How to Use the BCMG Calendar

BALDWIN COUNTY MASTER GARDENERS

The place to be with gardeners from all over Baldwin County Alabama

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How to Access the Calendar

1. Go to BCMG main webpage (http://**baldwinmastergardeners**.com).

2. Scroll down your screen a little (or you may not see the calendar menu selection).

3. Move your mouse cursor over the 2nd menu item "**Resources**" and then click on "**Calendar**".
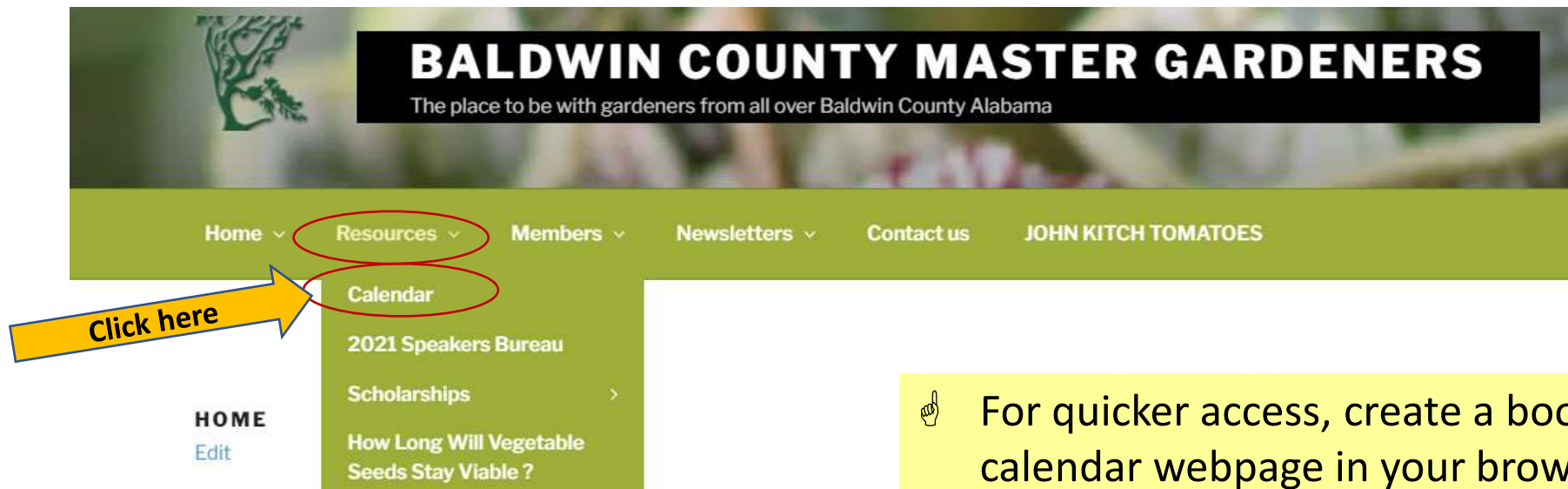
For quicker access, create a bookmark for the calendar webpage in your browser.

Navigating the Calendar

* By default, you see the agenda page where events are listed in chronological order with *event name, date*, and *time* information.

1. You can click on an event or the "+" sign on the right to get more information about the event.

The July and December meetings are for members only.

< 📅 JANUARY – FEBRUARY 2021 > 🖨 ⊖ Collapse All ⊕ Expand All 📑 Agenda ▾

JAN 14 Thu
BCMG January Monthly Meeting via Zoom (9:30am Social)
Jan 14 @ 10:00 am – 12:00 pm ⊕

FEB 3 Wed
BCMG Board Meeting via Zoom
Feb 3 @ 9:30 am – 11:30 am ⊕

⊕

< 📅 JANUARY – FEBRUARY 2021 > 🖨 ⊖ Collapse All ⊕ Expand All 📑 Agenda ▾

⊕

JAN 14 Thu
BCMG January Monthly Meeting via Zoom (9:30am Social)
Jan 14 @ 10:00 am – 12:00 pm ⊖

Guest speaker: Landscape architect Chad Watkins

Read more ➔

⊕

⊕

2. Click on "Read more" for further information if any.

1. Clicking on the "Expand All" button will bring up more information for ALL events on the page.
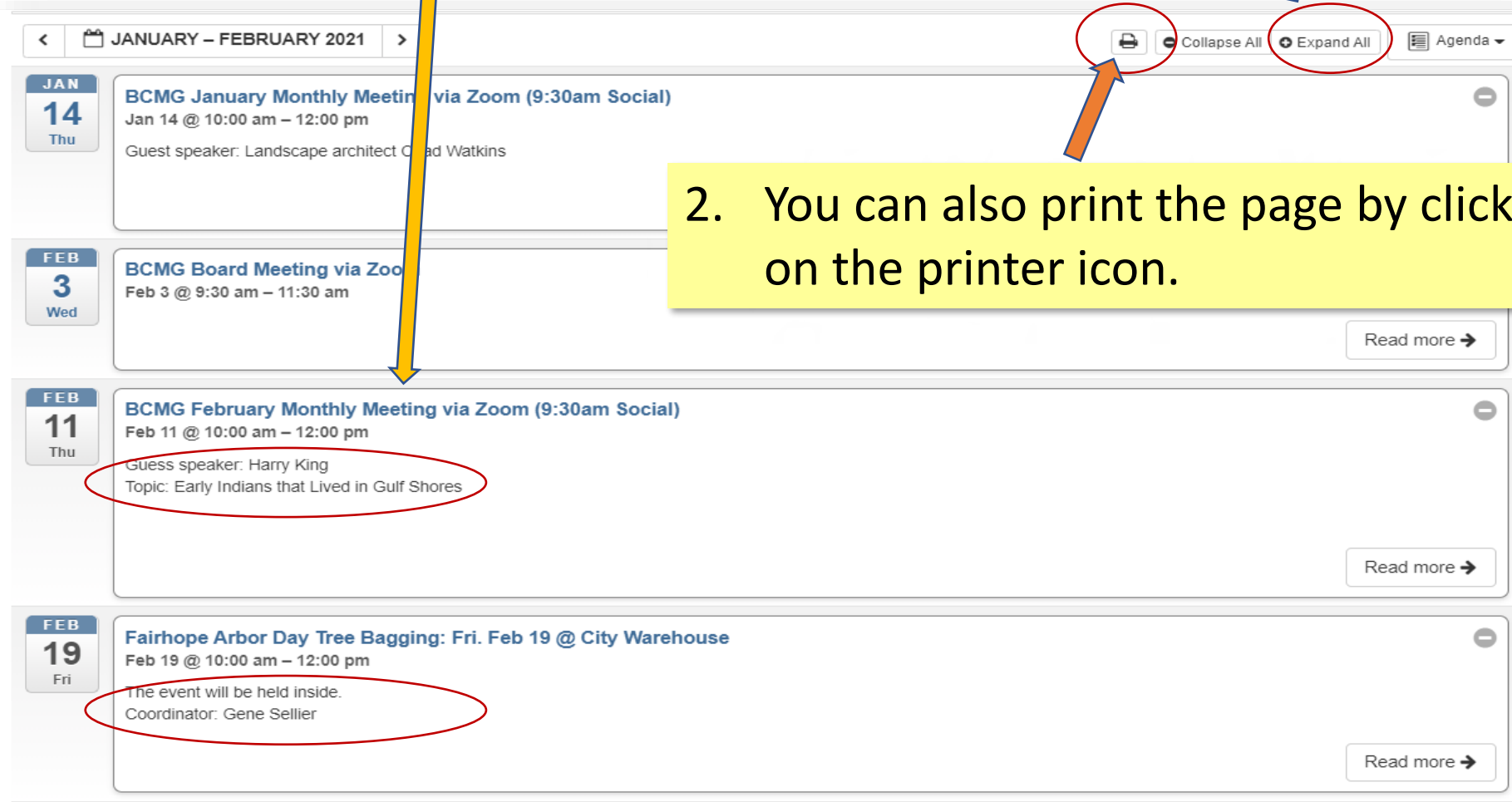
2. You can also print the page by clicking on the printer icon.

< 🗓 JANUARY – FEBRUARY 2021 >   🖨 ⊖ Collapse All ⊕ Expand All   📋 Agenda ▾

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Guest speaker: Landscape architect Chad Watkins

FEB 3 Wed
BCMG Board Meeting via Zoom
Feb 3 @ 9:30 am – 11:30 am

Read more ➜

FEB 11 Thu
BCMG February Monthly Meeting via Zoom (9:30am Social)
Feb 11 @ 10:00 am – 12:00 pm

Guess speaker: Harry King
Topic: Early Indians that Lived in Gulf Shores

Read more ➜

FEB 19 Fri
Fairhope Arbor Day Tree Bagging: Fri. Feb 19 @ City Warehouse
Feb 19 @ 10:00 am – 12:00 pm

The event will be held inside.
Coordinator: Gene Sellier

Read more ➜

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* To view events on different dates, click on the "<" or ">" buttons to view past or future events.

The June and December meetings are for members only.

| ‹ | 📅 JANUARY – FEBRUARY 2021 | › | | 🖨 | ⊖ Collapse All | ⊕ Expand All | 🗐 Agenda ⌄ |

JAN 14 Thu
BCMG January Monthly Meeting via Zoom (9:30am Social)
Jan 14 @ 10:00 am – 12:00 pm
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FEB 3 Wed
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Feb 3 @ 9:30 am – 11:30 am
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FEB 11 Thu
BCMG February Monthly Meeting via Zoom (9:30am Social)
Feb 11 @ 10:00 am – 12:00 pm
⊕

FEB 19 Fri
Fairhope Arbor Day Tree Bagging: Fri. Feb 19 @ City Warehouse
Feb 19 @ 10:00 am – 12:00 pm
⊕

FEB 20 Sat
Arbor Day – Gulf Shores (tentative) @ Erie H. Meyer Civic Center
Feb 20 @ 7:30 am – 10:00 am
⊕

Arbor Day – Fairhope @ Coastal Alabama College (Faulkner) - Dr. John Boron Building
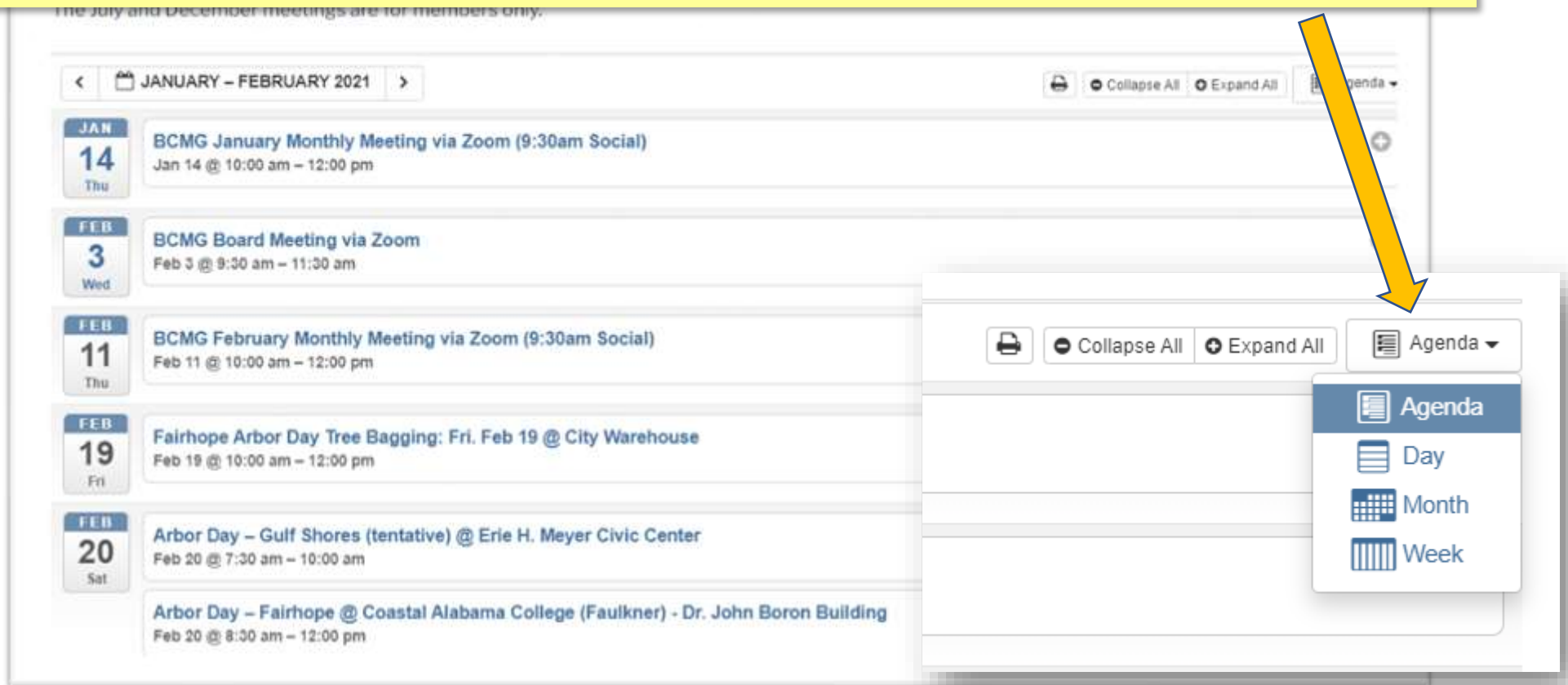Feb 20 @ 8:30 am – 12:00 pm
⊕

* Or click on the date/month bar in the middle to bring up a calendar and select a specific date.

1. If you click on the date title, it will switch to display only the year and the 12 months.

2. This allows you to jump to a different month or year much faster.

* You can also view the events in a monthly, weekly, or daily calendar style.
* To switch to another style, click the "Agenda" button on the top right and select the desired style.

*   These are what the four views look like:

Agenda

Daily

Weekly

Monthly

* The weekly calendar gives you an overview of a specific week. Same way to change the dates by clicking on the "<", ">", and the date bar.
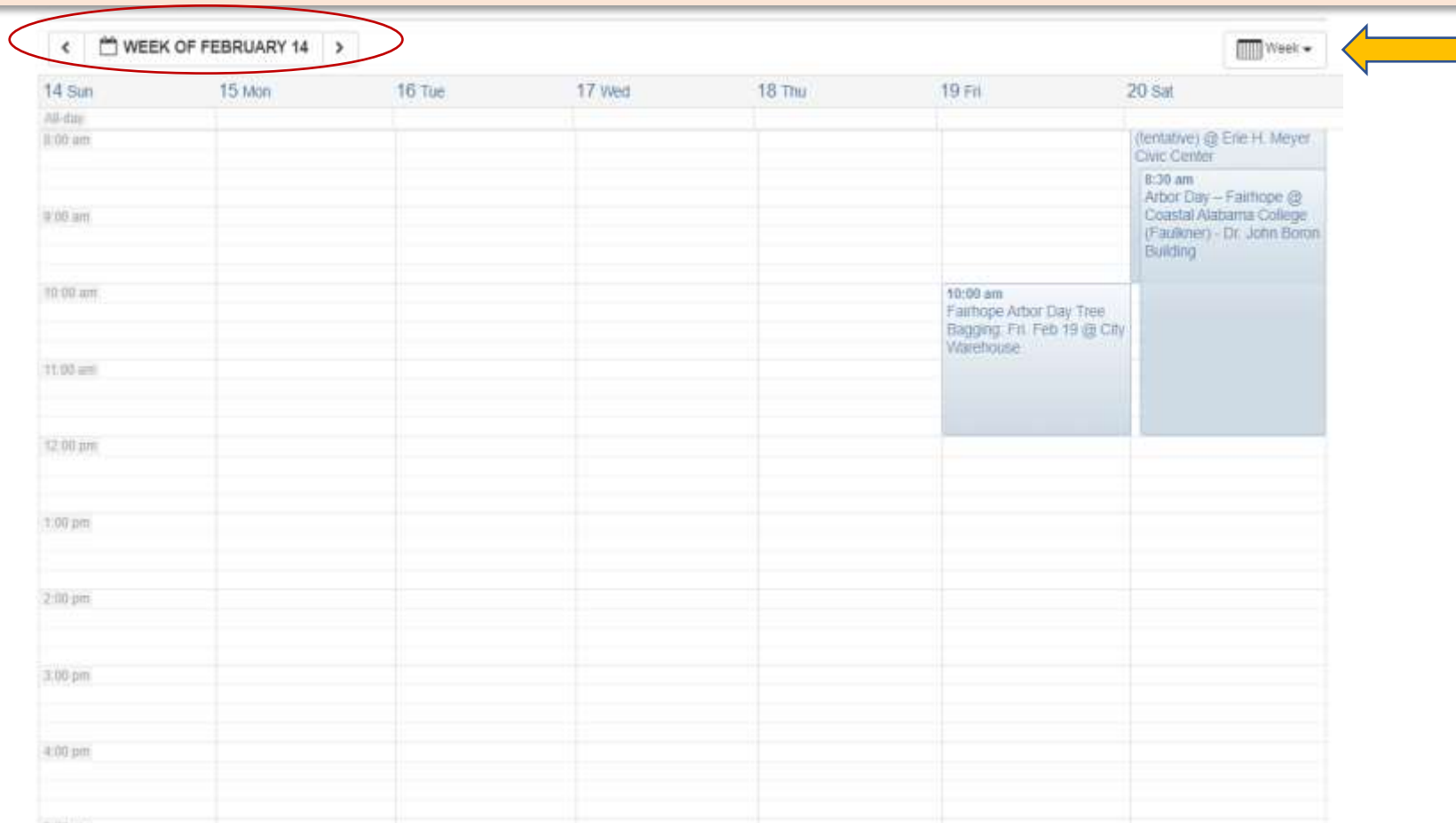
*   The daily calendar gives you an hour-by-hour view of the day.
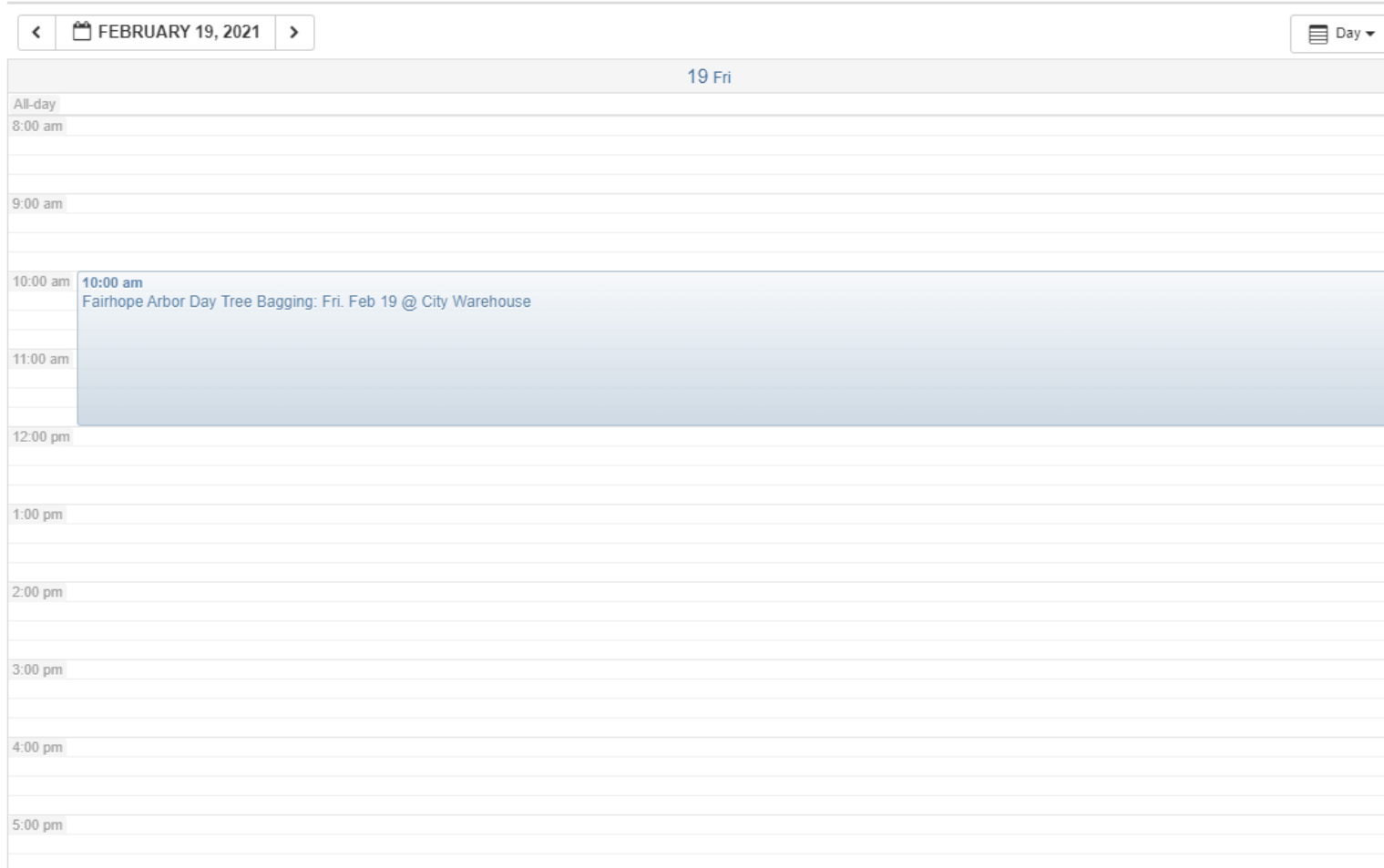
* The monthly calendar gives you a visual overview of the whole month.

1. More information will pop up if you move your mouse cursor over a specific event.

2. If you click the event…

You will get detail information, including the address, for the event.

Fairhope Arbor Day Tree Bagging: Fri. Feb 19

WHEN: February 19, 2021 @ 10:00 am – 12:00 pm

WHERE: City Warehouse
451 Pecan St
Fairhope

The event will be held inside.
Coordinator: Gene Sellier

📅 Calendar

🔊 Add to Calendar ▾

How to link the BCMG Calendar to Your Personal Calendar
(so you can view BCMG events inside your own calendar)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Test ** 11:00 am	2	3 BCMG Board Meeting via Zoom 9:30 am	4	5	6
7	8	9	10 BCMG February Monthly Meeting via Zoom (9:30am Social) 10:00 am	11	12	13
14	15	16	17	18	19 Fairhope Arbor Day Tree Bagging: Fri. Feb 19 10:00 am	20 Arbor Day – Gulf Shores (tentative) 7:30 am, Arbor Day – Fairhope 8:30 am
21	22	23	24	25	26 Arbor Day – Silverhill 8:30 am	27 Arbor Day – Bay Minette 7:00 am, Arbor Day – Magnolia Springs 7:30 am

« 2020 ‹ JAN 📅 FEBRUARY 2021 MAR › 2022 » Edit

Join us on Facebook

🔊 Subscribe ▲

* The "Subscribe" button allows the BCMG calendar to be linked to an outside calendar such as a Google or Apple calendar.
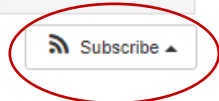
1. Click on the "Subscribe" button to bring up a calendar type selection menu and then click on your calendar.
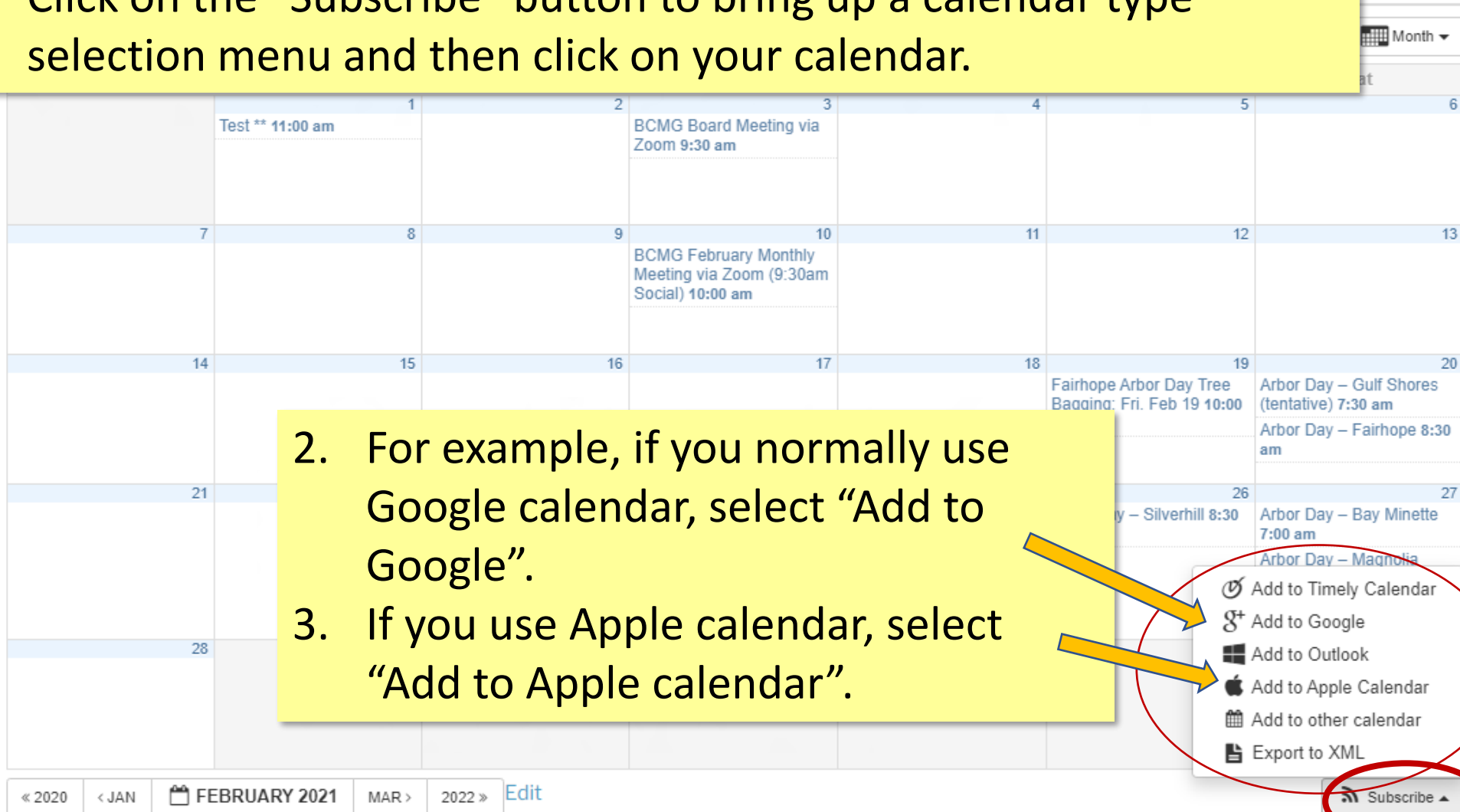
2. For example, if you normally use Google calendar, select "Add to Google".
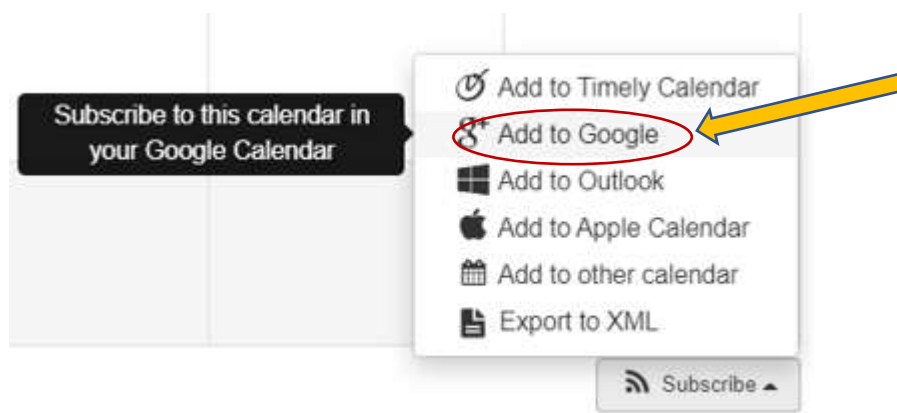
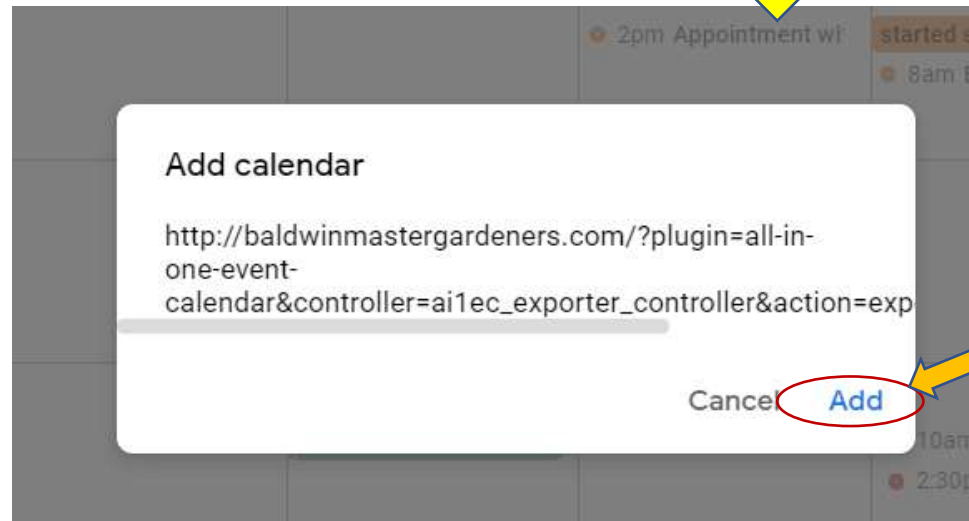3. If you use Apple calendar, select "Add to Apple calendar".

Here's an Example for Linking to Google Calendar

Subscribe to this calendar in your Google Calendar

- Add to Timely Calendar
- Add to Google
- Add to Outlook
- Add to Apple Calendar
- Add to other calendar
- Export to XML

Subscribe ▲

1. First click on "Add to Google",

2. A box comes up asking you to "Add" the calendar.

2pm Appointment w/   started s
8am B

Add calendar

http://baldwinmastergardeners.com/?plugin=all-in-one-event-calendar&controller=ai1ec_exporter_controller&action=exp
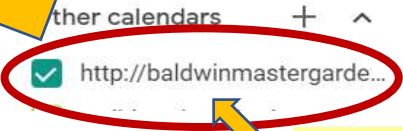
Cancel   Add

2. Once you click on "Add", it will add the BCMG calendar (subscription) to your Google calendar.

10am
2:30p

Here's What it May Look Like
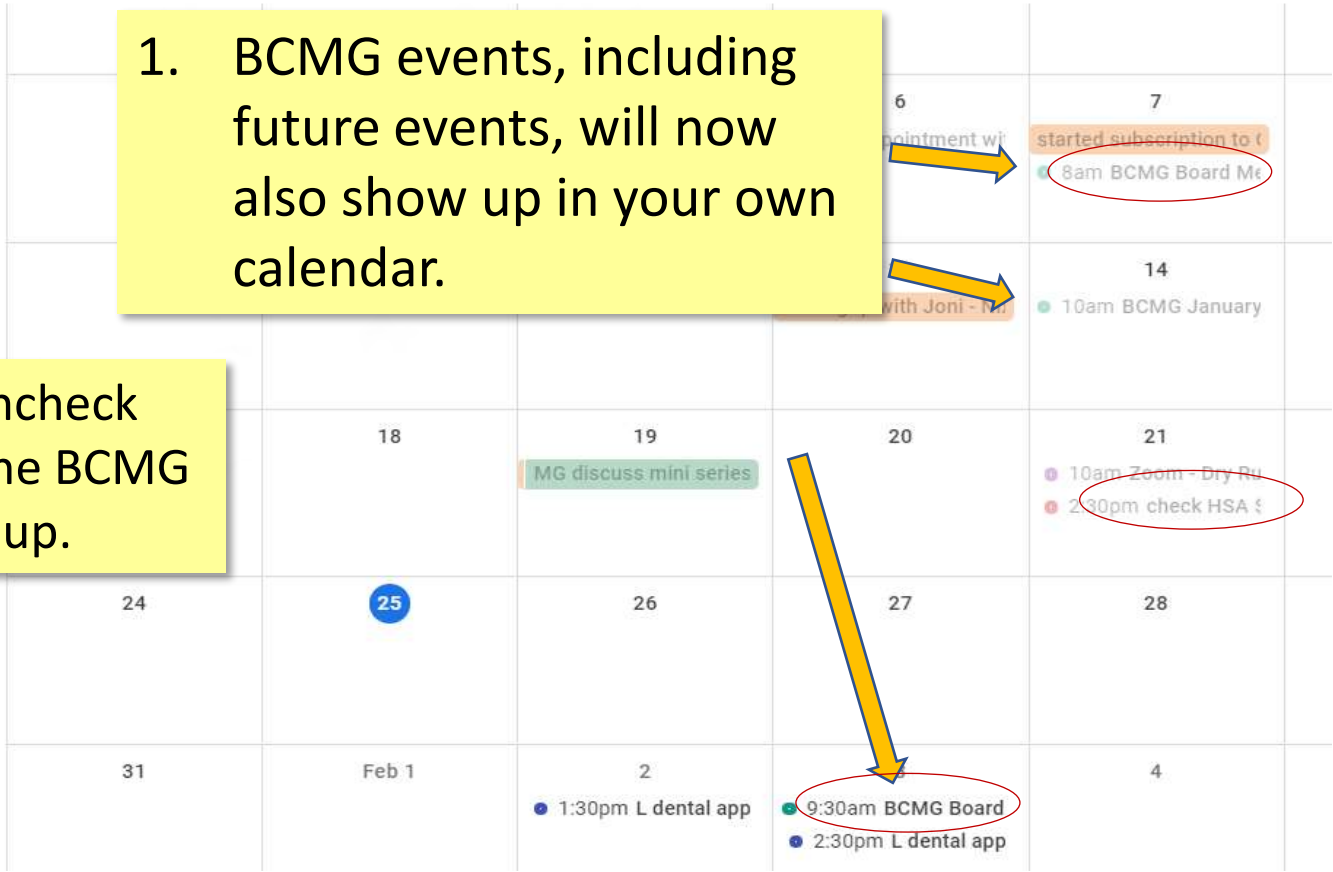## (after Subscribed to the BCMG Calendar)
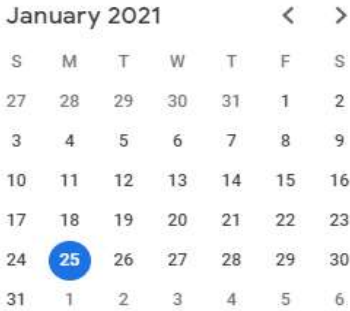
1. BCMG events, including future events, will now also show up in your own calendar.

2. Here is the subscription. Uncheck the checkbox will hide all the BCMG events so they won't show up.

3. You can remove the subscription anytime. Simply move your mouse cursor over the subscription and click on the "X" sign when it appears.

A Note on Printing the Calendar

* You can print the events in the "Agenda" view using the " 🖨 " button.

* If you with to print the monthly, weekly, or daily calendar, there
  are two ways:
  1. Subscribe to the BCMG calendar and print it from your own
     calendar.
  2. Using the Print screen function on your Windows/Apple computer
     or iPad to save the whole screen to a file, then print the file.

* Do not use your browser's print command to print.

A Note on Print Screen
Using "Snip & Sketch" Utility in Windows PC Computer

* "Snip & Sketch" is a free tool that takes screenshots in Windows 10. It is more flexible than using the Print Screen keys such as "**Alt**" **+ "PrtScn"** or " ⊞ " **+ "PrtScn**".)

* **To use Snip & Sketch**:
1. Search "Snip & Sketch" in Windows and open it.
2. Click "New".
3. Take the screenshot...

Snip & Sketch
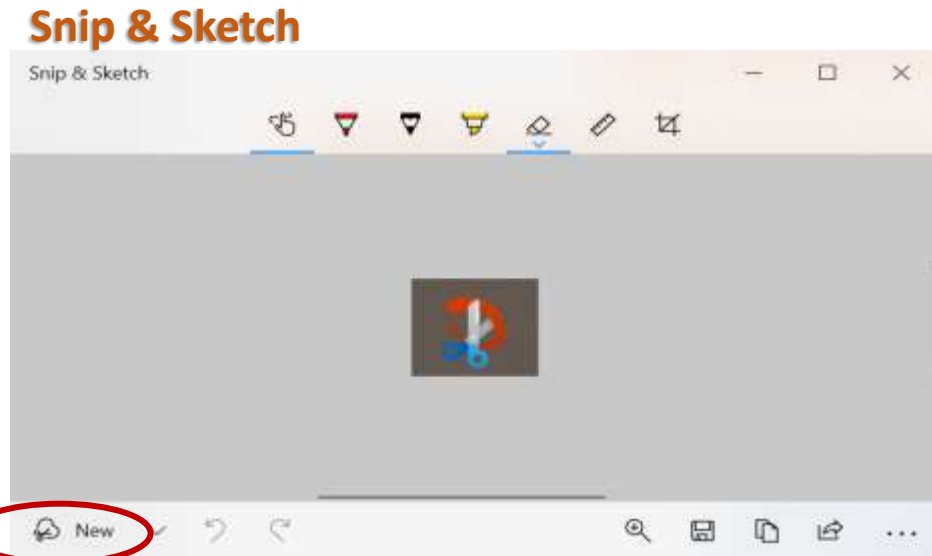
3. ..Take the screenshot by clicking and dragging the cursor to draw a box around the area you wish to copy/save.

In this case, only the calendar portion is snipped/copied.

* It is also saved to the Windows clipboard ready to be pasted to other programs such as MS Office programs or your email.
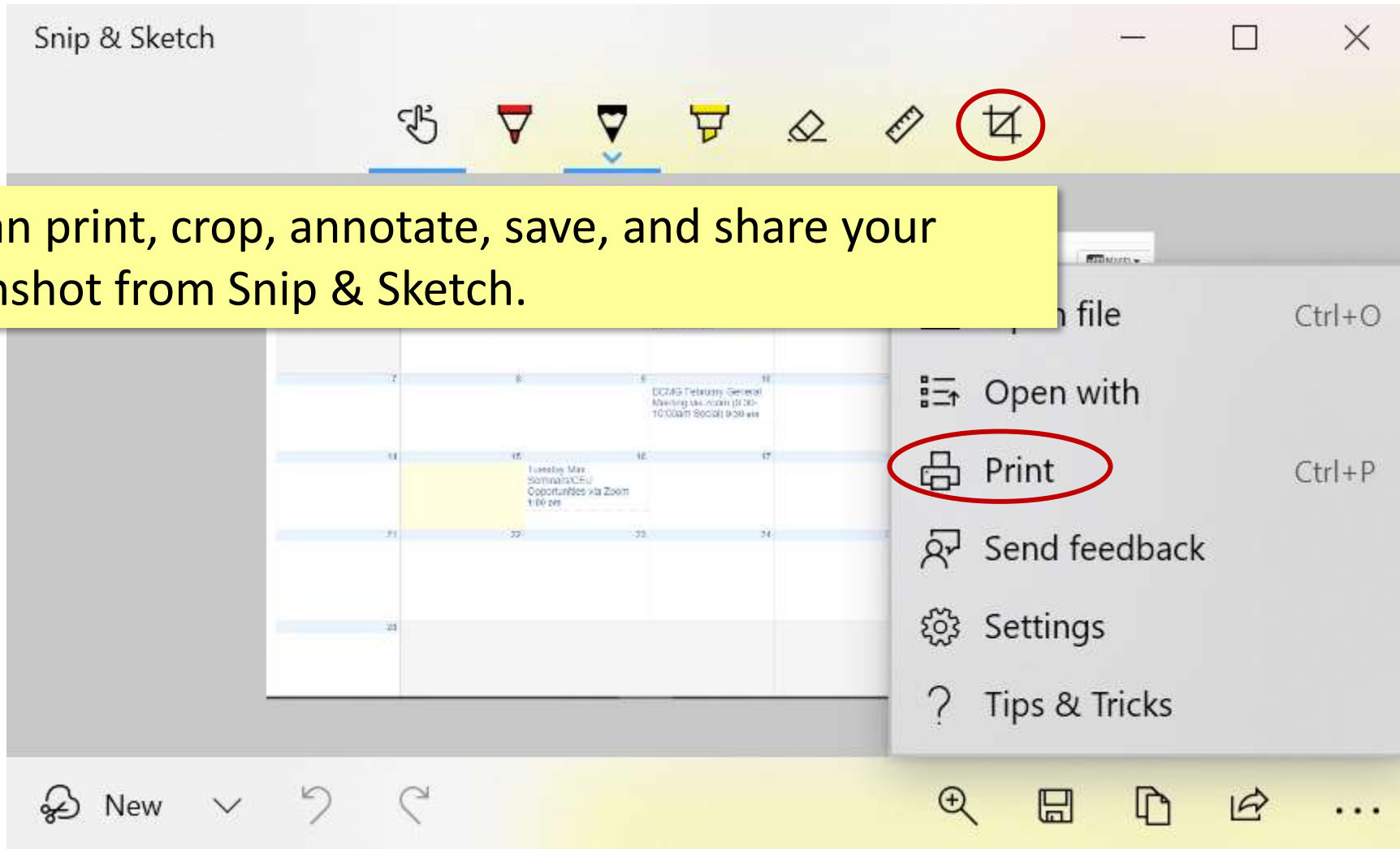
* You can print, crop, annotate, save, and share your screenshot from Snip & Sketch.

* If you have an older version Windows and don't have Snip & Sketch, you can use the "**Snipping Tool**"program which works similar to the "**Snip & Sketch**".

How to Print Screen on an IPad

1. Press the **power button** & the **home button** <u>at the same time</u> briefly.

2. A thumbnail of your print screen temporarily appears in the lower-left corner of your screen.

3. Tap the thumbnail to edit it or swipe left to save it to your photo library (Screenshots folder).

* If your Ipad doesn't have a Home button, try pressing the **power button** & the **volume up button** instead.

- Note: Each hardware model may be different. You might need to figure out exactly what works for you.