

USER GUIDE

Welcome! This document provides instructions for searching and adding events to our calendar. Please make sure your browser is up to date for the best results. Our calendar is secured with an SSL certificate and can be accessed either on our home page or directly at <https://www.gardenontario.org/events>

The full user guide can be found on the [web support page](#). A link to it is always under the login page.

THE EVENT CALENDAR

Our event calendar offers a more dynamic way to show events that can be filtered and sorted.

Please Note: The list of events field on each society or district page is not the same as this calendar. It will only provide a text list for those that want to use it and does not add any event to the calendar.

The calendar allows a logged in member to add events for their society and publish them for visitors to see immediately.

Each event has a featured image for a poster and can have links added for additional information as needed. Events can be added for a one-time date or a recurring one (such as every 2nd Monday of the month!). It also provides directions/map if a venue is added, and the opportunity to export the event to be added to a google or other external calendar.

When a visitor searches our calendar for events, there are many filters they can choose to narrow their search for events near them. Only events that were saved with a particular key word, city, society name, or district will show up in the results list when searched.

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Upcoming Events

Show only the first upcoming instance of recurring events

EVENTS FROM: SEARCH: NEAR: **FIND EVENTS** VIEW AS:

NARROW YOUR RESULTS: [Collapse Filters](#) [Reset Filters](#)

« Previous Events Next Events »

SEPTEMBER 2019

September General
September 3 @ 7:00 pm - 9:00 pm
Minden Community Centre, 55 Parkside St
Minden, ON Canada [Google Map](#)

Minden & District Horticultural Society
Guest Speaker: Anna Mizyn
Anna's Perennials

Please join us for our September General meeting with Guest Speaker Anna Mizyn of Anna's Perennials, where they grow cold hardy cactus, sempervivums, sedums, perennials and shrubs. Anna will be talking to us about "Perennial Grasses". We look forward to see you there!

[Find out more »](#)

Perennial Grasses
September 3, 2019
7am

There are a few ways to open the event calendar search page from our home page sidebar:

- Click on any day in the calendar under “OHA Upcoming Events” (opens in day view); or
- Use the link “Event Calendar” under Searches (opens in list view).

*You can also access a filtered events list on a District Page or Society Page if a society or district has filled in the search url address for their events in the ‘Link to our events’ field on their society page form.

Link to our events

http://

Use this search page to find any event in the calendar. Filters are chosen to narrow the search, change the view, or clear/reset a previous search. Once all your search criteria is chosen, clicking on **FIND EVENTS** begins the search.

Please note:

- There are 5 different views: day, week, month, list, or map.
- To see more about a single event click on it in the list to open.
- Choose as many filters as you wish before clicking *FIND EVENTS*.
- *RESET* the filter when you want to clear all and start another search.

Search By Location and Filter: Enter an address, city, or other mappable location into the Near field, then click the **Find Events** button to start your search. After a few moments, your map and the event listings below will refresh, and you'll be presented with a smaller selection of nearby events. By default, a search is set to find events within a 50 kms radius if

using the location field. Advanced filters are also available like district or category to finetune your list further.



DATE: Date SEARCH: Keyword NEAR: Location FIND EVENTS VIEW AS: Map

NARROW YOUR RESULTS District Society City Event Category Collapse Filters Reset Filters

« Previous Events

Next Events »

Raingarden Master Cert – 6 classes

March 8 @ 1:00 pm - 2:00 pm | Recurring Event (See all)

View as Map: This is a great way to find events near you... it is based on geolocation powered by Google. Try a basic search on our Event Calendar page using the Map View. It will show you all events plotted on a large map based on their **venue location**. Zoom in using the + or zoom out using the – and you will be able to use Google Street View if available.

ADDING AN EVENT

Adding an Event **can be used only by those registered and logged into the system**. Click the “add an event” link from the home page sidebar under Secure Forms and you will see your My Events Page, which lists all the events you have already entered and you can add a new one, choose one from the list to view, edit or delete as required.

For each event listed you are the author and the only person that can edit them later.

There are categories, tags and additional fields included for each entry that helps a visitor narrow their search for events. These are the filters used in searches as described above. The list (results) received is determined by what was entered when the event was saved. That said, understanding how you search for events is key to planning what to enter into each event so make sure you test it out prior to adding events to get the most benefit from the calendar.

It is important to add the appropriate categories for each event and indicate your district and society name to each so visitors can filter events and obtain results accurately while making sure your events show up in the appropriate places.

*Keep the same spelling of your society name so all your events appear consistent.

MY EVENTS [ADD NEW](#)

[UPCOMING EVENTS](#)
[PAST EVENTS](#)
[DISPLAY OPTION ▾](#)

STATUS	TITLE	ORGANIZER	VENUE	CATEGORY	RECURRING?	START DATE	END DATE
✓	2019 OHA CONVENTION WINDSOR View Edit Delete	—	Windsor Best Western Plus Waterfront Hotel	Convention	No	July 19	July 21
✓	Music in Bloom at the RBG View Edit Delete	—	Royal Botanical Gardens	Partner Event	No	May 29 @ 10:00 am	May 30 @ 4:00 pm

Here are a few tips to follow when adding an event to the calendar:

- Playing with the calendar is a must to get a good understanding of its features, limits, and uses.
- **Be consistent, always add the same short society name to each event.**
- **Always add a district number.**
- Adding a feature image is great for events! Its at the bottom right of the event window. You can also add other images to the description by using the Add Media button and uploading the image to the library - always [Optimize the image](#) for the web in a smaller size to ensure they load quickly and do not overwhelm the event description. For example: a width of 350px would be good for events. For more info please check the full guide.
- Complete as much information as needed including venue and organizer. If there is a cost and you use paypal, add a link to your button in the description.
- All Venue titles should start with the City to keep them in order and easy to find.
- Choose as many categories as you need for each of your events. More categories can be requested from the webmaster.