



Plett u3a programme calendar guidelines

The illustrated guidelines below show you how to:

- access and use the programme calendar on the Plett u3a website to find our future events
- find additional information, such as a summary of the event, time and venue details, including a link to a map of the venue
- change the calendar display
- print the calendar
- send an RSVP via the calendar
- copy Plett u3a calendar events to your personal calendar
- set up personal notifications
- update and synchronise your calendar.

Please let us know if you have any queries or suggestions regarding this document and/or our programme calendar via email to u3aplett@gmail.com.

While the Plett u3a programme calendar provides information regarding our forthcoming events (such as talks and outings) at least a month in advance, you will find information on the next two forthcoming events (other than our Monday morning documentary viewings) on the website's News page. The next immediate event is also highlighted on the homepage.

About two weeks prior to an event we send all of our members an email with more detailed information regarding the talk or outing. About a week before the event a reminder email is sent. Please note that notifications are *not* created or sent out for Monday morning documentary films.

How to find the Plett u3a programme calendar

Go to the Plett u3a website: <https://plettu3a.org.za/>

Navigate to the programme calendar via any of the website pages in one of two ways:

1. The navigation bar at the top right-hand side of the screen



2. The sidebar navigation pane on the right-hand side of the page:



Calendar views and printing

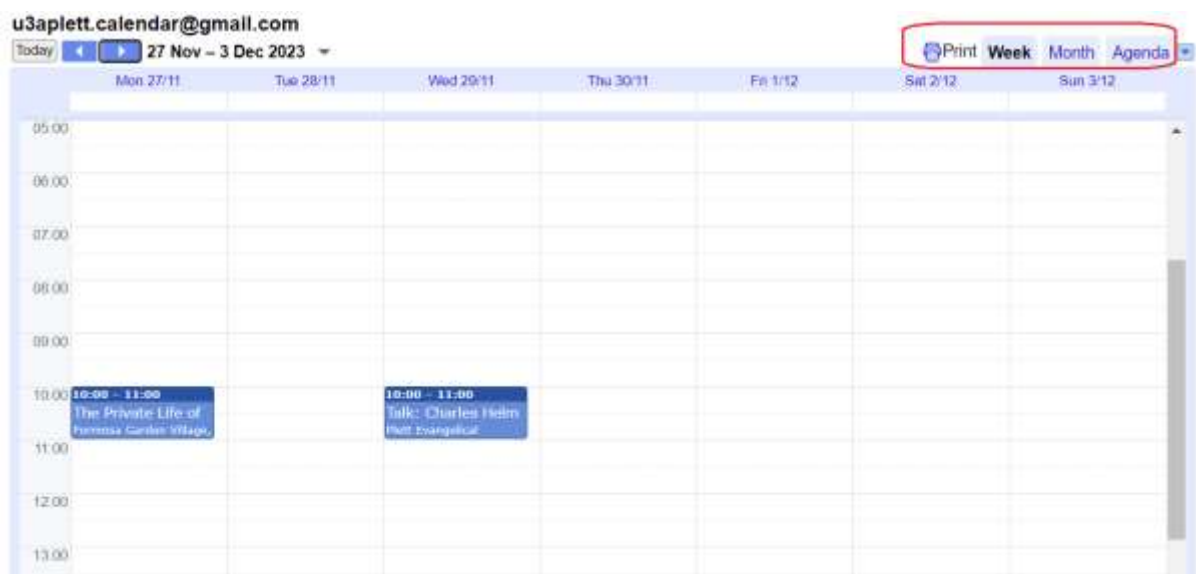
On the programme calendar page you will find a calendar showing the current month. The date shaded in pink with an orange top bar reflects the date on which you are accessing the calendar.

To see future (or past) events click on the relevant arrow at the top left of the calendar.



Calendar view by month

Using the buttons at the top right-hand corner of the calendar you can choose to view the calendar by month, week or agenda. Select 'Print' to print the calendar in the view of your choice.



Calendar view by week



Calendar view by agenda

Event information

Click on the date and event of interest.



This will open a box containing details such as the event description, time and venue. If you click on the word 'map' in blue font after the venue information you will be taken to a Google map, which includes text-based directions.

Adding Plett u3a events to your personal calendar

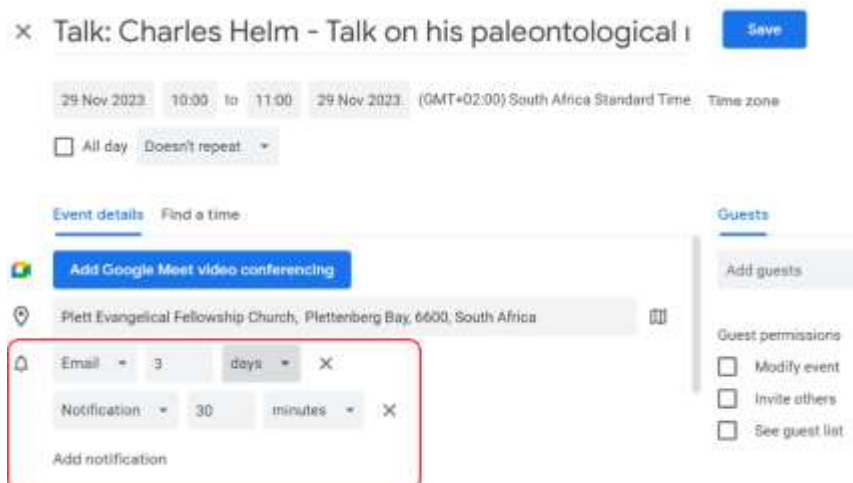
You can add Google calendar events and their details to your personal computer or mobile phone/s, be they Android phones or Apple calendar/s on your Mac, iPhone, or iPad.

To add the information to your personal calendar on your mobile phone and/or computer/laptop/notebook, click on 'copy to my calendar' at the bottom of the calendar event information box.



Setting up your personal event notifications

Via your personal calendar you can choose to be notified in advance of the event, either by email or your mobile phone. Click on the down arrows to change the time preferences, in terms of X number of minutes, hours, days or weeks. You can create multiple notifications (either via email or your phone – or both) by clicking on 'Add notification'. Click Save (top right corner) to save your changes.



Updating and synchronising your personal calendar

The Plett u3a calendar events copied to your personal phone calendar should automatically be synchronised with your computer or other mobile devices.

You can sync the Google calendar with the calendar app that comes on your iPhone or iPad.

If the Plett u3a programme calendar has been updated and the changes are not showing on your personal calendar/s try the following:

Android (Samsung, Huawei, etc.)

1. Open the calendar app.
2. In the top left, tap Menu (the three horizontal bars stacked vertically)
3. Scroll down the display and click 'Sync now'.

iPhone

1. Open the Calendar app.
2. In the top left, tap Menu.
3. Tap Settings.
4. At the top of the page, make sure Sync is on (blue).

Problem solving

Try this link if you encounter any problems (for example, events that have been created or updated that are not showing on your computer or in the calendar app on your phone):

<https://support.google.com/calendar/answer/151674?hl=en&co=GENIE.Platform%3DiOS&oco=0>

Once on the Google support page you can select either 'Android' or 'iPhone & iPad'.