

## Lesson 3 – WRGC Website Calendar Lookup



Continuing with our ongoing website lessons. This month's lesson shows where to find the WRGC Calendar and what type of information is stored there. The calendar shows:

- Club meetings
  - Executive meetings
  - Gardener's Reminders and tips
  - Member's open garden visits
  - Club Events / Tours
- ❖ Click on the events tab and scroll down to see the calendar. The month view looks like this without the checkmarks.

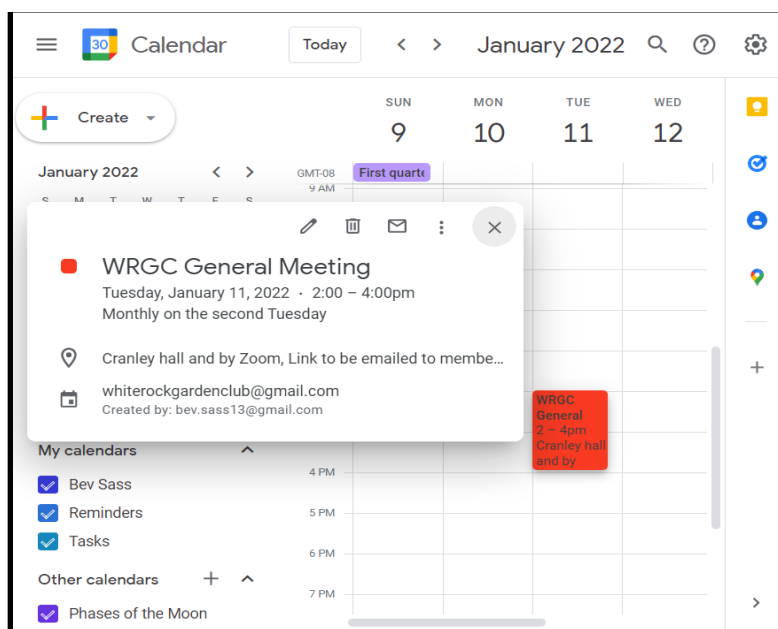


- ❖ On the calendar above notice 2 ✓ at the top of the picture.
1. Clicking on the right you can change the view from month to week or day. Give it a try by clicking on week and then day to see which view you prefer.
  2. Clicking on the arrows < > top left, will advance you to the next or previous month, week or day depending on your view. This will allow you to go back to previous month's or year's events. For example, to view a Wednesday Weekly (WW) report from a previous month.
  3. To read one of the items on the calendar click on the green highlighted item such as Wednesday Weekly (WW) and it will open in a new window.

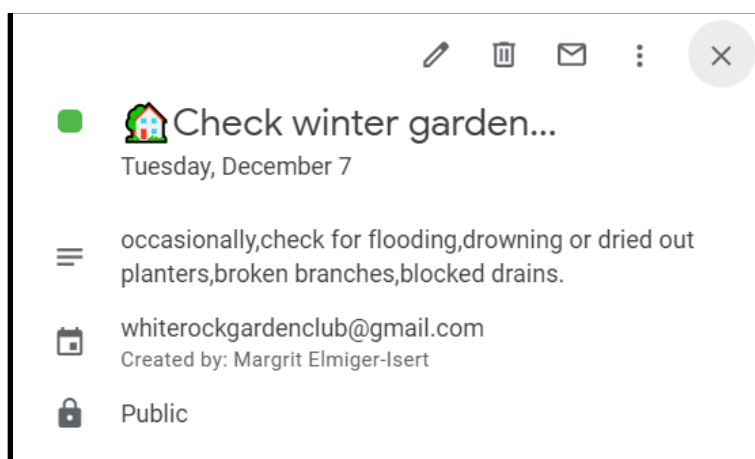
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- ❖ Club Meeting – Try to open the Club’s General Meeting entry on January 11. You should see this:



- ❖ Gardener’s Reminder – Try to open the gardener’s reminder for December 7th. Website Committee group enter 3 or 4 reminders for each week. You should see something like this:



Questions?

You can contact any member of the Website Committee for answers.

### **WRGC Website Committee**

*(Bev Sass, Melanie Rantucci, Margrit Elmiger-Isert, Marilyn Murphy, Eileen Davidson and Osana Seselja)*