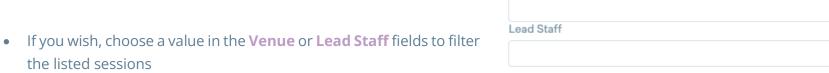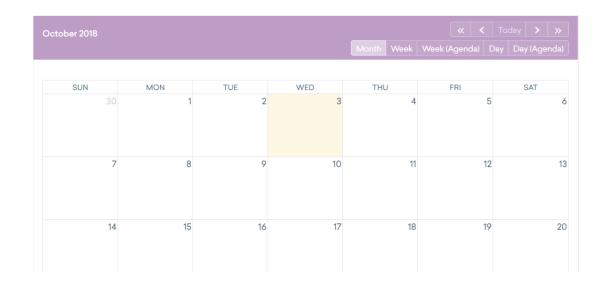# Views

How to Use the Calendar

The Views calendar is a useful tool to locate sessions that are taking place on a particular day, week or month. To use this:

- Hover over **Work** and select **Calendar**

- If you wish, choose a value in the **Venue** or **Lead Staff** fields to filter the listed sessions

- Select either a Month, Week or Day view, and toggle past and future periods with the arrow buttons

Venue

Lead Staff

	121
✓	121
✓	Event
✓	Group
✓	Individual
✓	Volunteering

October 2018

« | < | Today | > | »

Month | Week | Week (Agenda) | Day | Day (Agenda)

SUN	MON	TUE	WED	THU	FRI	SAT
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20