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.

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.
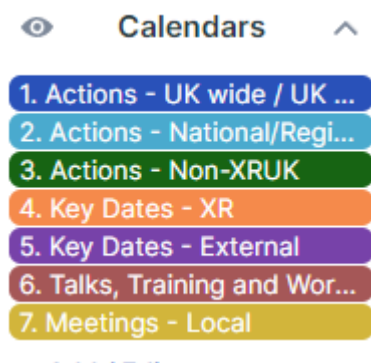
Dates & Times

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:

- **Actions - UK-wide / UK Significance:** This needs to be agreed with Action Circle and have UK-wide locations and/or media impact. Eg. Dirty Water, The Big One.
- **Actions - National/Regional/Local:** The majority of Actions will fall into this category. Coordinated by Local Groups, Communities or temporary Action teams. E.g. March on the Mine, Wales

- **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:** E.g. Rebellion dates, Open Calls
- **Key Dates - External** Eg. World Cup Final, Local/National Election
- **Talks, Training and workshops:** events usually hosted online although some are face to face
- **Meetings - Local:** Mostly social and organising events mainly aimed at XR members in a town or community

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