

How to Use the BCMG Calendar



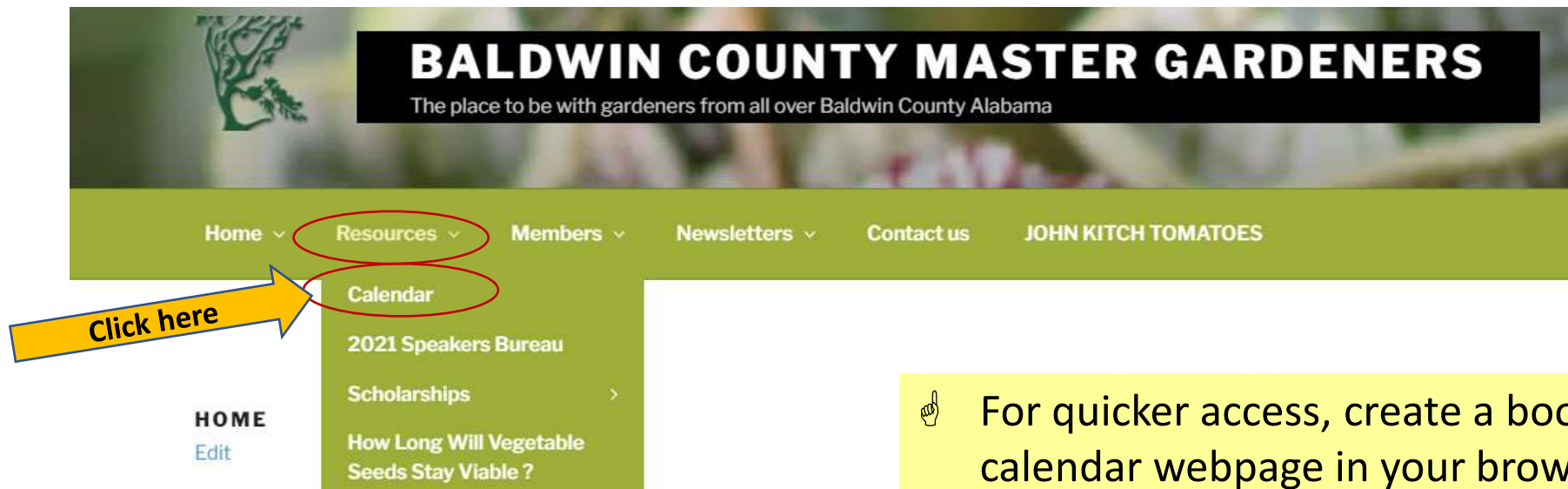
BALDWIN COUNTY MASTER GARDENERS

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



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.

The screenshot shows a calendar interface for January and February 2021. At the top, there is a navigation bar with a left arrow, a calendar icon, the text "JANUARY - FEBRUARY 2021", and a right arrow. To the right of this are icons for printing, collapsing all events, expanding all events, and a dropdown menu labeled "Agenda".

The main content area displays a list of events in chronological order, each with a date and time slot. Each event entry includes a small calendar icon on the left showing the month and day, and a plus sign on the right for expansion.

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

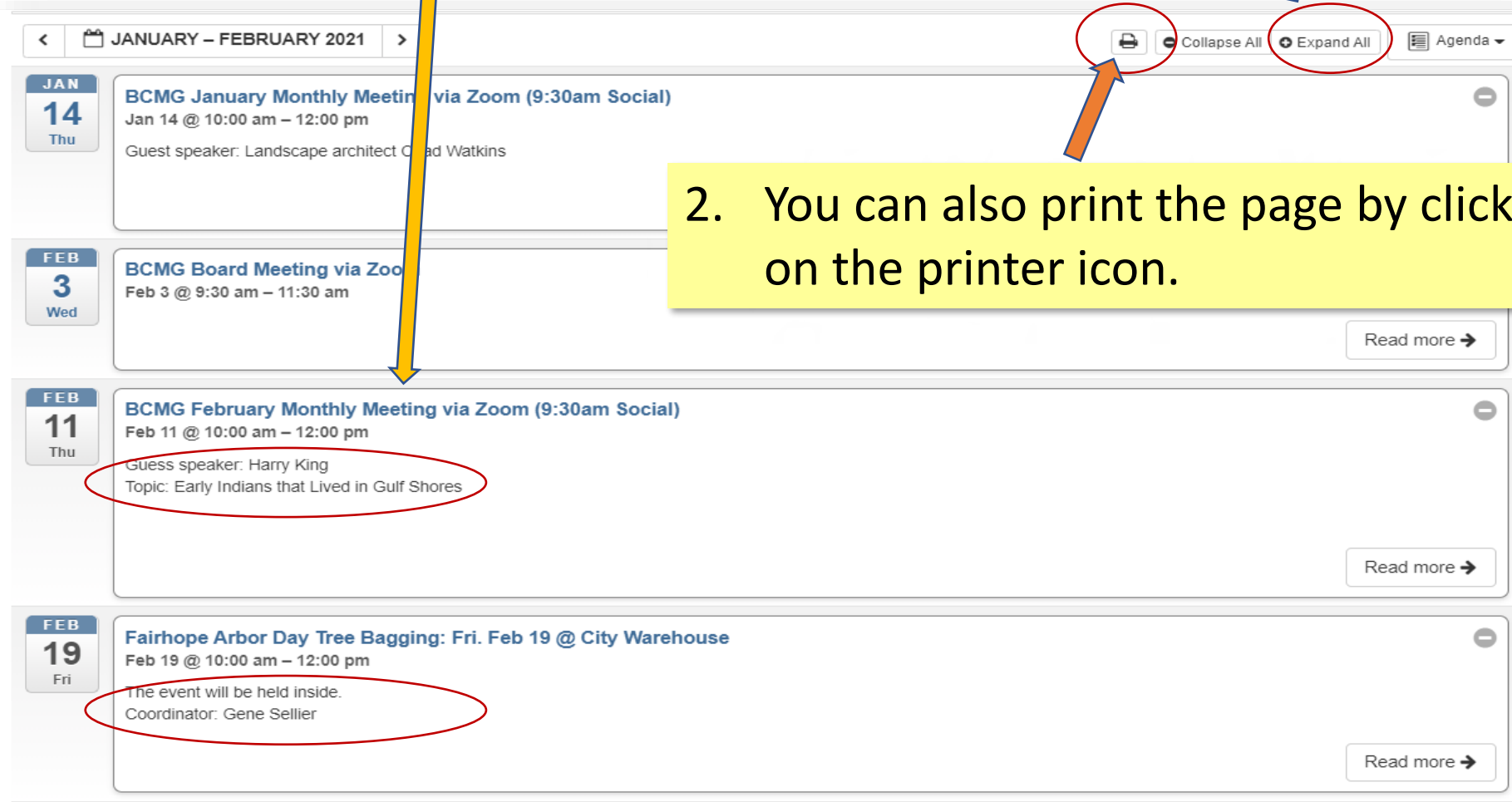
1. You can click on an event or the “+” sign on the right to get more information about the event.

The July and December meetings are for members only.

The screenshot displays a calendar interface for January and February 2021. The top navigation bar includes a calendar icon, the text 'JANUARY - FEBRUARY 2021', and buttons for 'Collapse All', 'Expand All', and 'Agenda'. Below this, a list of events is shown. The first event is 'BCMG January Monthly Meeting via Zoom (9:30am Social)' on Jan 14 @ 10:00 am - 12:00 pm. A yellow arrow points to the '+' sign on the right of this event. The second event is 'BCMG Board Meeting via Zoom' on Feb 3 @ 9:30 am - 11:30 am. Below the list, the details for the first event are expanded, showing the date, time, and a guest speaker: 'Landscape architect Chad Watkins'. A red box highlights the expanded event details, and a yellow arrow points to the 'Read more' link at the bottom right of this box.

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.

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

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	+
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	+

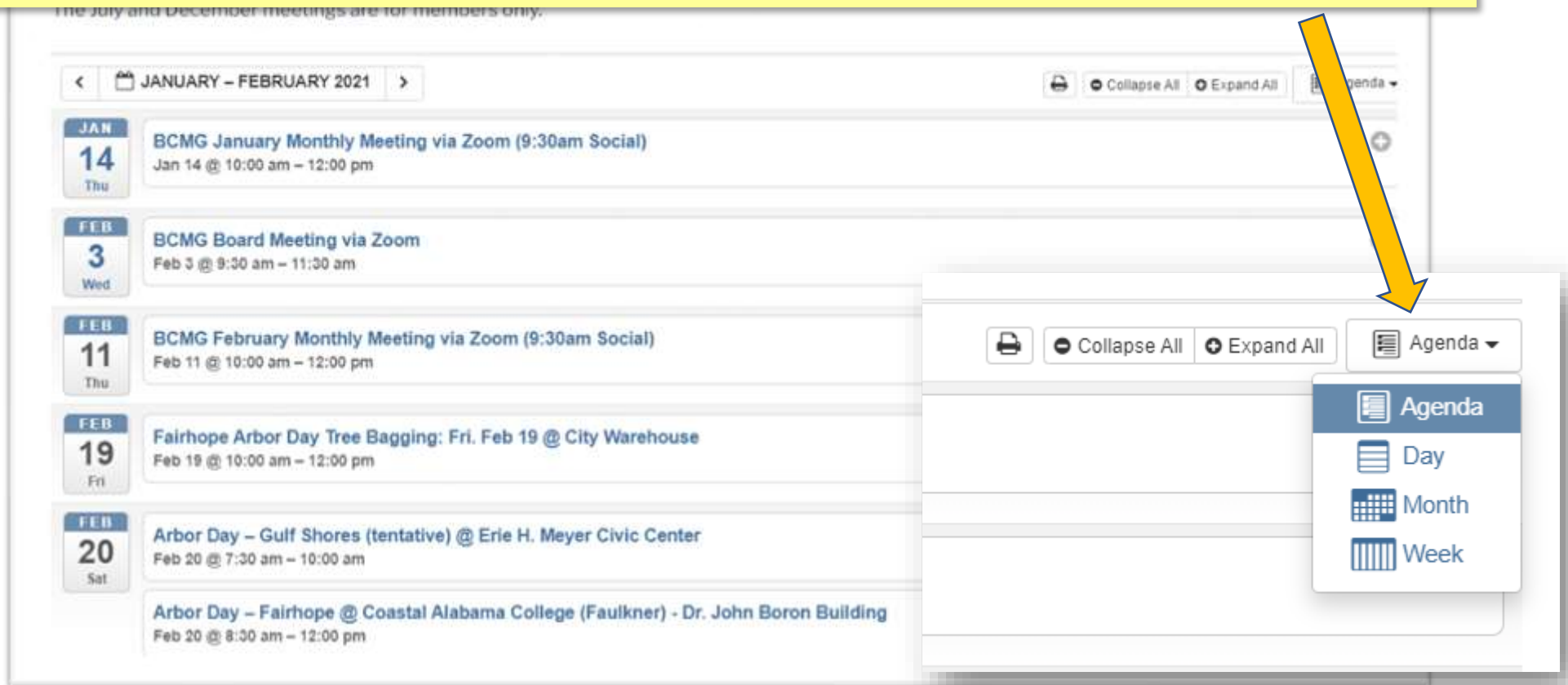
* Or click on the date/month bar in the middle to bring up a calendar and select a specific date.

The screenshot shows a calendar interface with a date/month bar at the top. An orange arrow points to the bar. A green callout box explains that clicking the date title switches to a year and month view. A second green callout box explains that this view allows for faster navigation between months and years. The interface includes a 'Collapse All' button, an 'Expand All' button, and an 'Agenda' dropdown menu. The calendar shows events for February 2021, including 'Arbor Day' events at various locations.

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

Calendar interface showing a list of events for January and February 2021. The events listed are:

- 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 @ 9:00 am - 11:30 am
- 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 Wars - 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
- Feb 20** (Sat): Arbor Day - Fairhope @ Coastal Alabama College (Faulkner) - Dr. John Boron Building - Feb 20 @ 8:30 am - 12:00 pm

Daily

Calendar interface showing a daily view for January 14, 2021. A single event block is visible for the day:

- 10:00 am - 12:00 pm**: BCMG January Monthly Meeting via Zoom (9:30am Social)

Weekly

Calendar interface showing a weekly view for the week of February 1-7, 2021. The event shown is:

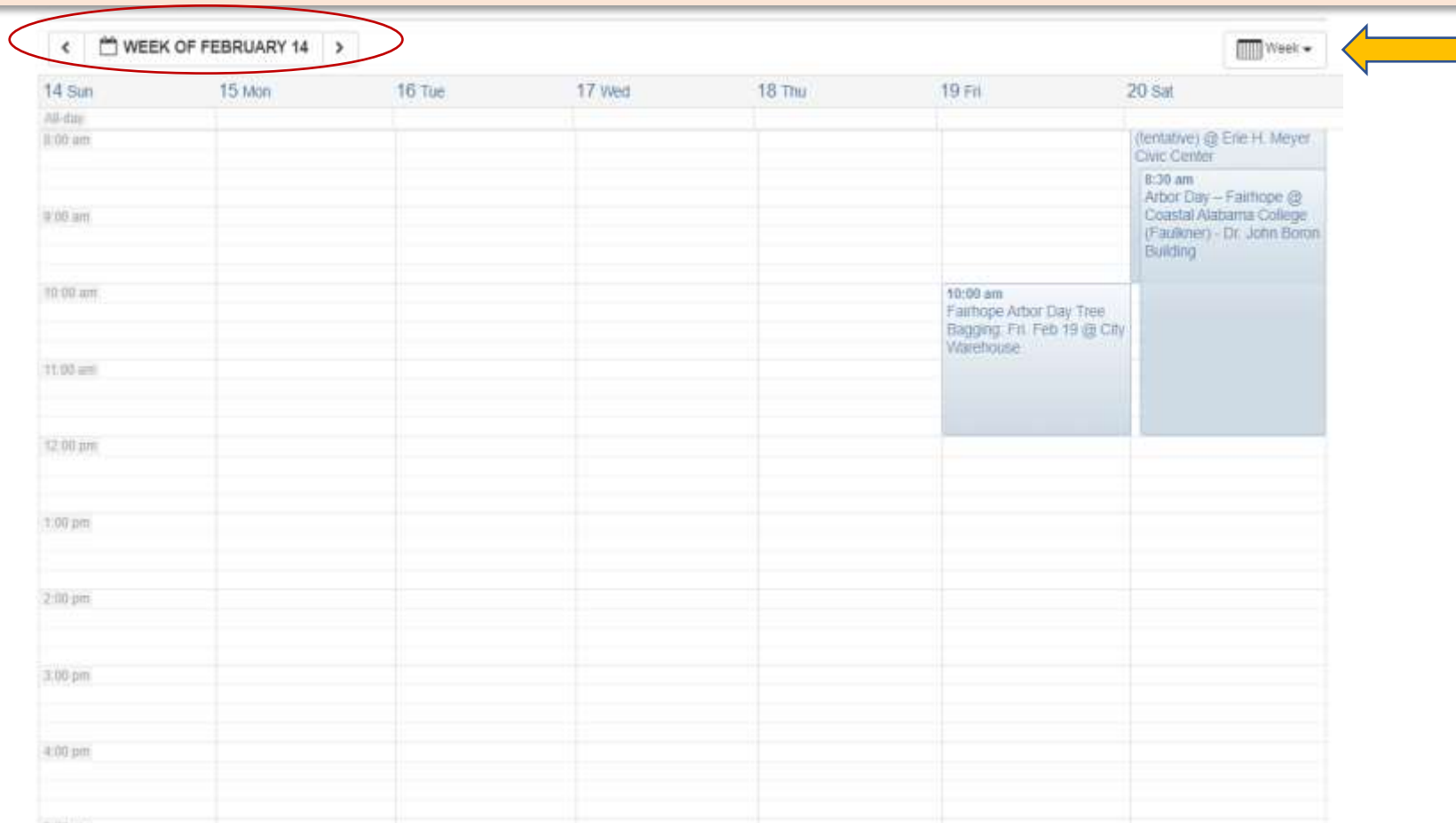
- 9:00 am - 11:30 am** (Feb 3): BCMG Board Meeting via Zoom

Monthly

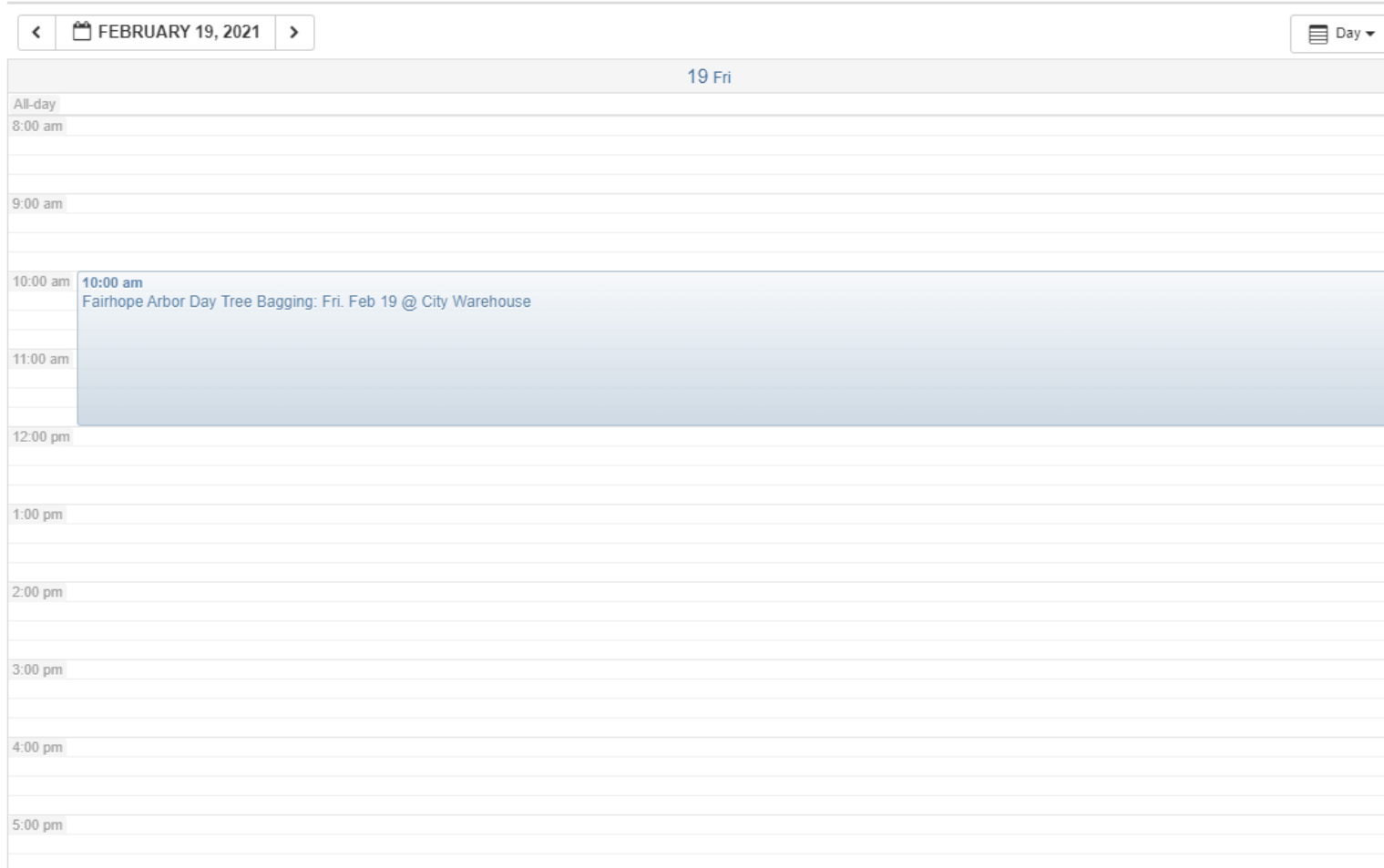
Calendar interface showing a monthly view for February 2021. The events shown are:

- 9:00 am - 11:30 am** (Feb 3): BCMG Board Meeting via Zoom
- 10:00 am - 12:00 pm** (Feb 11): BCMG February Monthly Meeting via Zoom (9:30am Social)
- 10:00 am - 12:00 pm** (Feb 19): Fairhope Arbor Day Tree Bagging: Fri. Feb 19 @ City Wars
- 7:30 am - 10:00 am** (Feb 20): Arbor Day - Gulf Shores (tentative) @ Erie H. Meyer Civic Center
- 8:30 am - 12:00 pm** (Feb 20): Arbor Day - Fairhope @ Coastal Alabama College (Faulkner) - Dr. John Boron Building

* 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.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3 BCMG Board Meeting via Zoom 9:30 am	4	5	6
7	8	9	10	11 BCMG February Monthly Meeting via Zoom (9:30am Social) 10:00 am	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 Arbor Day – Foley 12:30 pm
28						

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

Tue	Wed	Thu	Fri	Sat
2	3	4	5	6
	BCMG Board Meeting via Zoom 9:30 am			
9	10	11	12	13
		BCMG February Monthly Meeting via Zoom (9:30am Social) 10:00 am		
16			19	20
			Fairhope Arbor Day Tree Bagging: Fri. Feb 19 @ City Warehouse 10:00 am	Arbor Day – Gulf Shores (tentative) 7:30 am Arbor Day – Fairhope 8:30 am
23	24	25	26	27
			Arbor Day – Silverhill 8:30 am	Arbor Day – Bay Minette 7:00 am Arbor Day – Magnolia Springs 7:30 am Arbor Day – Foley 12:30 pm

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

2. If you click the event...

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


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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

 [Calendar](#)

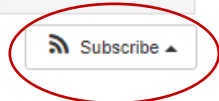
 [Add to Calendar](#)

The event will be held inside.
Coordinator: Gene Sellier

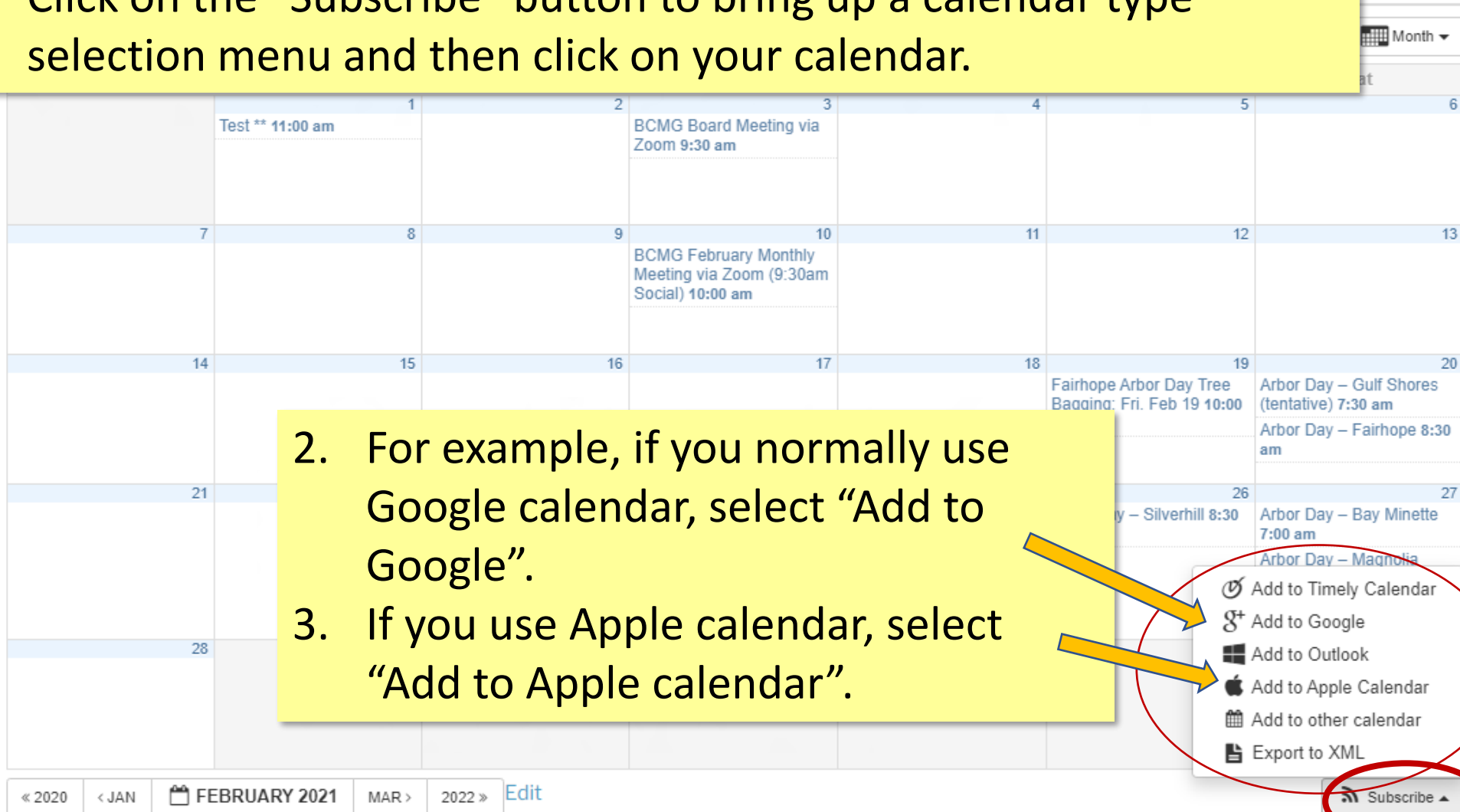
How to link the BCMG Calendar to Your Personal Calendar (so you can view BCMG events inside your own calendar)

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

* 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.

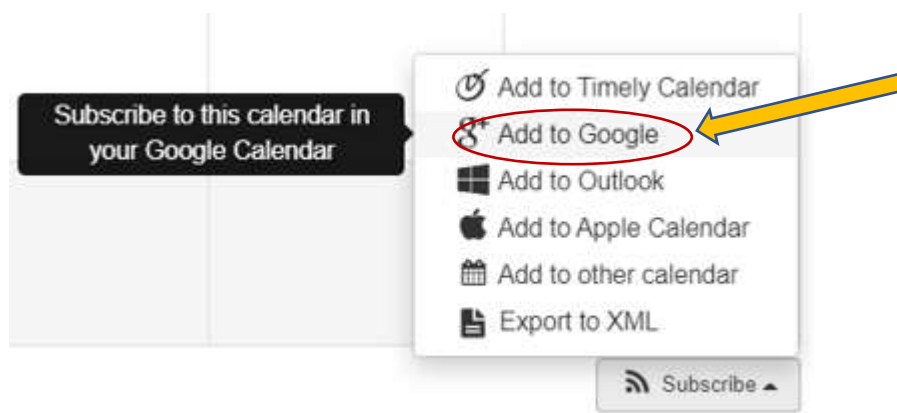


2. For example, if you normally use Google calendar, select “Add to Google”.

3. If you use Apple calendar, select “Add to Apple calendar”.

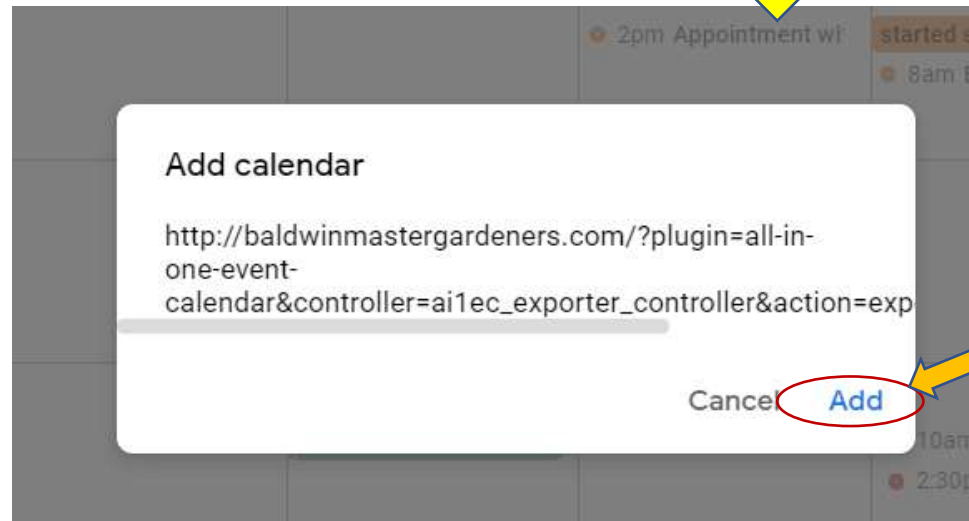
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Here's an Example for Linking to Google Calendar



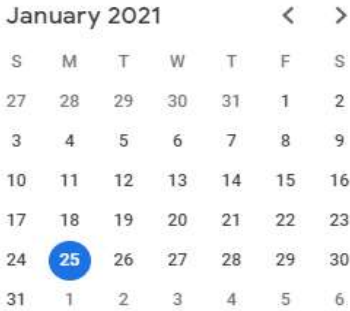
1. First click on “Add to Google”,

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



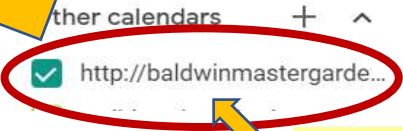
2. Once you click on “Add”, it will add the BCMG calendar (subscription) to your Google calendar.

Here's What it May Look Like (after Subscribed to the BCMG Calendar)

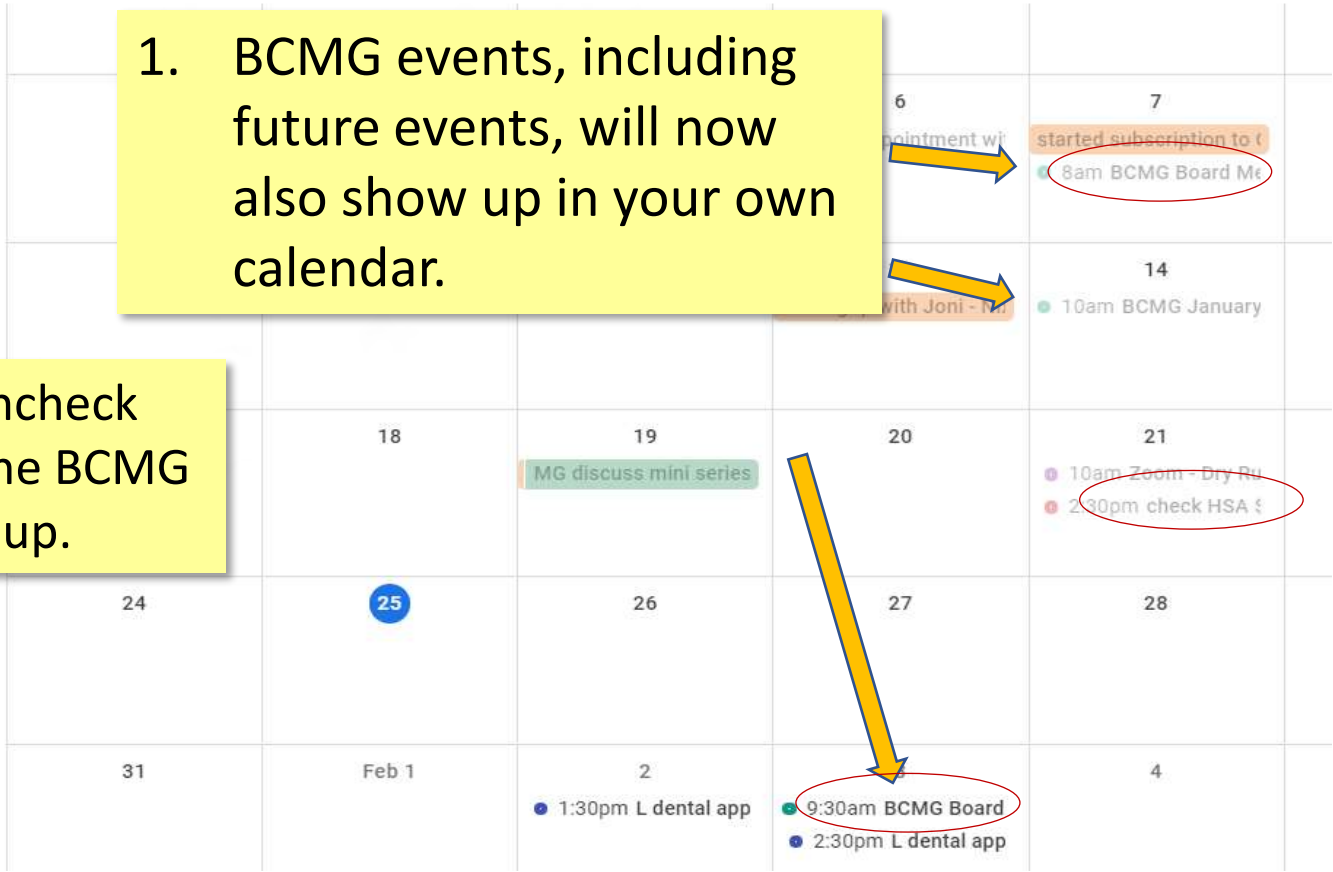


1. BCMG events, including future events, will now also show up in your own calendar.


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 wish 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.

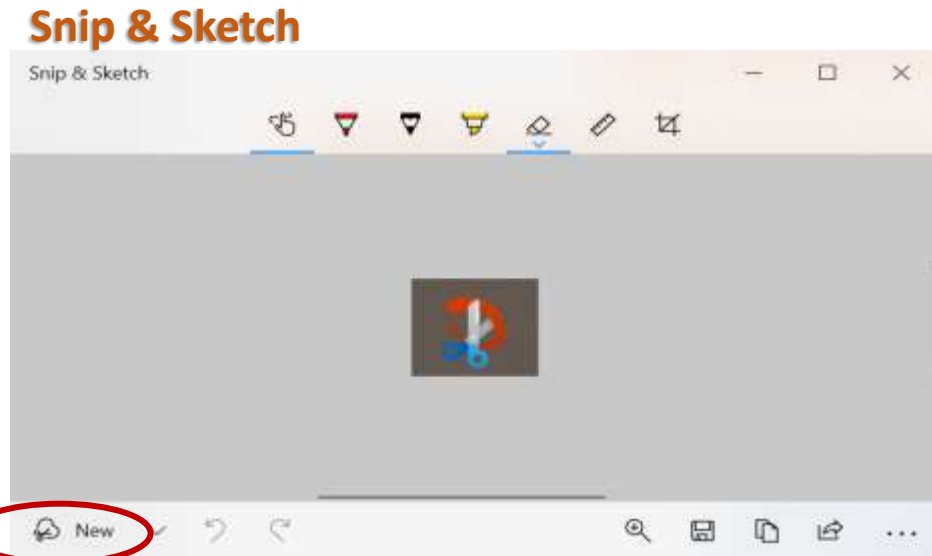
A Note on Print Screen

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...



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

Not secure | baldwinmastergardeners.com/calendar/action-month/page_offset=1/request_format=json/

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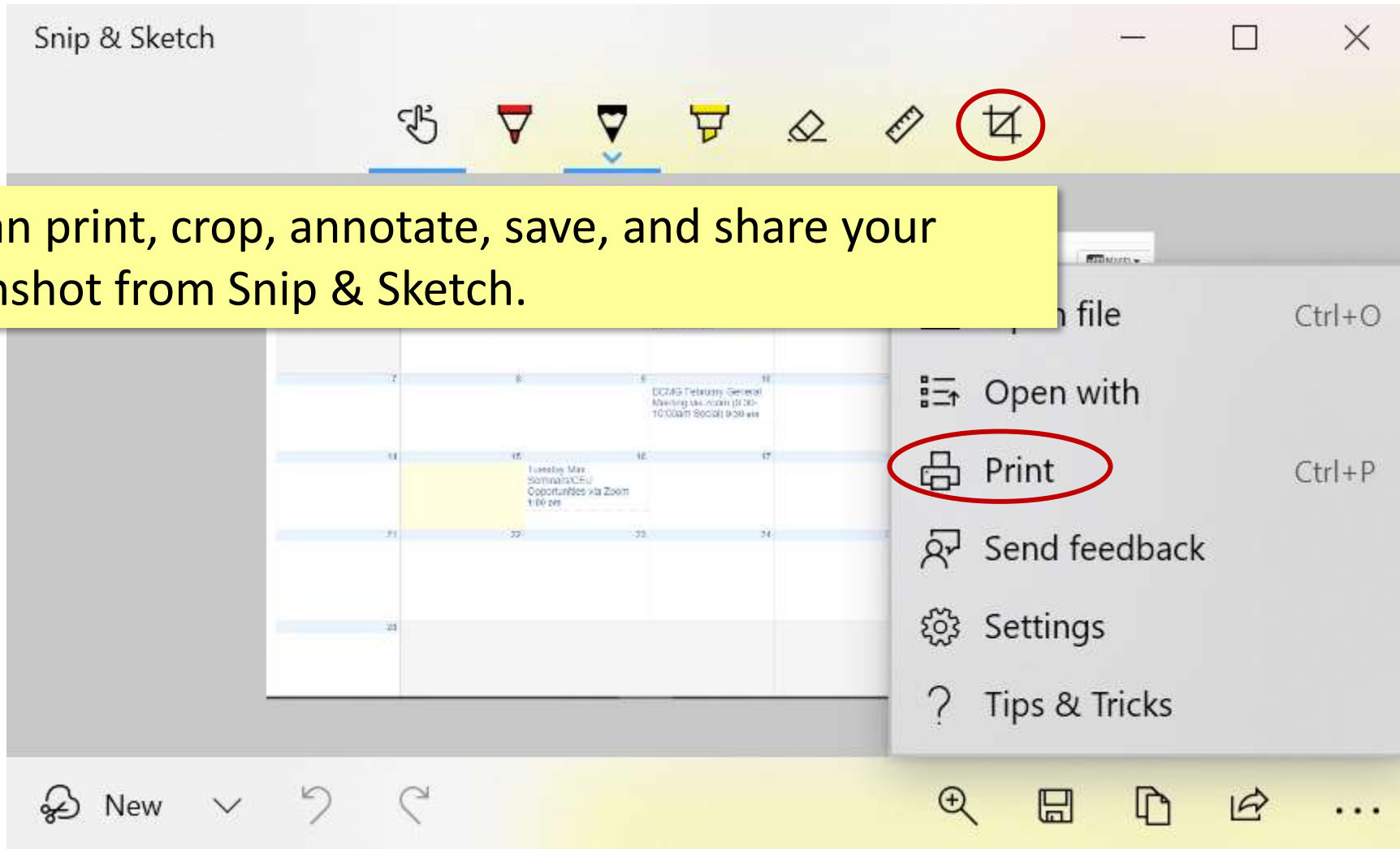
Month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			BCMAG Board Meeting via Zoom 9:30 am			
			BCMAG February General Meeting via zoom (9:30-10:00am Social) 9:30 am			
		Tuesday Mini Seminars/CEU Opportunities via Zoom 1:00 pm				Arbor Day - Fairhope (drive thru) 9:30 am
						Arbor Day - Bay Minette (outdoor) 7:30 am
						Arbor Day - Magnolia Springs (outdoor) 7:30 am
						Arbor Day - Foley (outdoor) 12:30 pm

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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** at the same time 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.



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