and follow the instructions.

## **\* pages removed**

The newsletter page has been removed as there haven't been any newsletters for some time. Old newsletters will still be available, see **archive gallery** below.

The Guild page has also gone as guild events and news are usually highlighted in the website **notices** section on the home page, and these events are also well documented on the Guild website.

## **\* archive gallery**

Lots of old material is available in the archive gallery, for example branch outing photographs, striking competition results and so on.

However, the website is hosted on the Guild server and space is limited, which means that in time, some old material and photos will have to be removed from the website. But, the webmaster's vast resources will still hold copies of everything. So if there is something that you would particularly like see, please get in touch with the webmaster.

## **\* check tower details**

Please check the website details of your tower, including contact details, times of service ringing and all the links to photographs and so on. Any other material or photographs can be incorporate, just let the webmaster know.

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