Movement Calendar and Events Map

How to:
- find events of interest near you
- add events
- share events, calendars or maps

- How to find events using the Calendar
- How to find events near you using the Map
- Adding Calendar Events - Submit a Form
- Adding Calendar Events - Calendar Editor
- Sharing Events, Calendars or Maps

How to find events using the Calendar

Click here to access the calendar on TeamUp. You can view it either in a browser, or in the TeamUp App on a mobile device.

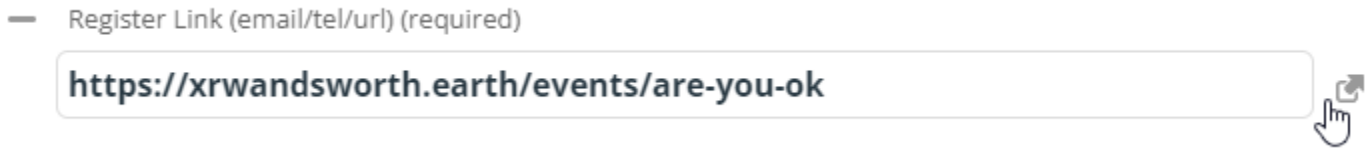
Below is a summary of the basic uses of the tool. For a full guide, see the TeamUp documentation.

Event Summary

Hover your mouse pointer over an event and you will see a summary of the event information.

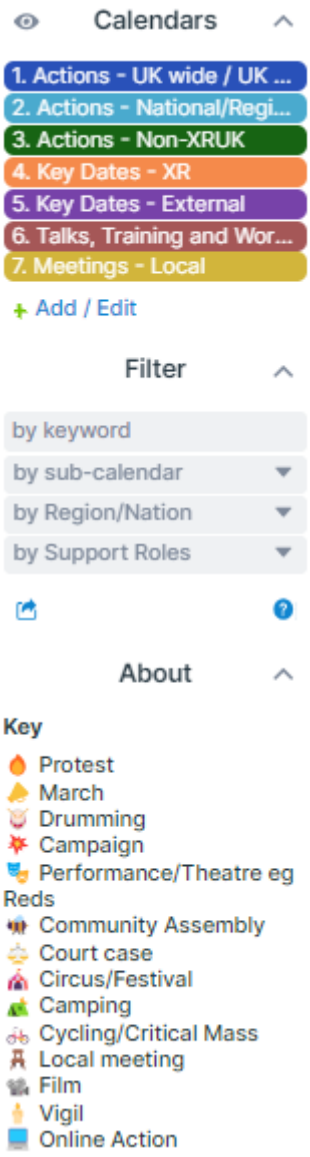
Event Details

Click on an event title and you will see all the event information.
Note particularly the **Register Link** box and the small icon to the bottom right of it. Click here and a new tab will open for you to contact the event coordinator or register for the event.



Searching/Filtering Events

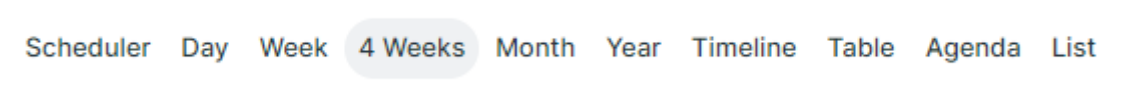
You might want to see just events related to a particular topic or group or location. Simply enter text into the Filter box (where it says 'by keyword').



If you enter any word, it will show all events with that word somewhere in the event information.
If you want to search for a phrase, enclose it in quotes, for example, "dirty water". Otherwise, it will find events with either word in it - "Dirty" OR "Water" - which is probably not what you wanted.
You can also search for icons in the events - some common icons are displayed below the filter box, and you can copy these from there, for example, drumming. □□
You can also search for events flagged as related to a specific Region/Nation (or UK-wide events) and events that involve specific Action Support roles.

Calendar Views

There are multiple ways of viewing the calendar information:



Usually the 4 Weeks (grid) view, or the Agenda (list) view are used.

Date Range

Depending on the view you have selected you will have the option to pick a display date range, you can always return to a view based on today by clicking the Today button.



Sub Calendar

Select one or more of these as appropriate:

- **Actions - UK-wide/UK Significance:** These need to be passed by Actions Carousel and have UK-wide locations and/or media impact. E.g. Dirty Water, Insure our Survival.
- **Actions - National/Regional/Local:** The majority of Actions will fall into this category. Coordinated by Local Groups, Communities or temporary Action teams. E.g. Protests, Occupations, Marches, Rallies, Vigils, Pickets.
- **Actions - Non-XRUK:** These take the form of collaborative, allied organisation and/or Sister Movement actions. E.g. Fossil Free London, Housing Rebellion.
- **Key Dates - XR**
- **Key Dates - External** E.g. World Cup Final, Local/National Election.
- **Talks, Training and workshops:** Events usually hosted online although some are face to face, E.g. Online training, Film showing.
- **Meetings - Local:** Mostly social and organising events in a town or community, E.g. XR Local Group meeting, Climate Cafe.

Please note that secret events are not included in the public view.

How to find events near you using the Map

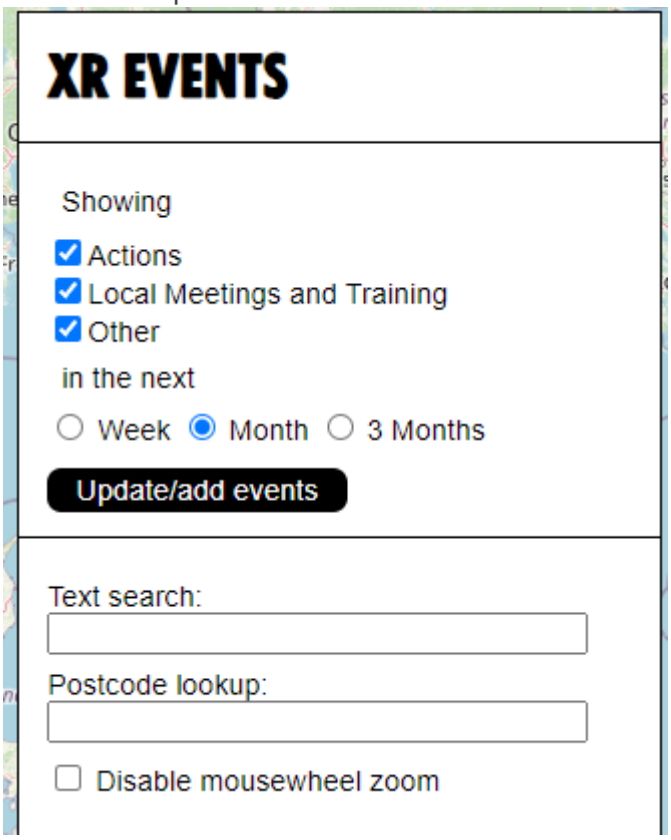
The events map shows events across the whole UK.
It's helpful to bookmark this on your phone for use during Outreach.

Finding Events

On a mobile device click the down arrow to see search options



On a desktop or mobile device click the down arrow again to see full search options



Zoom in to your location by postcode

In the 'Postcode lookup' box, type in the first part of your postcode and the map will zoom to display at least two events centered geographically on your location.

Searching/Filtering Events

You might want to see just events related to a particular topic or group or location. Simply enter text into the 'Text Search' box.

If you enter any word it will show all events with that word somewhere in them. If you want to seach for a phrase, enclose it in quotes "dirty water" Otherwise it will find events with either word in it "Dirty" OR "Water" which is probably not what you wanted. You can also search for icons in the events eg drumming □□
Some common icons used in events are:
□□ Protest
□□ March
□□ Drumming
□□ Campaign
□□ Performance/Theatre eg Reds
□□ Community Assembly
⚖ Court case
□□ Circus/Festival
□ Camping

If you have already used the postcode search and then use the text search, you may need to manually zoom out using the arrows in the top left of the screen to display the search results on the map.

Event Summary

Hover your mouse pointer over an event to see the event title.

Event Details

Click on an event title or pin to see the details.
A button will display to CONTACT / REGISTER for the event if details have been added in the calendar entry.

Adding Calendar Events - Submit a Form

You can submit entries to the Movement Calendar here

Alternatively, you can request that the information is added by your area's calendar admin (this may be your Regional Gardener, M&M Coordinator or someone nominated from your group or community).

Visit the list of current Calendar Admins to find the Admin for your Region, Nation or group (requires a hub login).

Updating / Correcting Calendar Events

Please make sure details are accurate to avoid publishing incorrect information. It is the responsibility of the group/person submitting the form to make sure that any changes are updated in the calendar (either by submitting a fresh form with comments that this is an update, or by contacting a Calendar Admin, or by contacting the Admin Team using the links below)

Calendar Mattermost Reception | Email: mov.calendar@extinctionrebellion.uk

In addition, if you require an update to a UK action/event where the change of info might impact other teams, contact the M&M and email team ASAP via

M&M Mattermost Reception or Email: mov.comms@extinctionrebellion.uk

Adding Calendar Events - Calendar Editor

Adding Calendar Events - Directly in TeamUp

If you only rarely add events to the calendar, it is probably easiest to just complete the calendar form.

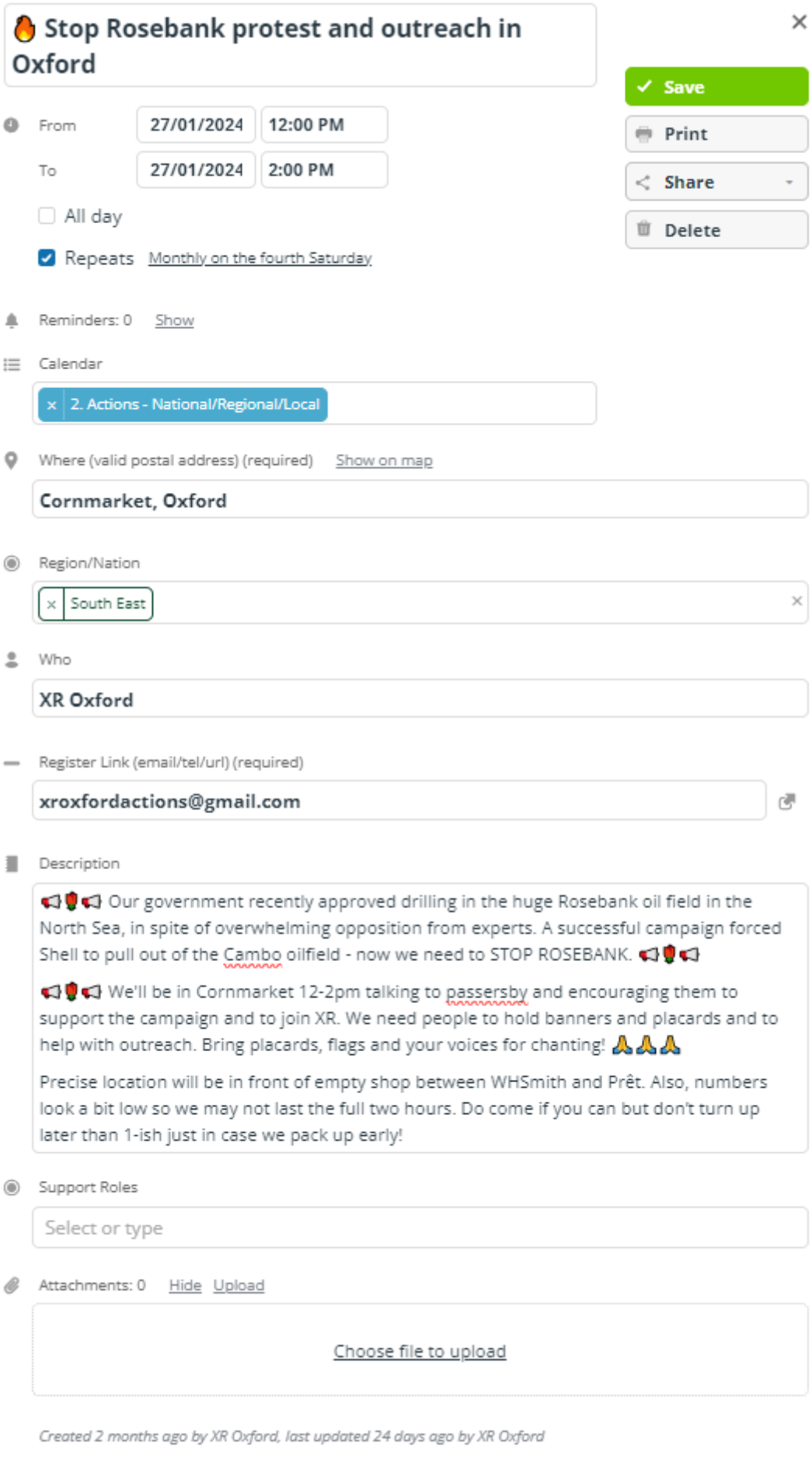
If you regularly add events for your group/team/community then you will be assigned a private edit link for the calendar, which allows you to create and edit events.

List of current 'local' calendar admins for direct support (you'll need a Hub log in to access this).

If you are interested in becoming a Calendar Admin for your area, contact the Calendar Team here: Calendar Mattermost Reception | Email: mov.calendar@extinctionrebellion.uk

Once you have your personal edit link, **simply open TeamUp using your personal edit link, click on a date when you want to add an event** and a popup will open prompting you to add information This next section explains tips for each of the fields to help get your event found easily.

Example event


🔥 Stop Rosebank protest and outreach in Oxford
Save
Print
Share
Delete
From 27/01/2024 12:00 PM
To 27/01/2024 2:00 PM
All day
Repeats Monthly on the fourth Saturday
Reminders: 0 Show
Calendar
2. Actions - National/Regional/Local
Where (valid postal address) (required) Show on map
Cornmarket, Oxford
Region/Nation
South East
Who
XR Oxford
Register Link (email/tel/url) (required)
xroxfordactions@gmail.com
Description
📢🌹📢 Our government recently approved drilling in the huge Rosebank oil field in the North Sea, in spite of overwhelming opposition from experts. A successful campaign forced Shell to pull out of the Cambo oilfield - now we need to STOP ROSEBANK. 📢🌹📢
📢🌹📢 We'll be in Cornmarket 12-2pm talking to passersby and encouraging them to support the campaign and to join XR. We need people to hold banners and placards and to help with outreach. Bring placards, flags and your voices for chanting! 🙏🙏🙏
Precise location will be in front of empty shop between WHSmith and Prêt. Also, numbers look a bit low so we may not last the full two hours. Do come if you can but don't turn up later than 1-ish just in case we pack up early!
Support Roles
Select or type
Attachments: 0 Hide Upload
Choose file to upload
Created 2 months ago by XR Oxford, last updated 24 days ago by XR Oxford

Event Title

This is what a user will see first, so keep it short, descriptive and ideally include an overall location. We also suggest using some of these emoticons as the first characters, so that users can visually see what type of action it is (this has been added to the Key in the Calendar itself as well):

- □□ Protest
- □□ March
- □□ Drumming
- □□ Campaign
- □□ Performance/Theatre eg Reds
- □□ Community Assembly
- ⚖ Court case
- □□ Circus/Festival
- □ Camping
- □□ Cycling/Critical Mass
- □□ Local meeting
- □□ Film
- □□ Vigil
- □□ Online Action

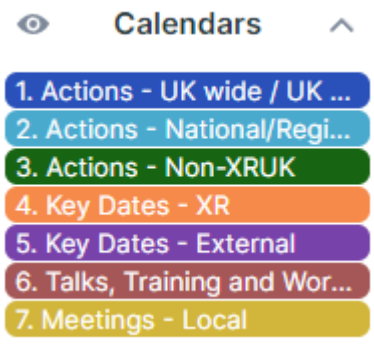
Some teams have also decided on a specific emoticon to flag their events and allow for easier filtering eg ☄for XR London.

Dates & Times

Events can be scheduled as all day, or include start and end times.
Repeating events can also be created, for example a meeting that is held on the third Tuesday of every month.

Sub Calendar

Select one or more of these as appropriate:



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- **Actions - Non-XRUK:** These take the form of collaborative, allied organisation and/or Sister Movement actions. E.g. Fossil Free London, Housing Rebellion.
- **Key Dates - XR:**
- **Key Dates - External** E.g. World Cup Final, Local/National Election
- **Talks, Training and workshops:** events usually hosted online although some are face to face, E.g. Online training, Film showing, Outreach Stall, Block Printing
- **Meetings - Local:** Mostly social and organising events in a town or community, E.g. XR Local Group meeting, Climate Cafe

Where (full address please)

If a specific location is known (and you are happy to share it publicly) then put this in here.
So that integration with the website map will work, a full address with postcode is required. Don't add anything else like "around the back of" or a W3W location (these details should go in the description).

If you only want to specify a vague location, use a Town name.

For online local meetings, add the Town name here so that the meeting will show up on the map and nearby rebels will find it, and specify that the meeting is online in the 'Description' box.

Further address location information can always be included in the 'Description' field, see below.

Region/Nation

Choose from the drop-down list of Regions/Nations or select UK Wide. This field is to make it easier for teams to filter events and ensure they are publicised across their area where appropriate.

Who

Put a general team name in here, for example XR London, XR SE. You can put several names in here if collaborating with others. Don't put an individual's name.

Register Link

This can be a URL, an Action Network event form, an email, a link to a Facebook event - basically some way for rebels to contact you if they are interested. Only add the primary link in here - if there is more than one way to register or contact you, add these in the description box This button will display in the event on the map.

Description

Use this field to explain the event, add hyperlinks, embed images, etc.

- Include any specific details about the meeting point - remember a first time rebel may be nervous about meeting and may not know others attending. For example "By front of Ghandi statue in Parliament Square" is better than "Parliament Square"

- Don’t add links to secure or private chats or anything that you wouldn’t want the police to know.
- Do try and include a call to action.
- We suggest the Action Network signup link is included again here along with any other links for people to contact you to find out about your event. The key thing is to aim to engage a new rebel and get them connected to channels where they will see activity and get responses to any questions. This is in addition to adding a single link in the Register/Contact us box.
- It is possible to insert images (e.g. a poster for your event) by using the 'Insert Image' button at the top of the 'Description' box.

Support Crews

Please select all the support roles applicable to this action. This helps publicise actions that need say Outreach or Stewards to those teams so they can help support the action. Adding support crew this way doesn't guarantee their availability and you should still contact Actions Support

Updating / Correcting Calendar Events

It's fine to add a placeholder event whilst details are finalised so rebels at least save the date (but add that details to be added later in the description) .
Please make sure details are accurate to avoid publishing wrong info.
It is the responsibility of the group/person with calendar access rights to make sure that any changes are updated in the calendar directly.

If an update or correction relates to a UK action/event where the change of info might impact other teams, contact the M&M & email team ASAP:

M&M Mattermost Reception | Email: mov.comms@extinctionrebellion.uk

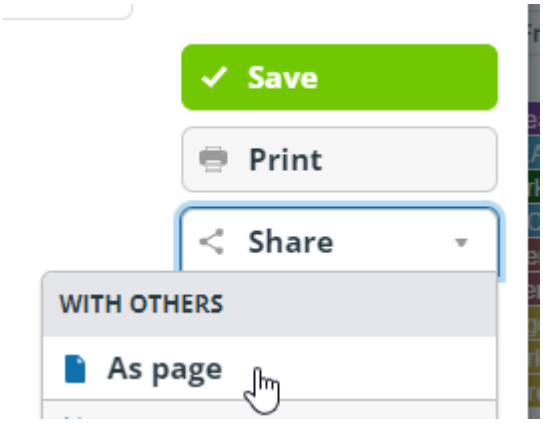
If you have any problems, you can contact the Calendar team via:

Calendar Mattermost Reception | Email: mov.calendar@extinctionrebellion.uk

Sharing Events, Calendars or Maps

Sharing an Event from the Calendar

From within an event details window, click 'Share' and then 'As Page'. This will give you a webpage with all the event details on.



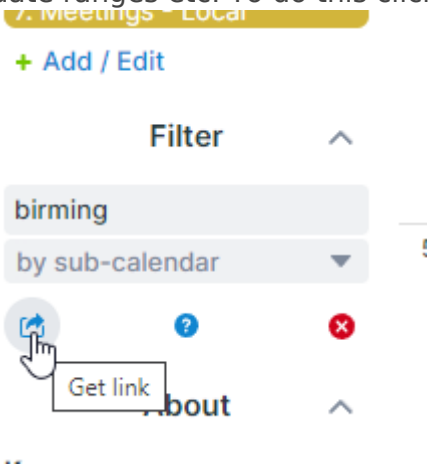
Sharing More of the Calendar

This is a useful feature if you want to share a pre-filtered version of the calendar with your teams, maybe in your newsletters.
Simply add ?keywords=xxxxx (where xxxxx is the filter you want to apply) to the end of the url you intend to share:

- Basic Calendar url (to add as a hyperlink in your email)
  `https://teamup.com/kswyi17ixzj7f9i7fu`
- Work out what words or icons in the Filter box frind your team's events eg `Midlands` if you are trying to find events with Midlands in them
- Add `?keywords=Midlands` to the end of the basic Calendar url
  `https://teamup.com/kswyi17ixzj7f9i7fu`
- So we get a specific url for the Midlands events
  `https://teamup.com/kswyi17ixzj7f9i7fu?keywords=Midlands`

The London events would be `https://teamup.com/kswyi17ixzj7f9i7fu?keywords=London`
This is one of the reasons it is useful to add your Region as a keyword somewhere in your events.

Alternatively, you can generate a link to share a version of the calendar with filters, a view and date ranges etc. To do this click the small button just below the 'Filter' box.



Embedding Calendars in your own Webpage

TeamUp provides a easy tool to create the code to embed a filtered version of the calendar in your own webpage

Sharing a personal map from within Action Network

By adding a hyperlink in an Action Network email you can send rebels a link that will open the map centered on their postcode with a zoom to show at least two events. If they have no postcode a UK map will be displayed.

The specific code to enter in the url box is this `https://eventmap.extinctionrebellion.uk/#{{ZipCode|default:'55.141209,-3.240964'|truncatewords:1,''|upcase}}/6/quarter/action,local,external//?no_rewrite=true` (note code modified to allow insertion in both HTML and drag & drop Action Network email editors)
Use this code as is. Action Network will do the work just before sending out the email of taking the rebel's postcode and embedding the start of it in the email that goes out.

Sharing a specific Location Map link

If you want to send a link to a map centered on a specific location (useful to add to your local group newsletters) then simply add `/#xxxx` to the end of the basic map url `https://eventmap.extinctionrebellion.uk` where xxxx is the start of your location postcode.
So `https://eventmap.extinctionrebellion.uk/#OX16` would share a map centered on OX16 and zoomed to display at least 2 events

Sharing a specific Actions only Map link

If you want to send a link to a map just showing Actions (useful to add to Action Planner group newsletters) then simply use this link.
So `https://eventmap.extinctionrebellion.uk/#53.988395,-1.977539/6/quarter/action//` would share a map centered on UK and showing only Actions in next 3 months.

Technical Information - Map URL structure

The map URL fragment (the bit after the #) consists of the following elements, separated with slashes:

- Latitude,Longitude (of the map centre).
  - This may be substituted for a full or partial (Outward) postcode. If you use a full postcode, eg PO381NL then it will work out that it should zoom in on PO38. Zoom level is ignored if a postcode is given.
  - This may also be substituted for TWO lat longs separated by a colon. For example: `https://eventmap.extinctionrebellion.uk/#55.141209,-3.240964:56.141209,-1.240964/6/week/action,local,external//`
  - This will load the map panned and zoomed to show the highest zoom level possible while both lat/long points are both visible. This is intended for use in iframes on local or regional websites, or other links where someone wants to ensure a whole area loads in view right away.
- Zoom level:
  - numeric 3-19
- Time span:
  - week
  - month
  - quarter
- Categories to show:
  - action
  - local (includes Talks, Training and Workshop events where these have a physical location)
  - external (same as the 'Other' filter option)
- Options
  - minimal (small control), (this is the default if the map is opened on a mobile device)
  - extra (big control),
  - nowheel (disable mousewheel, recommended for iframe embedding).
- Search term
  - the search term to filter by, if any. Nb. emoji will be encoded as UTF8 bytes.

When the map is moved or settings changed, the URL updates. If you link to the page using a fragment that follows these rules, it will use those settings. This is ideal for embedding in iframes or including in emails etc.