






To Log in to the New Website and sign into Events.

1. Enter your username and password on the 'Login' Page and press 'Log In'

2. For 'Event Information' you can select
Either '**Events**' where all current events will be listed.

To open an event to sign in or see more details click the  icon

Events Content							
Event Name	Group	Date	Time	Duration	Max Size	Meal	Info
FLAT EARTH WALK	Flat Earth	23 Jan 2012	11:00	2.5hrs	25	✓	
Local Interest Group Planning Meeting	Local Interest	25 Jan 2012	11:15	1 1/2 hours	50	✓	
Arthur Strange Test Event golf	Golf - par 3	25 Jan 2012	10:30	2-3 hrs	20	✓	
KC trek to the top	Knackered Camel, 20+ kms Walk	26 Jan 2012	09:00	6 days	12	✗	

or '**Meeting Calendar**' then '**Super Calendar**'

All Groups and posted Events are shown within the calendar. The groups are shown in blue and the events in red. Click on an entry and you will either be directed to a group or an event page depending on your selection. You can move to the next or previous month from the top left or right icons. Close is top centre.

Close Feb-2012		
Wednesday 01-Feb	Thursday 02-Feb	Friday 03-Feb
<p>Craft 10:30 AM</p> <p>Gardening 11:00 AM</p> <p>Gardening group 1 Feb Planning Meeting 11:00</p>	<p>Canasta 2:30 PM</p> <p>Horse Appreciation Thursday 10:15 AM</p> <p>Leisurely Walk, 3 - 6 kms 11:00 AM</p> <p>FEBRUARY LEISURELY WALK 10:15</p> <p>Riding for the Disabled - 2/2 10:30</p> <p>canasta 14:30</p>	<p>Book Lovers 2:30 PM</p> <p>Cycling For Pleasure 10:00 AM</p> <p>BOOK LOVERS 00:00</p> <p>Cycling For Pleasure L'Escala inland areas 10:00</p>

3. On the individual event pages all the details for the event and the signing in options can be seen. The print option is shown in the top right hand corner. If a map for the location has been included this can be seen by clicking on 'Show map'. The map will open in a new window.

Cookery

[Back to Events](#)

Event Details

Name:	Cookery
Date:	16 Feb 2012
Time:	12:00
Duration (hours):	3 hours
Location:	Calonge (show map)
Maximum Attendees:	10
Meal Included:	✓ Yes

You can email the organiser by clicking on the envelope. An email form will open.

Event Organisers

[Email the organiser\(s\)](#)

Forename	Surname	Home Phone	Mobile Phone	Email
Sue	Creed	972 - 66 80 14	658661766	creeds17256@gmail.com

The event Sign Up area has a new feature – a printable list of other members who have already signed into the event including their email addresses and location to allow you to organise a car share.

Event Sign Up

[Click here to see who is currently attending](#)

[Show/Hide Sign In Options](#)

Members Attending

The following members are also attending this event:

Firstname	Surname	Meal	Email	Town
David	Brook	0	dandsbrook@hotmail.com	Escala
Shirley	Brook	0	dandsbrook@hotmail.com	Escala
Barbara	Hurley	0	barbymitch@hotmail.com	Escala
Jack	Powley	0	jack_powley@yahoo.co.uk	Escala
Shirley	Powley	0	jack_powley@yahoo.co.uk	Escala

[Close](#) [Print](#)

To view the signing in options you need to open the signing area as instructed.

You will need to indicate your meal option from the drop down box even if there is no meal offered.

Event Sign Up


Click here to see who is currently attending




Show/Hide Sign In Options



To Sign In please choose ONE of the following options then click 'Submit'



I would like to attend this event. I would like to book a meal:



My Partner and I would like to attend this event. I would like to book a meal:

My partner is

My partner would like to book a meal:

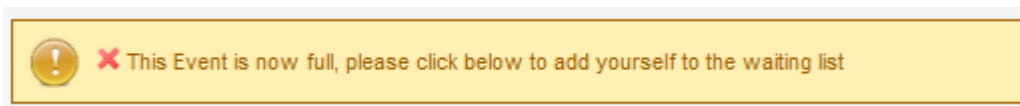


I can't attend this event





SUBMIT

You will see a confirmation message at the top of the page once your request has been accepted. If the event is already full there will be a message on the page and a new option will appear.



Below this message there are now two options

 Add me to the waiting list

 Add partner to waiting list

You can add your name to the waiting list by selecting **Add Me**

If you also want to add your partner (they have to be a member of the group) you can pick them from the drop down list and select **Add Partner**

This information will be sent to the Event Organiser by email.