

a) Viewing the Venues List

Venues are required when creating meetings in the Group Schedules and the Calendar.

Click **Venues** on the Home Page to show a list of Group Venues:

Home - Add New Venue

Group Venues

Name	Contact	Telephone	Accessible
Bowls Club	lettings manager	07070 385720	
College	reception	07070 456683	Y
Corn Exchange	The Caretaker	0123 666 7890	Y
Costa High St	Lee	07070 127609	Y
Friends Meeting House	Jenny	07070 741842	
Leisure Centre	reception	07070 562949	Y
Library	reception	07070 109420	Y
Meet At Rainy Road Car Park			
Meet at Ranmoor Road car park			
Meet at the Railway Station			
Meet at the venue			
No Fixed Venue			
On-line			
Pagan Hill Park			
Private House			
St Saviours Hall	Amanda Tantrum	07070 564312	
The Feelgood Centre	reception	07070 795604	Y

Some groups may meet at one venue before travelling to a different location. To deal with this, you may wish to create ‘meet at’ venues, e.g. “Meet at the Railway station”.

“Meet at the venue” can be useful when a visit to a particular venue is likely to be a one-off, or if your Group Leaders don’t have the privilege to create venues.

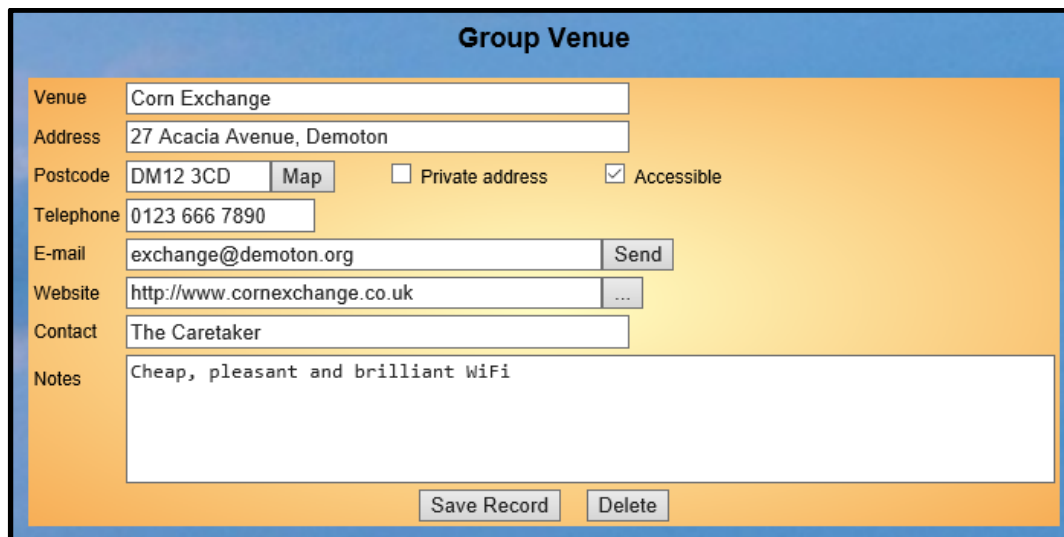
Group Schedule

Show Detail

Date & Time	Until	Venue	Topic
Tue 12 Mar 2019 14:00	16:00	Corn Exchange map	English castles talk
Tue 9 Apr 2019 14:00		Meet at Ranmoor Road car park	Trip to Windsor Castle (car sharing)
Tue 14 May 2019 14:00		Meet at the venue	Demoton Church tour

b) Viewing a Venue Record

Click a blue venue name on the Venues List to see the **Venue Record**:



The screenshot shows a web form titled "Group Venue" with a blue header. The form has an orange background and contains the following fields and controls:

- Venue:** Corn Exchange
- Address:** 27 Acacia Avenue, Demoton
- Postcode:** DM12 3CD, with a **Map** button, Private address, and Accessible
- Telephone:** 0123 666 7890
- E-mail:** exchange@demoton.org, with a **Send** button
- Website:** http://www.cornexchange.co.uk, with a **...** button
- Contact:** The Caretaker
- Notes:** Cheap, pleasant and brilliant WiFi

At the bottom of the form are two buttons: **Save Record** and **Delete**.

- Press the **Map** button to view a map of the venue in *Streetmap*.
- Press the **Send** button to send an email to the venue.
- Press the **....** button to open the website of the venue.
- After editing any of the fields press the **Save Record** button.
- Press the **Delete** button to remove the venue from the Venues List.

c) Adding a New Venue

To create a new Venue Record, click **Add new venue** from the **Venues List** or an existing **Venue Record**:



The screenshot shows a web form titled "Group Venue" with a blue header. The form has an orange background and contains the following fields and controls:

- new venue** (text above the Venue field)
- Venue:** [Empty text box]
- Address:** [Empty text box]
- Postcode:** [Empty text box], with a **Map** button, Private address, and Accessible
- Telephone:** [Empty text box]
- E-mail:** [Empty text box], with a **Send** button
- Website:** [Empty text box], with a **...** button
- Contact:** [Empty text box]
- Notes:** [Empty text area]

At the bottom of the form is a **Save Record** button.

- All fields in a Venue Record are optional except **Venue**.
- **Private address** should be ticked if the venue is a private residence or somewhere else for which the details should not be displayed in the public domain (such as in online Group information).
- **Accessible** may be ticked to indicate that the venue is fully accessible for wheelchairs, etc.
- Buttons next to the **Postcode**, **E-mail** and **Website** fields may be used to view a map of the address, send an email or display the Venue's website, respectively.
- Press the **Save record** button to create the Venue.