

## SEARCHING Events Calendars – GUIDE

Follow the screen shots and arrows

CLICK



Click on the **Calendar Icon** to access the Calendar.

**FIND** or **INSERT** seniors events - morning teas, meetings, workshops, classes, conferences, etc. - anywhere in Australia.


Seniors Events Calendar can help reach more seniors than any single membership list.

## Performing a QUICK SEARCH

1. Make a selection
2. Type corresponding info
3. Click

Search for   Contains

Records Per Page:

	Start Date	End Date	Name of Event	Recurrent Event
<a href="#">View</a>	Saturday, 29 August 2009	Saturday, 29 August 2009	Seniors' Online Computer Workshop #1	<input checked="" type="checkbox"/>
<a href="#">View</a>	Sunday, 13 September 2009	Wednesday, 16 September 2009	2009 ACSA National Conference - Perth	<input type="checkbox"/>

## **Performing a QUICK SEARCH**

**This Search will display ALL and Every One Event  
in **Queanbeyan** included in the Calendar**

**For more precise search (e.g. morning tea for  
single parents in Queanbeyan in September), use  
the **Advanced Search****

---

# Performing an ADVANCED SEARCH



Home **Community Events** **Advanced Search** How to Search Login to Insert events

## Listing of Community Events in Australia (in chronological order)

Quick Search where Any field  contains

Events found: 11 Page 1 of 1 Events Per Page: 20

# Performing an **ADVANCED SEARCH**

1. Fill **only** the slots that you need.
2. Identify if you need **ALL** the conditions of your search met, or just any?
3. Then Click on **SEARCH**

Calendar of Events - Advanced search

Search Reset Back to list

Search for:  All conditions  Any condition

# ADVANCED SEARCH

## Calendar of Events - Advanced search

Search

Reset

Back to list

Search for:  All conditions  Any condition

ID	Contains	
Start Date	Equals	September
End Date	Equals	
Name of Event	Contains	
Recurrent Event	Equals	
Frequency of Event	Contains	
Description of Event	Contains	
Event Organiser	Contains	
Type of Organisation	Equals	Please select
Category	Equals	Conferences
Keywords	Contains	sustainability
Event Contact Person	Contains	
Venue Address	Contains	
City/Suburb	Contains	
State	Equals	NSW

## **Performing an ADVANCED SEARCH**

- **In this particular case, your search will reflect all sustainability events in NSW in September.**
- **You can make this search even more precise by filling more categories**

**ENJOY**

---