

Calendar Use Tips & Tricks

Thank you for using Mahaska's Ultimate Community Calendar and for visiting the site everything Mahaska! To get the most out of this calendar, here are some useful tips to help you plan your activities in Mahaska Community. If at any time you have questions, please feel free to email us using the contact form on the home page or call Pam, our web site content manager, 641.673.7533.

The screenshot shows the 'everything MAHASKA' website's community calendar. The page title is 'Mahaska's Ultimate Community Calendar'. Below the title is a welcome message. The calendar itself is a grid view for the month of May 2017. Red circles and arrows point to specific features: #1 points to the 'Show Filters' link; #2 points to the navigation bar with options like 'Month', 'List', 'Week', 'Day', 'Map', '4 Days', and 'Posterboard'; #3 points to the navigation arrows for months; #4 points to a search icon; #5 points to a hover tooltip for an event titled 'The Exchange'; #6 points to a 'Click here to subscribe' link at the bottom of the calendar grid.

#1 – CALENDAR FILTERS

Clicking on the “Show Filters” text will open several drop down menus allowing you to ‘filter’ events according to categories such as Youth, Arts & Theater, Family Fun. (Note: “Show Filters” has now changed to read “Collapse Filters.”) There is also a way to filter by venues (location), tags (search words given to each event) and days of the week. Click on the category of your choice and the calendar will automatically only show the items from the category you selected. Click on the category again to de-select it and the calendar goes back to showing every event. To close the filter option, click on “Collapse Filters.”

#2 – VIEWING OPTIONS

Click on any of the words in this line will change the view of the calendar. The default is to see the current month as a whole. Clicking on “List” for example, will give you a written list of events.

#3 – ADVANCE THE CALENDAR

No matter how you are viewing the calendar, you can advance the calendar by clicking where you see > or < taking you backwards or forwards in the calendar. If you are in the day view, for example, you can click > next to the date and advance a day. Clicking on Month will take the view back to the current month default view.

#4 – SEARCH

Clicking on the spyglass will open a blank field which allows you to type in a search word or two allowing you to find a specific (or several) events as posted in the calendar. Using the web site’s spyglass search tool (located in the main menu area) will search the entire web site including the calendar.

#5 – HOVER

Hovering over events in the calendar will provide pop-up windows allowing you to read details about the event. Move your cursor to another event, and the new event will pop up. Click on the event when hovering and new window will pop up allowing you to review the event’s information. Click on the X in the upper right hand corner to close the pop-up window.

#6 – SUBSCRIBE

Click in the field below the calendar and a pop-up window will provide a form allowing you to subscribe to events so they get emailed directly to you. “All Events” is selected by default but you can deselect that and choose specific categories and venues which are of interest to you. Once you’ve added your email and made your selection, hit the “Subscribe” button and you’re all set! You will get a confirmation email within a few minutes. You can unsubscribe at any time by clicking the “Unsubscribe” link in any of the event emails you receive.