

# 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.

— Register Link (email/tel/url) (required)

https://xrwandsworth.earth/events/are-you-ok

Calendars

1. Actions - UK wide / UK ...

2. Actions - National/Regi...

3. Actions - Non-XRUK

4. Key Dates - XR

5. Key Dates - External

6. Talks, Training and Wor...

7. Meetings - Local

+ Add / Edit

Filter

by keyword

by sub-calendar

by Region/Nation

by Support Roles

About

## Filtering Events

just events related to a particular topic or group or location. Simply enter (where it says 'by keyword')

- Key
- 🔥 Protest
  - 👉 March
  - 🥁 Drumming
  - 🌟 Campaign
  - 🎭 Performance/Theatre on

the event information.

If you want to search 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 - some common icons are displayed below the filter box and you can copy these from there eg 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:

Scheduler Day Week **4 Weeks** Month Year Timeline Table Agenda List

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

< Today >

can always return to a view based on today by clicking the Today button

## Sub-calendars

The calendar is divided into sub-calendars. View or hide these by clicking on the left-hand colour bars representing:

👁 Calendars ^

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- **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 or organising events mainly aimed at XR members in a town or community

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

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