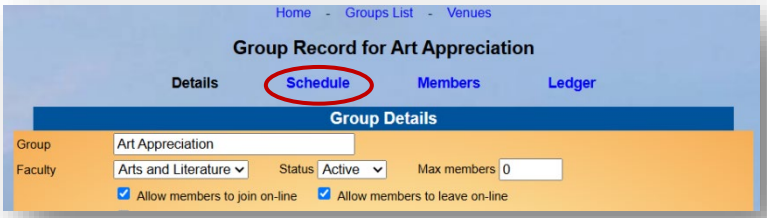
How to... Add events to a group schedule

Group leaders can add events to the schedule and these will be included on the u3a's calendar in Beacon. This is available to be shared in PDF form, as well as through the members' portal and/or website, depending on your u3a's settings.

Open the group schedule and start adding events

1. Go to your group.
2. Click on *Schedule*.
3. Scroll down to the section titled *Add Events.*

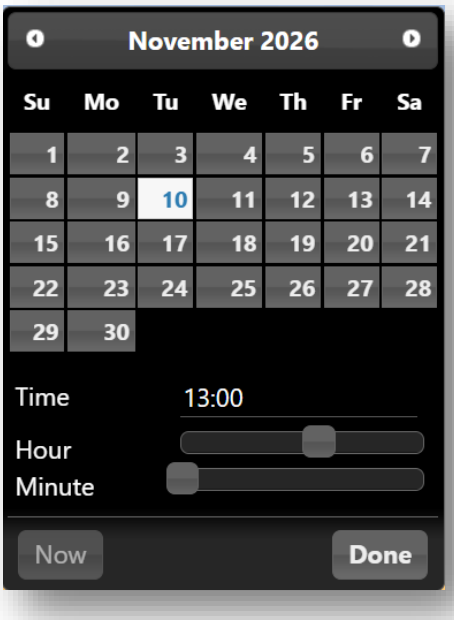


Set event date and time

4. Click into the field *First date and time* to open the date picker.
5. Using the arrows at the top to go forward and backward by month, select the date of the event you want to create from the date picker.

   If you're scheduling a series of repeating events, add the date of the first event.

6. Use the hour and minute sliders to set the start time.
7. Click *Done*. The date picker will close.
8. Click into the field *End time*.
9. Set the end time using the sliders or type it in using the 24 hour clock and HH:MM format.
10. Click *Done*.



Set the venue and more information

11. Click into the Venue field and select the venue from the available list.

The venue list is managed by your u3a. If the venue you need is not shown, please ask for it to be added.

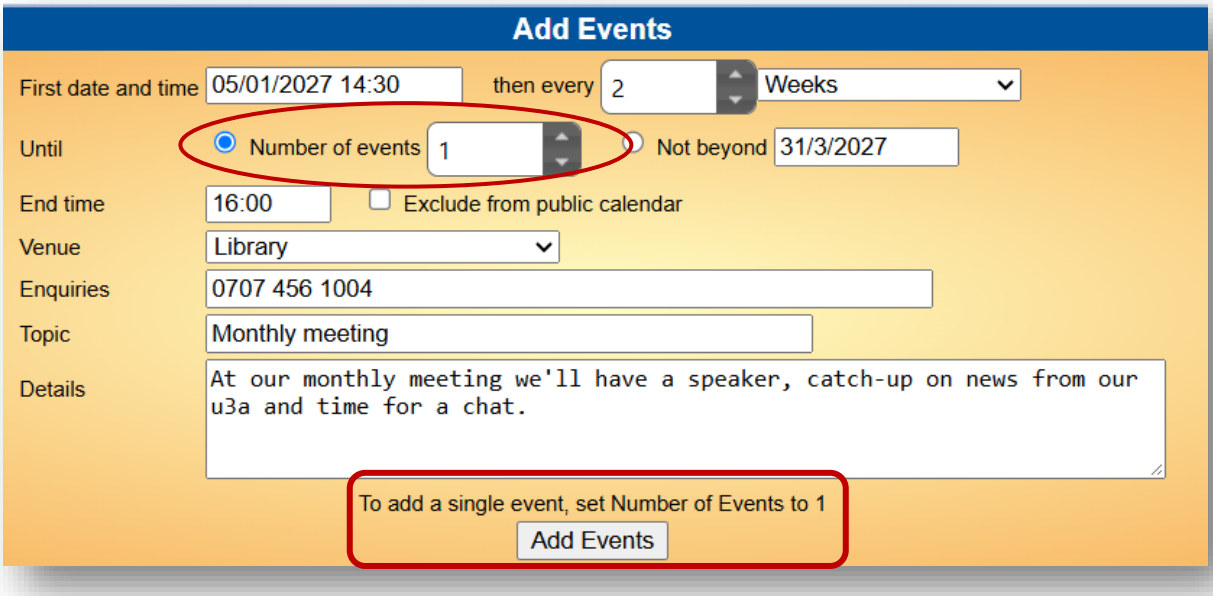
12. Add contact details – email address OR phone number. Those listed for your group will be pre-entered for you.
13. Add a title for the event.

If you are adding a series of events, this will be shown as the topic for each, so it should be a general title eg Monthly meeting

14. Add any extra details that you would want people to know.

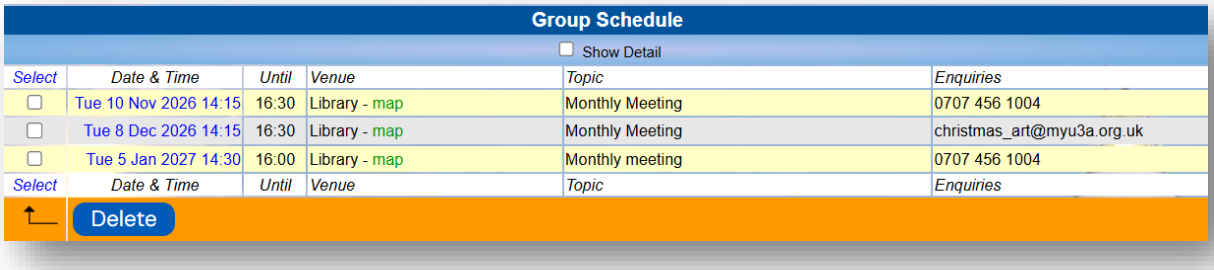
Adding a single event

a) Check that the *Number of events* is set at **1**.



b) Click *Add Events*.

c) Your event has been added to the schedule, shown onscreen.



Understanding event series

To add a series of events, they must take place at the same place, same time and in a regular repeating pattern.

This repeat can be:

- Every x days
- Every x weeks
- Every x months
- A monthly repeating pattern eg 1st Tuesday of the month.

Adding an event to Wednesday 10th of February and then selecting a repeat of every 4 weeks, will add Wednesday 10th of March. This is similar with the months option. The same date (not day) will be added. You may find that the option of *Second Wednesday of the month* would be better.

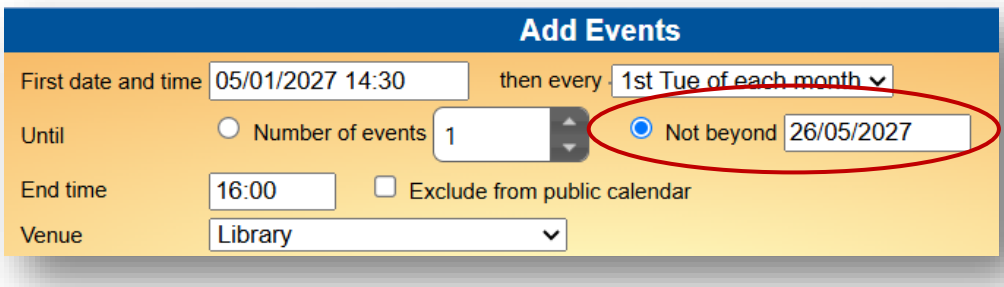
If there is not a regular pattern to fit any of these formats, you will need to add each event individually.

Once created, you cannot edit or change the details of the whole series. Each event must be altered individually. However, you can delete multiple events and create the series again, with the correct details.

Duration of the series

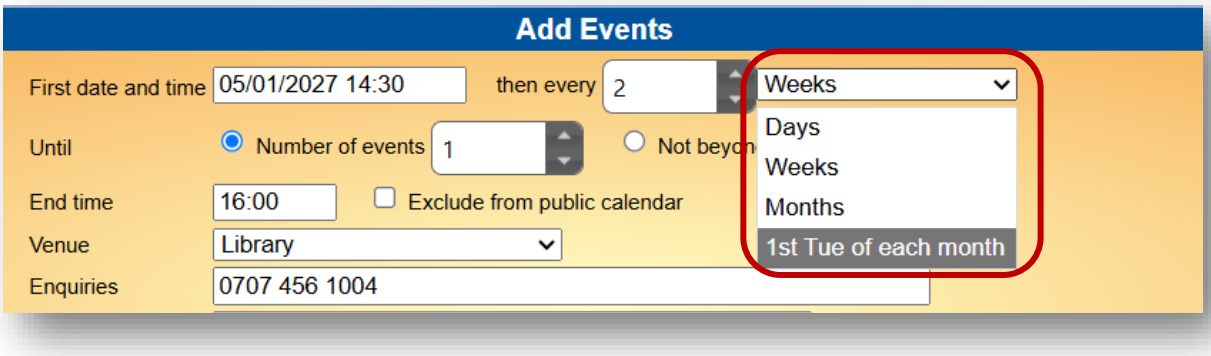
If you know how many events you want in a series, you can ask Beacon to create that specific number. However, you can also simply specify an end date, after which no events in that series will be added. You don't need to set the last meeting date. Beacon will work out the last applicable date that fits your repeating pattern.

You select the option by clicking on the relevant radio button. Only the setting you've selected will be applied. In this example, the *Not beyond [date]* has been selected, so five events will be added (the first Tuesday of each month, January to May).

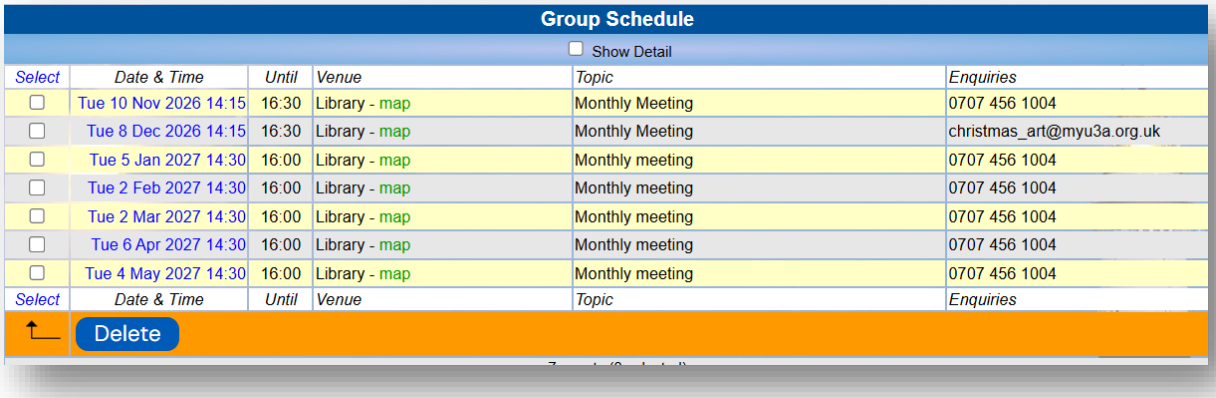


Adding a series of events

a) Select the required repeat pattern from the dropdown list and number.
Note: *If selecting the monthly repeating pattern, please ignore the number setting. It will not be applied.*
b) Select either the *Number of events* to be created **OR** set an end date in the *Not beyond* field. The last event in the repeating schedule will be added up to and including that date.



c) Check that the relevant radio button is selected, to match the setting you want to apply (it will show as a blue dot) ie *Number of events* to be added **OR** *Not beyond*.
d) Click Add Events.
e) Your events have been added to the schedule.

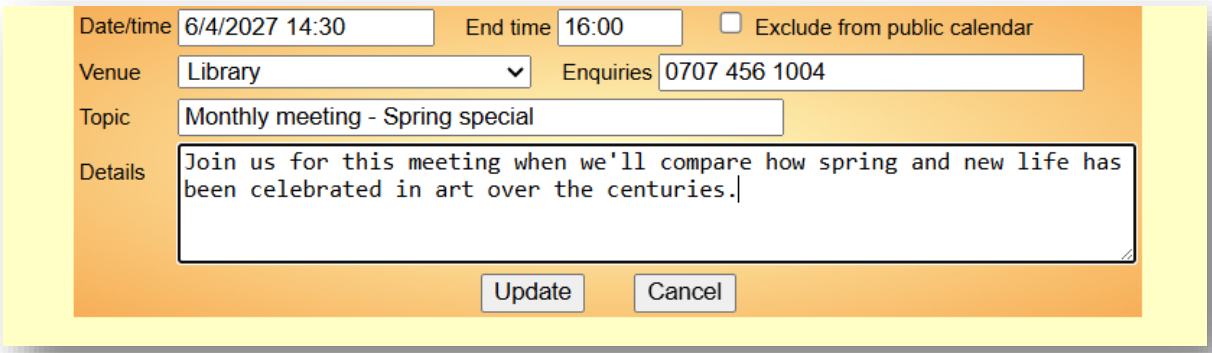


Making changes to an event

You can edit or delete each event individually.

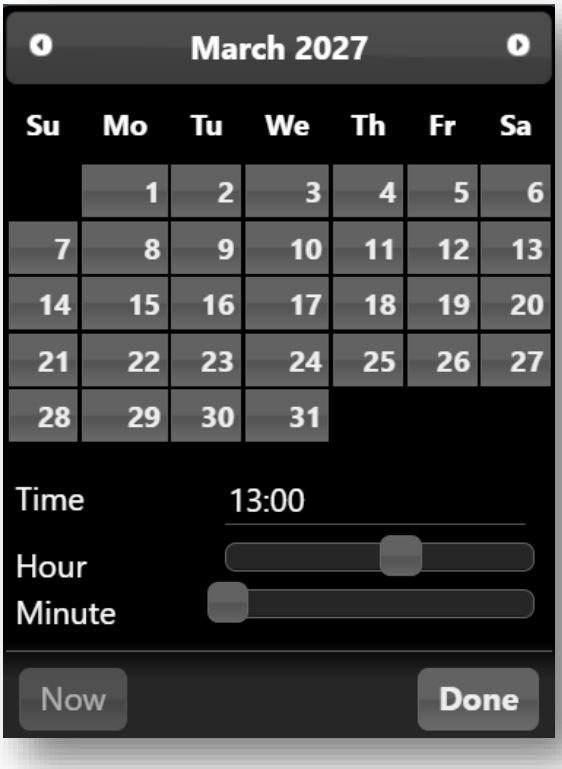
15. Click on the event's date, in blue.
16. In the details window, edit any of the details, including the date. This will not affect any of the other events, even if created as part of the same series.

17. Click the Update button to save the changes.
18. You can also select one or more event to delete.



Repeat for the last _day of the month

Beacon does not currently recognise a pattern of the "last" day of the month. This could result in fewer meetings being added or some months having the wrong date if you select the repeat of 4th or 5th _day of the month.



Beacon bases the repeat on where the date of the first event falls. So, if you select Tuesday 30th March, this is the fifth of the month so the repeat will be for the fifth Tuesday of each month. That would miss out April and May, as they don't have five Tuesdays.

If the first event falls on the fourth Tuesday of the month, those months with five Tuesdays will not have anything scheduled for the last Tuesday, just the fourth Tuesday.