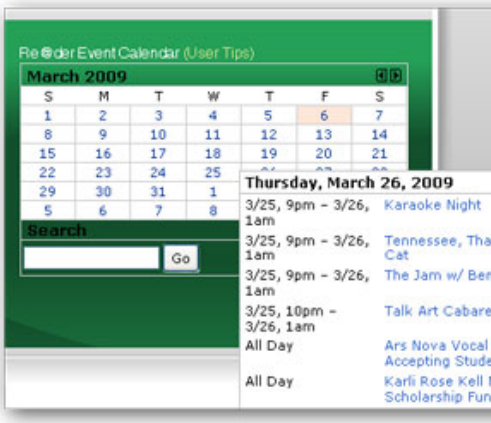
Welcome to Using the Re@der Online Calendar. This tutorial will help familiarize you with the basics of browsing the Re@der calendar, searching for events, viewing individual, or mixed in calendars, and selecting event types in the Re@der Online Calendar.

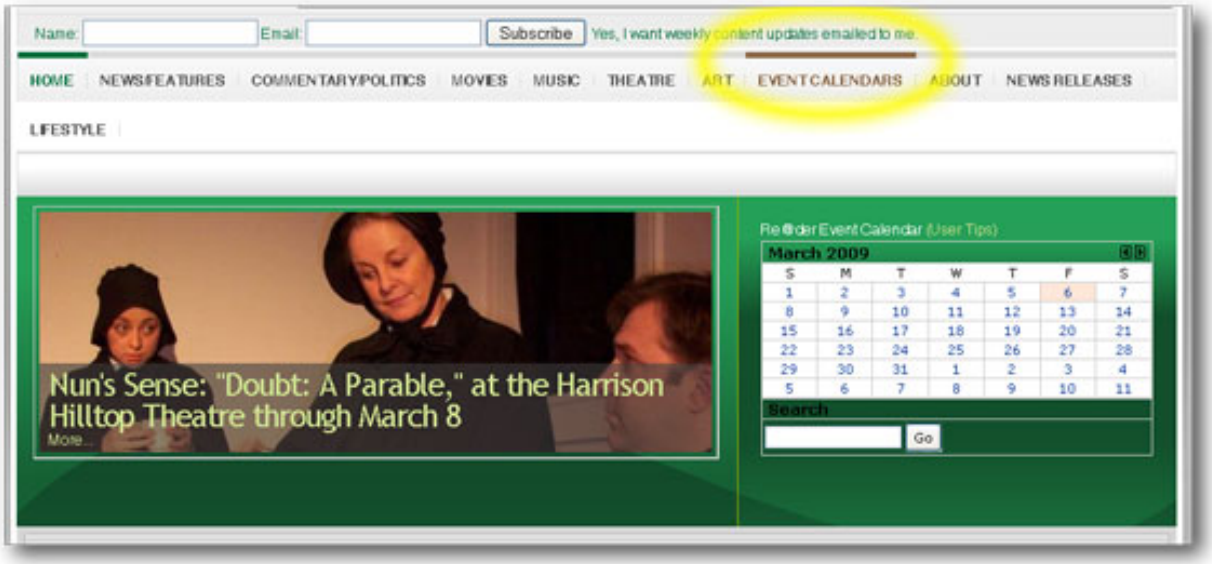
The first place you're likely to see the calendar is the front page of the Re@der Web site, RCReader.com. Here you will see a Date Picker and a search box.



Date Picker & Search Field

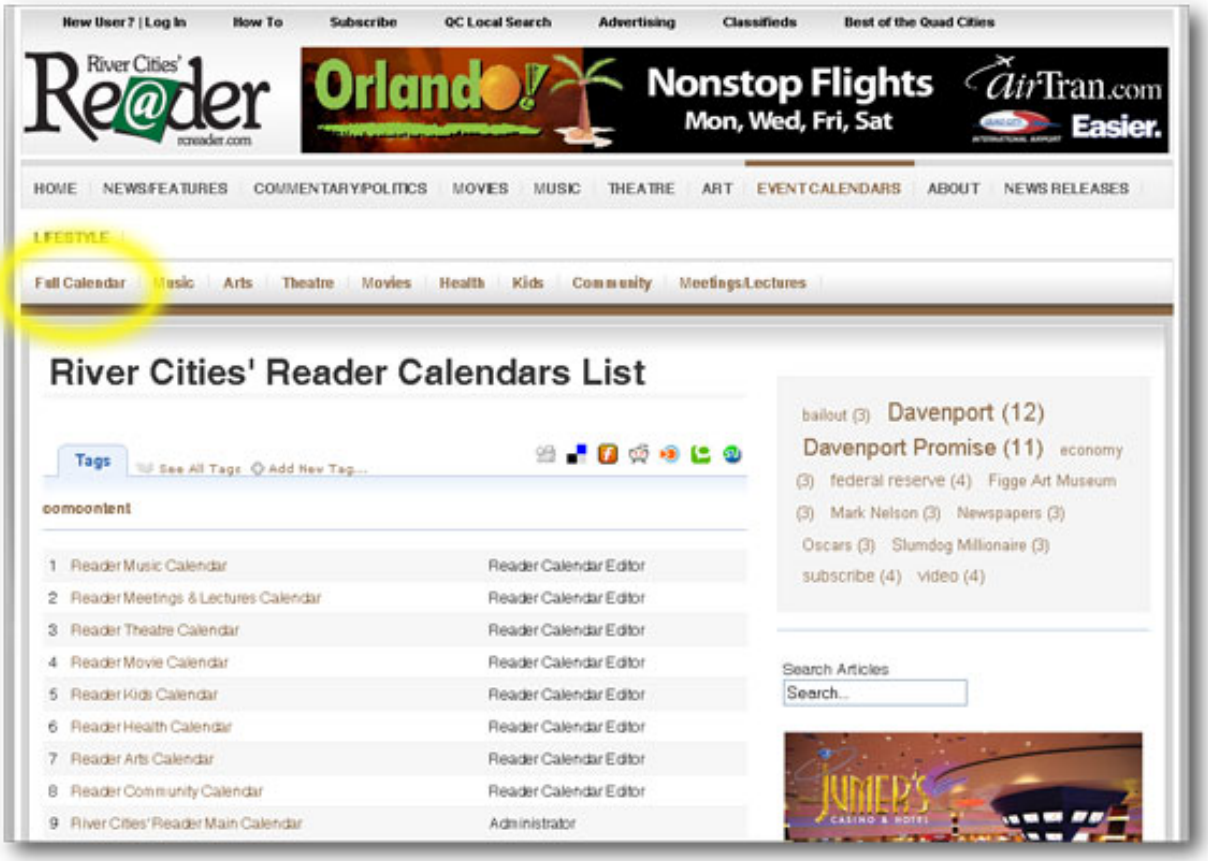
If you roll your cursor over a date in the date picker, a list of events happening that day will pop up. You can then click on one of the events listed, which will take you right to the Detail View of that event. Alternately, If you click on one of the dates in the Date Picker, you will be taken right to the Main Calendar View for that date.
The search box works just like you would expect. You can type in a venue, the type of event, a title, performer, or other contextual information about the event you're looking for. When you click the search button, you will be taken to a Main Calendar View of the event or events that your search term applies to.

The next place you might see the Re@der calendar is on the calendar landing page. One way to get there is to click on the Event Calendars menu item at the top of the Re@der home page.



Calendar Landing Page & Main Calendar View

The Calendar Landing Page allows you to navigate to any of our individual calendars.
For now, we are going to look at the Full Calendar. It mixes together all of the Re@der sub-calendars. The functions are the same in each calendar. You can get to the Full Calendar by clicking on the menu item on the Calendar Landing Page.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1 Reader Music Calendar
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3 Reader Theatre Calendar
Reader Calendar Editor
4 Reader Movie Calendar
Reader Calendar Editor
5 Reader Kids Calendar
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6 Reader Health Calendar
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7 Reader Arts Calendar
Reader Calendar Editor
8 Reader Community Calendar
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9 River Cities' Reader Main Calendar
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bailout (3)
Davenport (12)
Davenport Promise (11)
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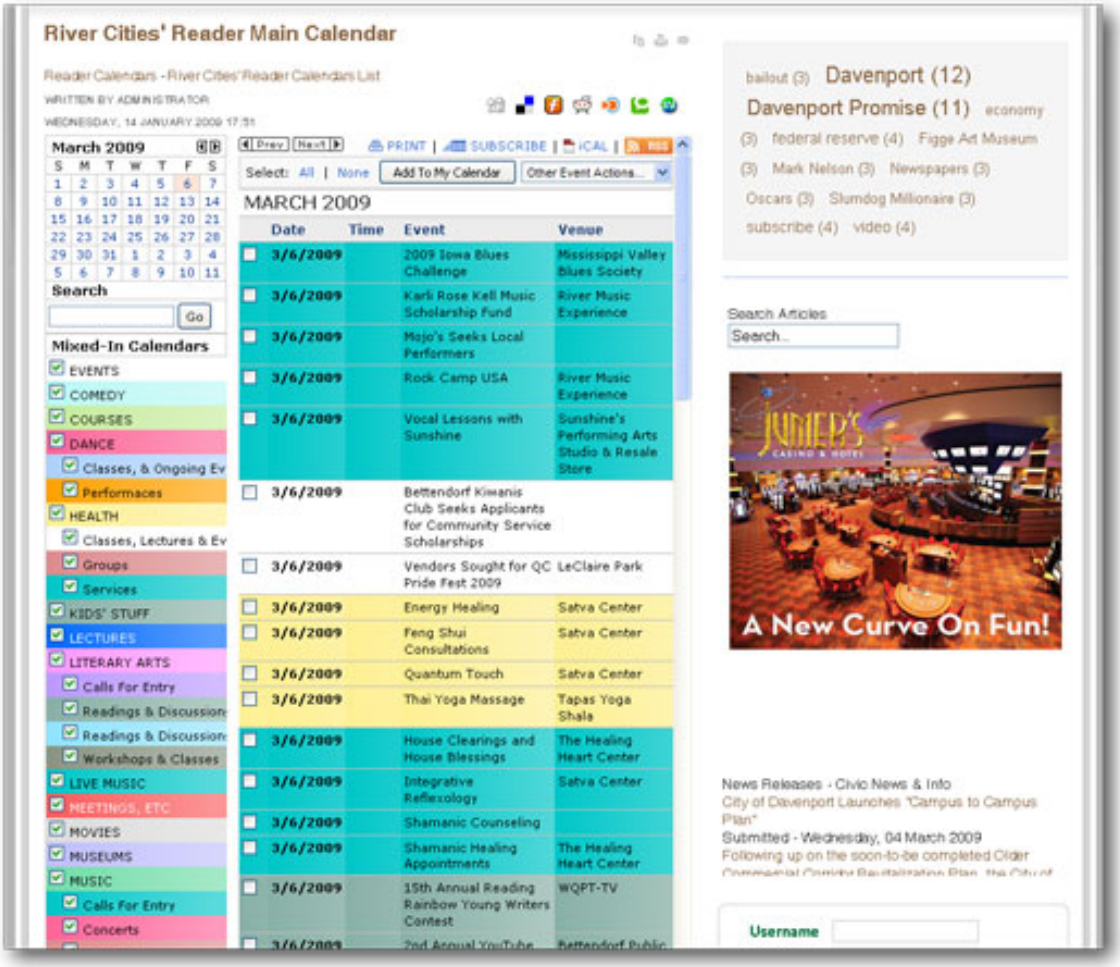
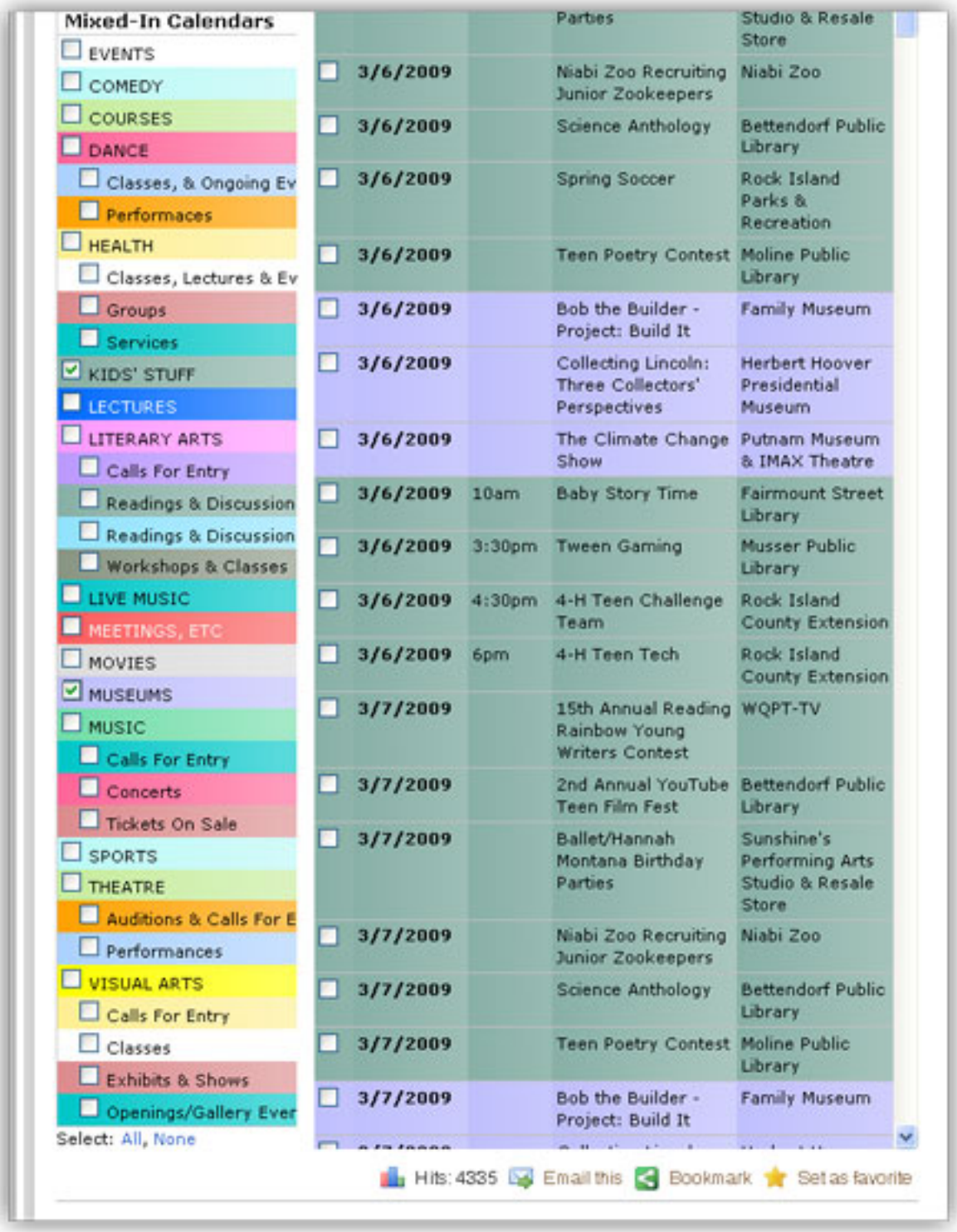


Calendar Mix-in Tool

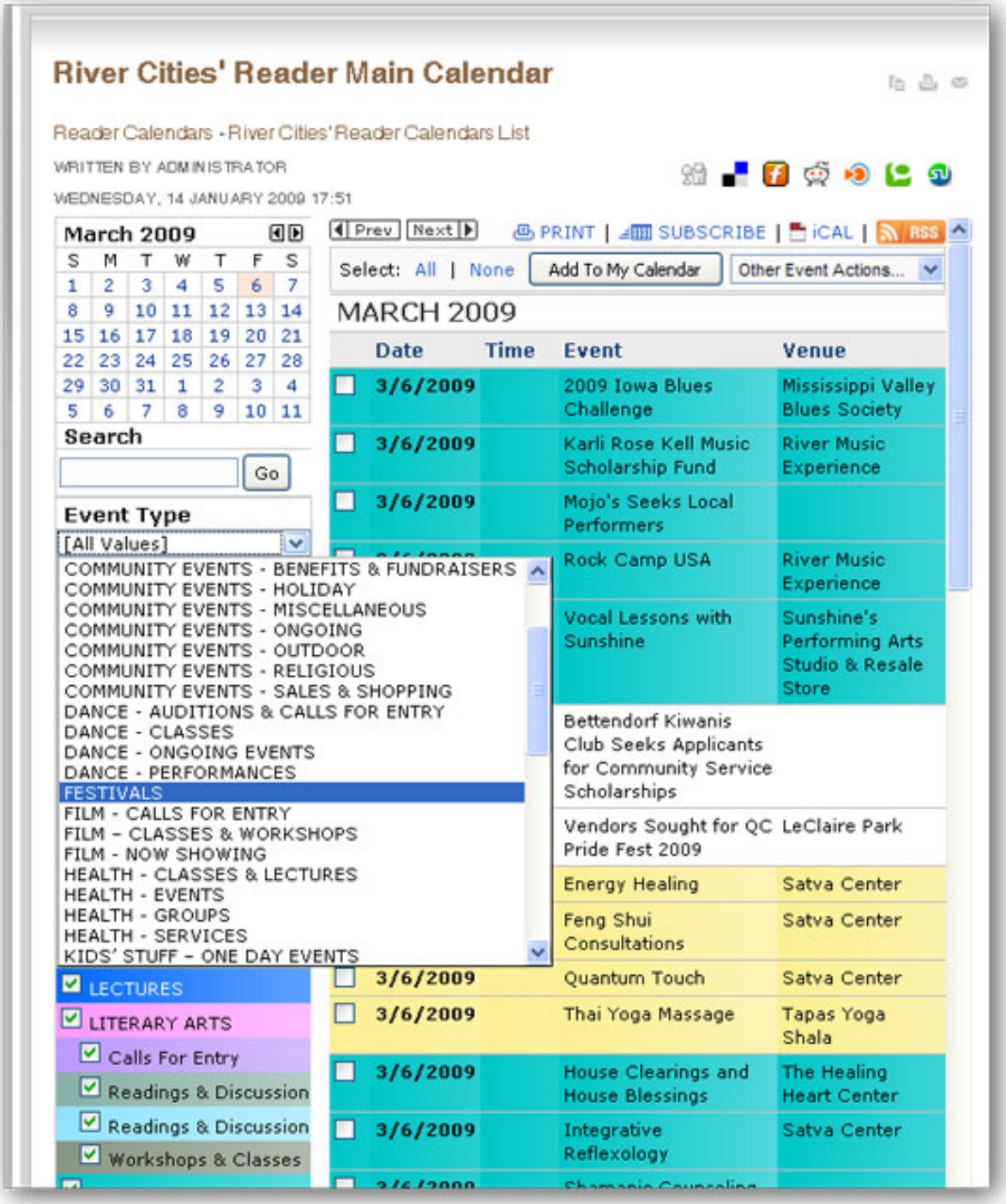
The Calendar Mix-in Tool allows you to select a custom view, showing only the calendars you want to see. At the bottom of the calendar list in the Mix-in Tool, you can select all or none of the calendars. Alternately, you can use the checkboxes in the list to select or deselect which calendars you want to see. Here we have selected the “Kids Stuff”and the “Museums” Calendars, and those are the two calendars displayed. The corresponding colors help you to see which calendars you are looking at.



Event Type Chooser

The Event Type Chooser, allows you to view events based on their event type. This differs somewhat from the individual calendars. For example a museum exhibit for children might be listed in the Museum Calendar, and also be listed in the Kids Stuff Calendar. Choosing the

"Kids Stuff - Ongoing Events" event type in the drop-down menu will display all related events regardless of which calendar they were on.



Detailed Event View

When you click on any of the events in the Main Calendar View, you will be taken to a Detailed Event View. This view will show you location, time, cost, contact information and more, about the event. The information shown might differ based on variables like the event type, venue policies, etc., but you should be able to find everything you need there. There several powerful social bookmarking, notification, and other calendar functions available in this view. We will deal with these in an upcoming tutorial.

You now have the world of Quad Cities cultural, educational, business, political, and arts events at your fingertips. Go ahead and take the Re@der calendar for a test drive. You can search and

view the Re@der calendar in the way that works best for you. We will continue to improve and enhance your RCReader.com experience, and we will update you when we do. As always if you have any suggestions, or questions do not hesitate to email us at info@rcreader.com , or give us a call at 563-324-0049. We love hearing from you, and we will do everything we can to make RCReader.com
the
online destination for the Quad Cities.
Click here to go directly to the Main Calendar View of the Full Calendar to start exploring.