

## HADC Gladiators Calendar

On the **Calendar** tab of our website <https://hadc-gladiators.org/calendar/> you will see that the look has changed a bit. The calendar entries provide extra details for each event including maps, and you have the ability to add the *HADC Gladiator* calendar to your **Google, iCalendar, Outlook 365 or Outlook Live** calendars. If you do this **once** to subscribe to the calendar, any changes made to our calendar during the season will automatically update to your chosen calendar. Below are a few bits of information on how to use the new calendar.

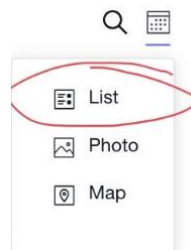
### Moving Between the Different Calendar Views Available:

There are now four different views of the calendar available for you to use when on the website. **Calendar, List, Photo** and **Map** views are all personal preference for which way you want to look at the calendar details. I have not shown the **Photo** or **Map** views in this document as typically **Calendar** and **List** views are the preferred views.

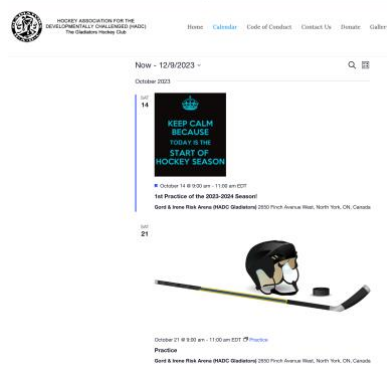
- The default view that you will see when you select the Calendar tab on our website is by **Calendar** view, and it will default to display current month with the current day highlighted as seen here in a September 30<sup>th</sup> viewing of the page:



- If you click on the **Calendar** icon in the top right corner of page (shown in picture above with a red arrow) you will see a drop-down list appear:



- Click on the **List** view selection and it will then change your display of the calendar to:

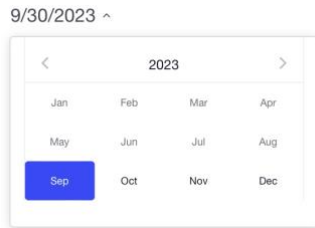


- On each view simply click on the **Calendar** icon to select a different view

## Looking at Calendar Details in the Calendar or List Views:

### Calendar View:

- **Calendar** view is the default view when in our website. Click on today's date displayed in the top left of the calendar, in this example it is **9/30/2023**. You will see the current year and the months presented with the current month of **Sep** in this example highlighted.




- Select another month to display, in this example we will click on **Oct**. Once we do that the display will change. We now see the month of October. The top left of the calendar now shows **10/1/2023** for the start of October, in this example today's date of **9/30/2023** is still highlighted, and we now see blue indicators on **October 14, 21, 28** and **November 4** as there are events scheduled for these days.



- If you click on **October 14**, the **short details** for the event will now appear below the calendar. If you click on a day that does not have blue indicator, it will simply say **There are no events on this day.** below the calendar.

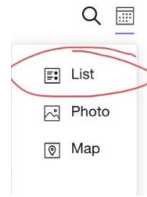


- If you wish to see the **full details** for an event, then click on the name of the event. In this **October 14** example we clicked on **1st Practice of the 2023-2024 Season!** and could then see the full details for our event: start and stop time, location and map:

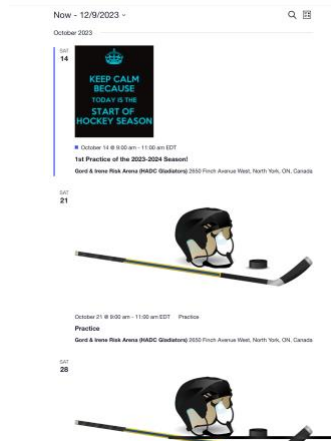
DETAILS	ORGANIZER
<b>Date:</b> October 14	Lorraine Whaley
<b>Time:</b> 9:00 am - 11:00 am EDT	
<b>Event Category:</b> Practices	
<b>Website:</b> <a href="https://hadc-gladiators.org/calendar">https://hadc-gladiators.org/calendar</a>	
<b>VENUE</b>	
Gord & Irene Risk Arena (HADC Gladiators) 2650 Finch Avenue West North York, ON M6M 3A3 Canada - Google Map	2650 F. View larger map
<b>Phone</b> 416-395-0355	
<a href="#">View Venue Website</a>	

**List View:**

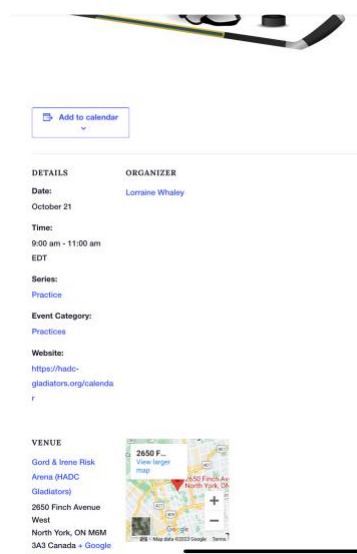
- Move to the **List View** by clicking on the **Calendar** icon in the top right corner of page and selecting **List**.



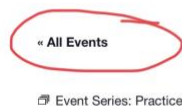
- On Sep302023 the **List View** will show the upcoming events:



- You can simply scroll down the page to see all of the events listed. If wish to see the **full details** for an event, then click on the name of the event. In the above photo, if you click on **Practice** for the **October 21** entry we will see the **full details** for the event: start and stop time, location and map:



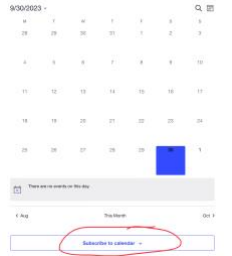
- From the top left corner of the **full details** of the October 21 entry you can click on **All Events** to go back to the list of all scheduled events.



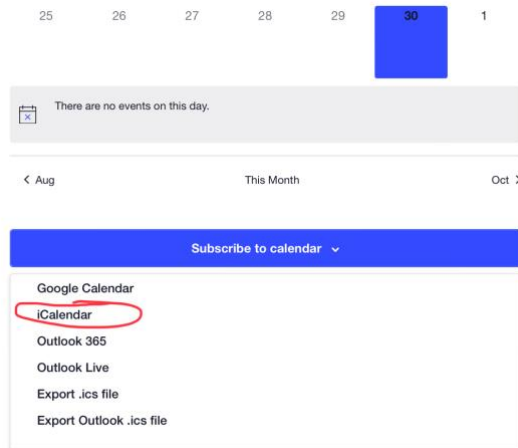
## [Adding the HADC Gladiator events to your Google, iCalendar, Outlook 365 or Outlook Live Calendar:](#)

This *one-time* subscription to the calendar will ensure that any changes made to our calendar during the season will automatically update to your chosen calendar.

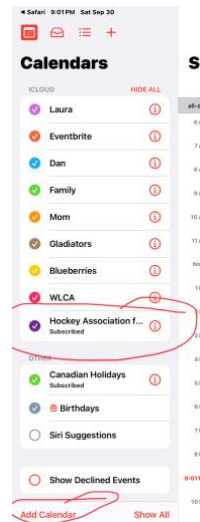
- At the bottom centre of the Calendar view is a selection of **Subscribe to calendar:**



- Click on ***Subscribe to calendar*** and then select ***iCalendar***:



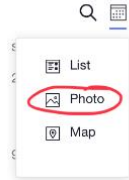
- Your iCalendar will then pop up, and you will see HADC calendar on the list of calendars in the left column. At that point click on Add Calendar at the bottom left corner:



- The HADC Gladiators calendar is now subscribed to and ready for use. The process should be the same if subscribing to other calendars.

## Printing from the Calendar

- While this Calendar offers many benefits, it does not present the month at a glance hard copy we had previously. If you complete the one time subscription to the calendar you can print within your chosen calendar for tracking appointments. If you wish a hard copy of our calendar from the website the best view for this would be the **Photos** view.
- On the **Calendar** page of the website change the calendar view to **Photo**.



- The calendar would then display as in the example below and you can then print from your browser window.

