

A quick look at the Community Calendar features available to Community Members...

This tutorial is to assist our community members to become familiar with the calendar search or find events, have reminders emailed prior to the event, and to print or export events.

Main Calendar and Categories:

The screenshot displays the Community Calendar interface. On the left, there is a list of events including 'Homework Help', 'Ouray School Basketball Home Game', and 'Town of Ridway Weed Committee Meeting'. The main area shows a calendar for January 2011 with a dropdown menu for 'Select Event Category/Categories' open. The dropdown menu lists various categories with checkboxes, many of which are checked. A callout bubble points to the 'Main Calendar' tab in the top navigation bar.

Main Calendar * Adult/Youth Classes & Youth Activities Calendar * Ongoing Exhibits Calendar
* Calendar Tips for Community Members/Visitors * Calendar Tips & Widgets for Community Organizations

This calendar is jointly maintained by volunteers from our Ouray County (including Ouray, Ridgway & Colona) non-profit organizations, Chambers and local governments. **To view events by categories, use the drop-down menu in the upper left of the calendar.** Default view is All Events Except for Classes & Youth Activities, which we know can be overwhelming--but we don't want you to miss anything! To view Classes & Youth Activities click on the tab above.

Important Disclaimer | Calendar Tips for Community Members & Visitors

Save As Favorite

Go to today, January 29, 2011
Subscribe: iCal / RSS

Select View: Month | Week | Day | List

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
					1 New Year's Day	
		5	6 16th Annual Ouray Ice Festival @ Ouray Ice Park & various others around Ouray	7 16th Annual Ouray Ice Festival @ Ouray Ice Park & various others around Ouray	8 16th Annual Ouray Ice Festival @ Ouray Ice Park & various others around Ouray Kids Climbing College @ Kids Wall @ the Ouray Ice Park	
		9 Our Annual Ouray	12 Ouray School At-Risk	13 Ridgway School's	14 Ridgway High School	15 Full Moon Ski at

Default Main Calendar tab view has these categories pre-selected

A quick look at the Community Calendar features available to Community Members...

The screenshot displays the Community Calendar interface. At the top, there are navigation links: *** Main Calendar**, *** Adult/Youth Classes & Youth Activities Calendar**, and *** Ongoing Exhibits Calendar**. Below these are links for *** Calendar Tips for Community Members/Visitors** and *** Calendar Tips & Widgets for Community Organizations**.

A text box explains: **To view events by categories, use the drop-down menu in the upper left of the calendar. The Main Calendar view is All Events Except for Classes, Youth Activities, and Ongoing Exhibits. This view is just **Classes & Youth Activities**. Use the category drop-down menu to customize your view.**

Below the text are links for **Important Disclaimer** and **Calendar Tips for Community Members & Visitors**. The main calendar area shows the month of **February 2011** with a search bar and navigation buttons (Login, Search, Print, Export, Help). A dropdown menu for **Event Category/Categories** is open, showing a list of categories with checkboxes. The **Classes** and **Youth Activities** categories are checked.

The calendar grid shows events for Tuesday through Saturday. For example, on Tuesday, there is an event "SLR Photography with Rich Durnan" and on Wednesday, "Your Little Monet" - Patty Cake Playtime.

Clicking on this link jumps to the calendar view with just classes and youth activities turned on. You can check or uncheck any categories you wish from any view.

A quick look at the Community Calendar features available to Community Members...

Homework Help
Mon, Jan 31, 2011 from 3:30pm - 4:30pm

Homework Help
Tue, Feb 1, 2011 from 3:30pm - 4:30pm

Ouray School Basketball Home Game
Tue, Feb 1, 2011 at 4:00pm @ Ouray School Gym

Town of Ridgway Weed Committee Meeting
Tue, Feb 1, 2011 from 4:00pm - 6:00pm @ Ridgway Town Hall

Climbing Wall Grand Opening
Tue, Feb 1, 2011 from 6:00pm - 8:00pm @ Ridgway Secondary School Gym

Homework Help
Wed, Feb 2, 2011 from 3:30pm - 4:30pm

Homework Help
Thu, Feb 3, 2011 from 3:30pm - 4:30pm

Climbing Wall, Open Gym

[* Main Calendar](#)
 [* Adult/Youth Classes & Youth Activities Calendar](#)
 [* Ongoing Exhibits Calendar](#)
[* Calendar Tips for Community Members/Visitors](#)
 [* Calendar Tips & Widgets for Community Organizations](#)

To view events by categories, use the drop-down menu in the upper left of the calendar. The Main Calendar view is All Events Except for Classes, Youth Activities, and Ongoing Exhibits. **This view is just Ongoing Exhibits.** Use the category drop-down menu to customize your view.

[Important Disclaimer](#) | [Calendar Tips for Community Members & Visitors](#)

Login Search Print Export Help

May 2011

Go to today, January 29, 2011
Subscribe: iCal / RSS

Go To Date

Select Event Category/Categories
 Ongoing Exhibits (museums, art, ... [Go](#)

Select / Unselect All

Benefits/Fundraisers

Churches/Spiritual Events

Classes

Festivals & Free Events

Government Meetings (Ouray/Ridgway/County)

Meetings (non-government groups & orgs)

Museum & Library Events

Ongoing Exhibits (museums, art, etc.)

Performances

Schools (Ouray & Ridgway)

Services for the Community

Volunteer!

Youth Activities

Select View
 Month Week Day List

1	2	3	4	5	6	7
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		4			"A Century of Ouray County Farming and Ranching: 1875-1975". Special Exhibit 10:00 am - 4:30 pm @ Ouray County Museum	"A Century of Ouray County Farming and Ranching: 1875-1975". Special Exhibit 10:00 am - 4:30 pm @ Ouray County Museum
8		11			"A Century of Ouray County Farming and Ranching: 1875-1975". Special Exhibit 10:00 am - 4:30 pm @ Ouray County Museum	"A Century of Ouray County Farming and Ranching: 1875-1975". Special Exhibit 10:00 am - 4:30 pm @ Ouray County Museum
15	16	17			"A Century of Ouray County Farming and Ranching: 1875-1975". Special Exhibit 10:00 am - 4:30 pm @ Ouray County Museum	"A Century of Ouray County Farming and Ranching: 1875-1975". Special Exhibit 10:00 am - 4:30 pm @ Ouray County Museum
			19	20	21	

Clicking on this link jumps to the calendar view with just ongoing exhibits turned on.

A quick look at the Community Calendar features available to Community Members...

The screenshot shows the 'Ouray County' community calendar for January 2011. The interface includes navigation links for Login, Search, Print, Export, and Help. It features a central calendar grid for January 2011, with smaller calendar views for December 2010 and February 2011. A 'Save As Favorite' button is located on the left, and a 'Go To Date' button is on the right. The calendar grid shows days of the week and dates, with some dates highlighted in grey. Callout boxes provide detailed information about various features.

For authorized groups to add/edit events

For all users to do a single keyword search (advanced search is in left column)

For all users to print

For all users to export, instructions in window. Can export by date range and event category to various formats.

Help for everyone.

Jump to a specific date

Save Calendar page in your browser favorites

Current Day

User can select their own view preference.

Users can get calendar updates for all events in Outlook, Blackberry, Palm, etc via RSS or iCal

Users can select to display all events, or by one of 13 categories including Classes; Free Events & Festivals; Benefits/Fundraisers; Performances, Meetings (non-government), Government Meetings, Volunteer!, Schools, Youth Activities, Museums/Libraries, Churches/Spiritual Events, Ongoing Exhibits

A quick look at the Community Calendar features available to Community Members...

Choose ▼

Location Text

Location Name State/Province

Street Address Zip/Postal Code

City/Town Country

[Search For Events](#)



Ouray County Community Calendar

Login
Search
Print
Export
Help

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2011

Go to today, January 8, 2011
Subscribe: [iCal](#) / [RSS](#)

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Save As Favorite

Select Category: All

Select View: Month Week Day List

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	Daylight Saving Begins	14	15	16	17	18
20	21	22	23			26
27	28	29	30	31		

Legend:

- Benefits/Fundraisers
- Meetings (Governments, School Boards, Orgs, Etc)
- Classes
- Performances
- Free Events & Festivals
- Volunteer!

Covered By: [CalendarWiz](#)

4th Annual Wine & Whiskers Carnival Hosted by Second Chance Humane Society 6:00 pm @ Ouray County 4-H Event Center

Click on the Event Title to get more info

A quick look at the Community Calendar features available to Community Members...

4th Annual Wine & Whiskers Carnival Hosted by Second Chance Humane Society

[Download this event](#) [Email this event](#)

Date: Saturday, March 12, 2011
Start Time: 6:00 pm
(Time Zone: US/Mountain)

Location: [Ouray County 4-H Event Center \(map\)](#)

Category: Benefits/Fundraisers

Description

Second Chance Humane Society is hosting the 4th Annual Wine and Whiskers Carnival. This Mardi-Gras themed fun(d)-raiser includes complimentary wine and beer (2 drinks per person), decadent chef samplers from local chefs throughout San Miguel and Ouray Counties, cash bar, a live and silent auction stocked with over 300 items and the sizzling and dazzling Fashion Cabaret! The evening concludes with dancing to the eclectic tunes of DJ Antone. Tickets are only \$40.00 at the door or in advance at the Second Chance Thrift Shop. Visit www.secondchancehumanesociety.org or call 626.2273 for further details.

Contact: Kelly
Email: kelly@adoptmountainpets.org
Phone: Goodin

More Info: <http://www.secondchancehumanesociety.org>

Location Details

Ouray County 4-H Event Center
22739 Highway 550
Ridgway CO 81432 US

Location Contact: Susan Long
Location Phone: 970-626-3304

Callouts:
- "Detailed Info pops up in another window." points to the "Set Reminder" button.
- "Click here to email the organizer." points to the "Email" contact information.
- "Click here to go to the organizer's web site." points to the "More Info" link.

4th Annual Wine & Whiskers Carnival Hosted by Second Chance Humane Society

Set Email Reminder

Send reminder before this event

Send reminder to this email address:

Callouts:
- "Click here to open the window below..." points to the "Set Reminder" button.
- "Set the reminder time, enter your email, and the calendar will email you an event reminder..." points to the reminder time dropdown and the email address input field.

A quick look at the Community Calendar features available to Community Members...

The screenshot shows the 'Ouray County, Colorado Community Calendar' interface. On the left is a search form titled 'Search For Calendar Events'. It includes fields for 'Date Range' (Start Date and End Date), 'Search Text' (containing 'humane society'), 'Zip Code Proximity' (set to '10 miles'), and 'Categories'. Below these are fields for 'Locations' and 'Location Text'. A 'Search For Events' button is at the bottom of the form. In the center, a 'Found 1 Events' pop-up window displays details for the '4th Annual Wine & Whiskers Carnival Hosted by Second Chance Humane Society' on Saturday, March 12, 2011, at 6:00 PM at the Ouray County 4-H Event Center. On the right, a calendar view for February 2011 is shown, with a 'Go To Date' button and a 'March 2011' calendar grid. Three callout boxes provide instructions: one points to the '10 miles' dropdown, another points to the event title in the pop-up, and a third points to the event title in the main search results area.

You may need to expand the date range for your search.

Select how far away to include events.

Use advanced search to enter multiple key words, search by category and date range, etc. Results pop up as above.

Click on the titles of found events to get a pop-up with expanded information.

A quick look at the Community Calendar features available to Community Members...

The screenshot shows the 'Ouray County, Colorado Community Calendar' website. On the left, a vertical list of 'UPCOMING COMMUNITY EVENTS IN OURAY COUNTY' includes:

- Early Blood Draw & Community Health Fair - New Location! (Sat, Jan 29, 2011 from 7:00am - 11:00am @ Ouray County 4-H Event Center)
- Rock Climbing Competition (Sat, Jan 29, 2011 from 10:00am - 2:00pm @ Ridgway Secondary School Gym)
- Ridgway High School Basketball Home Game (Sat, Jan 29, 2011 at 5:00pm @ Ridgway Secondary School Gym)
- Homework Help (Mon, Jan 31, 2011 from 3:30pm - 4:30pm)
- Homework Help (Tue, Feb 1, 2011 from 3:30pm - 4:30pm)
- Ouray School Basketball Home Game (Tue, Feb 1, 2011 at 4:00pm @ Ouray School Gym)
- Town of Ridgway Weed Committee Meeting (Tue, Feb 1, 2011 from 4:00pm - 6:00pm @ Ridgway Town Hall)
- Climbing Wall Grand Opening (Tue, Feb 1, 2011 from 6:00pm - 8:00pm @ Ridgway Secondary School Gym)
- Homework Help (Wed, Feb 2, 2011 from 3:30pm - 4:30pm)
- Homework Help (Thu, Feb 3, 2011 from 3:30pm - 4:30pm)
- Climbing Wall - Open Gym

At the top right, navigation links include:

- * Calendar
- * Submit an Event
- * Participating Organizations
- * Things To Do

A callout bubble points to the event list with the text: "The scrolling Upcoming Events list. The list will show up to 50 events that are within the next 100 days."

The main calendar area shows "February 2011" with a "Go To Date" button. Below the calendar title, there are options for "Select Event Category/Categories" (set to "Benefits/Fundraisers") and "Select View" (Month, Week, Day, List). The calendar grid shows events for the first five days of February:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Homework Help 3:30 pm - 4:30 pm Ouray School Basketball Home Game 4:00 pm @ Ouray School Gym Town of Ridgway Weed Committee Meeting 4:00 pm -	2 Homework Help 3:30 pm - 4:30 pm	3 Homework Help 3:30 pm - 4:30 pm	4 Ouray School Basketball Home Game 4:00 pm @ Ouray School Gym	5 "La Boutique" Ballet Performance by Weehawken 7:00 pm -

A callout bubble points to an event title in the calendar grid with the text: "Click on any event title for more event info.."

A quick look at the Community Calendar features available to Community Members...

Community members and participating organizations may suggest an event by using the **SUBMIT AN EVENT** wizard:

First, Click on the "Submit an Event" link as below.

UPCOMING COMMUNITY EVENTS IN OURAY COUNTY

Early Blood Draw & Community Health Fair - New Location!
Sat, Jan 29, 2011 from 7:00am - 11:00am @ Ouray County 4-H Event Center

Rock Climbing Competition
Sat, Jan 29, 2011 from 10:00am - 2:00pm @ Ridgway Secondary School Gym

Ridgway High School Basketball Home Game
Sat, Jan 29, 2011 at 5:00pm @ Ridgway Secondary School Gym

Homework Help
Mon, Jan 31, 2011 from 3:30pm - 4:30pm

Homework Help
Tue, Feb 1, 2011 from 3:30pm - 4:30pm

Ouray School Basketball Home Game
Tue, Feb 1, 2011 at 4:00pm @ Ouray School Gym

Town of Ridgway Weed Committee Meeting
Tue, Feb 1, 2011 from 4:00pm - 6:00pm @ Ridgway Town Hall

Climbing Wall Grand Opening
Tue, Feb 1, 2011 from 6:00pm - 8:00pm @ Ridgway Secondary School Gym

Homework Help
Wed, Feb 2, 2011 from 3:30pm - 4:30pm

Homework Help
Thu, Feb 3, 2011 from 3:30pm - 4:30pm

Climbing Wall Open Gym

Search For Calendar Events

Ouray County, Colorado
Community Calendar

* Calendar * Submit an Event
* Participating Organizations
* Things To Do

Follow Ouray County Community Calendar on facebook

* Main Calendar * Adult/Youth Classes & Youth Activities Calendar * Ongoing Exhibits Calendar
* Calendar Tips for Community Members & Visitors * Widgets for Community Organizations

This calendar is jointly maintained by Ouray, Ridgway & Colona) non-profit organizations, Chambers and local governments. Default view is All Events Except for Classes & Youth Activities. To view Classes & Youth Activities click here.

Important Disclaimer | Calendar Tips for Community Members & Visitors

Login Search Print Export Help

Save As Favorite

Go To Date

Select Event Category/Categories
Benefits/Fundraisers, Go

Select View
Month Week Day List

January 2011
Go to today, January 29, 2011
Subscribe: iCal / RSS

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 New Year's Day

Please fill out the pop-up form and give the details of date/time/place/cost/ and a concise description. Please chose the category you think is most appropriate. If you are not sure we will help you. Include enough detail so that community members/visitors will know what to expect and come! Don't forget to scroll down to the bottom of the pop-up form.

A quick look at the Community Calendar features available to Community Members...

The image shows a screenshot of a web browser displaying a 'Suggest Calendar Event' form. The form is titled 'Suggest Calendar Event' and contains the following sections:

- Your Contact Information (will not appear in calendar event)**
 - Full Name*
 - Email Address*
 - Phone Number
 - Organization
 - Note to Calendar Administrator
- Event Information (will appear in calendar event)**
 - Event Title*
 - Select Category For This Event (Let The Calendar Administrator Assign Category)

A speech bubble points to the form with the following text:

Next, enter all the event details in the pop up window to the left.

Don't forget to scroll down.

Administrators will accept the event and add it to the calendar shortly.

The background shows a community calendar website with various event listings and navigation options.

Administrators will accept the event, usually within a few hours, and will save it to the calendar. The event will appear when this category is "checked" in all of the OurayCountyColorado.org calendar and all other web sites that embed this calendar or its widgets on their own organizations' sites. It will be able to be found when users are searching the calendar with the search utility and will show up on the "Upcoming Community Events" scroller as soon as the calendar administrator's accept it. You will get an email when the event is formally accepted by the administrators and added to the calendar.

A quick look at the Community Calendar features available to Community Members...

FILLING OUT THE SUBMIT AN EVENT pop up --

Suggest Calendar Event

Use this form to suggest an event to be placed on our calendar. The calendar administrator will be notified of your suggestion and review your submission for approval. Please include accurate contact information so we may contact you if there are questions.

Your Contact Information (will not appear in calendar event)

Full Name*

Email Address*

Phone Number

Organization

Note to Calendar Administrator

Event Information (will appear in calendar event)

Event Title*

Select Category For This Event

Let The Calendar Administrator Assign Category

The Event Submitter's info goes here. This will allow the calendar admin to contact you directly if there are questions.

Special notes to the calendar administrator can go here. These are not going to be displayed on the calendar.

Event Title as it will appear on the Calendar. Be concise but specific.

Drop-down menu to chose event category. Only one category per event.

A quick look at the Community Calendar features available to Community Members...

Repeating Events -- Save time by using the repeating events options.

The default is "No Repeat"

Suggest Calendar Event - Windows Internet Explorer

Start Date* Month Day Year
January 29 2011

Time Options: All day event No end time

Start Time* Hour Minute AM/PM End Time* Hour Minute AM/PM
08 00 am 09 00 am

Select Repeat Type:
No repeats

Description

Web Page Link (optional, go to for more event information)

Chose start date. For repeating or multi-day events see below.

Default. Drop-down menu for other options.

A quick look at the Community Calendar features available to Community Members...

For multi-day events (like a 3-day weekend, or week-long event) repeat the event Every Day:

Suggest Calendar Event - Windows Internet Explorer

Event Information (will appear in calendar event)

Event Title*
Ice Festival

Select Category For This Event
Festivals & Free Events

Start Date*
Month: January, Day: 31, Year: 2011

Time Options: All day event No end time

Start Time*
Hour: 08, Minute: 00, AM/PM: am
End Time*
Hour: 09, Minute: 00, AM/PM: am

Select Repeat Type:
Every day

End Date*
Month: February, Day: 4, Year: 2011

Description
Come experience ice exhibitions, competitions, clinics, and family fun.

Web Page Link (optional, go to for more event information)
<http://www.icefestival.org>

Event Location

For multi-day events choose "Every Day" repeat type. Then choose end date. The event will appear identically every day on the calendar through the end date.

Enter an enticing description. Cost, attractions, schedule or agenda, etc.

Enter a link to a web page in the format
"http://www.eventinfo.com"

You can also link directly to a pdf or file that is posted on the web.

A quick look at the Community Calendar features available to Community Members...

Meetings or events can be repeated by day of the week, week/day of the month, date of the month, annually, etc. Use the drop down list. Here is an example of a Regular Town Council meeting that occurs on the first Wednesday of every month:

Suggest Calendar Event - Windows Internet Explorer

Event Information (will appear in calendar event)

Event Title*
Ridgway Town Council Meeting

Select Category For This Event
Government Meetings (Ouray/Ridgway/County)

Start Date*
Month: February Day: 9 Year: 2011

Time Options: All day event No end time

Start Time*
Hour: 08 Minute: 00 AM/PM: am
End Time*
Hour: 09 Minute: 00 AM/PM: am

Select Repeat Type:
Monthly on the.. first

Choose days of the week
 Su Mo Tu We Th Fr Sa

End Date*
Month: December Day: 31 Year: 2011

Description
Ridgway Town Council.
Agendas and packet materials are posted online and are typically available from the Friday or Saturday prior to the meeting.

Web Page Link (optional, go to for more event information)
<http://www.town.ridgway.co.us>

Event Location
Location Name

The custom options appear as the repeat type is selected. This government meeting is set to repeat on the first Wednesday of every month through 12/31/2011.

The description directs those interested to the Town's web site where agendas and packets are posted.

A quick look at the Community Calendar features available to Community Members...

Event Location

Location Name

Street

City

State/Province

Zip/Postal Code

Country

Event Contact

Contact Name

Contact Phone

Contact Email

Click on the Send Suggestion button to send your request to the calendar administrator for review and approval. Thank you.

Input the Event Location details.

Input the Event Contact details.
This may be different than the contact info for the person who is submitting the event.