

Getting the most out of your e-calendar

Firstly, you need to access the College website at www.epsomcollege.org.uk

Click on the word 'Calendar', which you will find in the bottom left corner of the screen.

This will take you to the e-calendar. Your screen should now look like this.

The screenshot shows a Mozilla Firefox browser window displaying the Epsom College e-calendar. The page features the Epsom College logo and a navigation menu with options like 'View Today', 'This Week', 'Next Week', 'Log In', 'Term dates', 'Match Reports', and 'Help'. A 'Current Calendar' section on the left shows a monthly calendar for September 2007, with the 1st highlighted. Below this is a 'Show all events' section with filters for Category, Opponent, and Team, along with a text search box. The main event list on the right shows various activities, including a Parachuting Course, a Prefect Head of School, a Holy Eucharist, and several hockey matches.

To select the date of a specific event, you should scroll through the months using >> or << on the monthly calendar

<< July 2007 >>						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Click on the date you want and the calendar will move to this date.








If you wish to use the search facility, it will search by team, opponent, category of event and by word search.

The search tool looks like this.



In each box, the 'drop down' menu will allow you to scroll through all the teams, opponents and categories and general 'text' enquiries. Highlight a particular team, opponent or category and the screen will then show all stored events relating to the highlighted activity you selected. Write in the 'text' for your search and then click the blue button for this facility.

Within the main body of the actual calendar you can access more information.

Sat, 8 Sep	-	Anniversary of the Death of our Founder, Dr John Propert	
	09:30	College Worship. Preacher - Revd. Dr Helen-Ann Hartley	
	-	Hockey Girls v Christ's Hospital School (Away): 1st XI	
	-	Hockey Girls v City of London Freemans School (Away): 2nd XI, U15 A XI, U14 C XI	
	-	Hockey Girls v City of London Freemans School (Home): 3rd XI, U15 B XI, U14 A XI, U14 B XI	
	-	Hockey Girls v Sutton Valence School (Away): U16 A XI	
	-	Hockey Girls v Sevenoaks (Home): U16 B XI	

In the example shown above, click on Christ's Hospital and you will be directed to their website. Click on (Away) and you will be directed to the page that gives directions to Christ's Hospital. If you click on the teams playing at home, a map of our grounds will appear, along with which pitch that team will be playing on and its start time.

Two other icons appear in the main body of the calendar. These are:



The symbol on the left (coloured yellow on the screen), if clicked, will allow you to send an e-mail to warn you of a forthcoming event. The symbol on the right (coloured grey on the screen) will give you details of the event concerned.

At the top of the screen there are other self-explanatory icons.



View today will show all of that day's events, 'This Week' and 'Next Week' will show this week's events or next week's events. The 'Term Dates' icon gives the term dates and half term dates. Match reports will allow you to access the results of any team. These usually appear early on in the week following the previous Saturday's fixtures.

The e-calendar is a powerful tool, which we hope you will find useful and accessible.

Mike Oliver
05-07-07