

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>



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').

The screenshot shows a calendar interface with several sections:

- Calendars**: A list of seven categories, each with a colored bar and an upward arrow:
 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 - LocalA blue link "+ Add / Edit" is below the list.
- Filter**: A section with a downward arrow containing:
 - A text input field with "by keyword".
 - A dropdown menu "by sub-calendar".
 - A dropdown menu "by Region/Nation".
 - A dropdown menu "by Support Roles".
 - Two small icons: a blue square with a white house and a blue circle with a white question mark.
- About**: A section with a downward arrow containing a **Key** of icons:
 - Protest (orange flame)
 - March (yellow triangle)
 - Drumming (brown drum)
 - Campaign (red star)
 - Performance/Theatre eg (blue square)
 - Reds (red square)
 - Community Assembly (purple square)
 - Court case (yellow star)
 - Circus/Festival (purple square)
 - Camping (green tent)
 - Cycling/Critical Mass (orange bicycle)
 - Local meeting (brown square)
 - Film (purple square)
 - Vigil (orange flame)
 - Online Action (blue square)

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

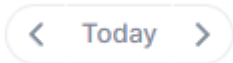
There are multiple ways of viewing the calendar information:

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 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.
