

## **Using the Beacon Camera Club 'Live' Programme Calendar - August 2024**

In years gone by, organisation of additional events was prone to upset due to (a) the need to disseminate information to the membership in an efficient way and (b) clashes between dates chosen in isolation by group leaders. So, in 2017, we took the step of operating a new web-based, centralized and co-ordinated calendar. A side-benefit of this is that it can be made to show in one place everything that we do: the 100+ events per season that you can see at [www.beaconcameraclub.co.uk/programme.htm](http://www.beaconcameraclub.co.uk/programme.htm)

So, gone is the dry, sometimes-slow-to-be-updated (and erstwhile printed on paper!) programme list. With the on-line calendar system, our programme secretary and all special interest group leaders have access to enter and modify their own events, and because they have been told to be meticulous in this respect, you can be confident that what you see on that screen is what is going to happen! It's a real-time system, meaning that if there has been a change to an event – e.g., timing, venue, etc. – the organiser can edit the details and know that they will be available to be seen immediately by an interested member PLUS such members can opt to receive an automatic notification of a change – see below. Further, the system is configured so that it is impossible to add an event to a date which already has something going on (unless by Very Special arrangement due to Even More Very Special circumstances). This means that – if you have the time and the inclination – you can attend absolutely EVERYTHING that is offered by the club!

Each event has a range of detail associated with it, like time/date (obviously!), venue, presenters' website link, details of the event, etc., etc.. On a PC screen, if you hover your mouse over an event, you get a synopsis of the detail. Click the event to get the full low-down.

You can choose the view (week, 12 week, month, full list) that suits your need, using the selector top-right of the calendar. Narrow your selection of events by clicking on the 'eye' on the right of each coloured filter bar on the left - this will hide all other group details, and clicking on it again will make everything else re-appear. You can add other groups into the view mix by clicking on the middle of another group colour bar, and you can return to the 'all groups' view by clicking the originally chosen 'eye' again. You can select any, some or all of the group activities that interest you and print the view you have of them, by clicking the menu icon to the right of the view selector and selecting 'print'.

There's more....

### **NOTIFICATIONS OF PROGRAMME CHANGES!!!**

If you go to the calendar on the website (this notification function is not available on the smartphone or tablet app) you can configure the system to send you an email when there is a change to an event or group of events. To do this, click the menu icon to the right of the view selectors, and choose 'notifications'. On the 'email' tab (ignore the 'slack' tab - we don't use that), enter the email address you wish to use for notifications and then define when, for what, and why you'd like to be notified. Simple! And sooo useful because you can forget about checking the website for changes - it will let you know.

And yet more....

### **SMARTPHONE APP!!!**

The calendar we use is by TEAMUP and there's an app to allow you to use it efficiently on your smartphone or tablet, iOS or Android. Search in your app store/shop for "Teamup calendar" by Teamup AG. It's free to install and when you run it, it will ask you for a key, so enter

ks6k6qv8rkzhv47u4i

which will give you the same read-only view of the calendar that you get on the website, only it's optimised for your small screen.

When used on a portable device the calendar data is downloaded and updated when it changes, which means that you can use it off-line - remembering, of course, that you will be looking at the last 'live' view that was available when you last opened the app when on-line.

### **Easy Peasy then...**

It's very simple to operate - take a look and play around with it to get a feel. If you have any questions regarding it, post a reply on the forum, or email [webmaster@beaconcameraclub.co.uk](mailto:webmaster@beaconcameraclub.co.uk)

**A note for Special Interest Group leaders:** if you enter the key that you were sent specifically so that you can edit your group's calendar on the Teamup website, you will also be able to edit your calendar section using your phone/tablet.