How to View Events

There are 3 views:

1. **Default View - View all events**

   When the Events Calendar first renders, you will be presented with the Default View which displays all the events.
   If you have navigated away from the Default View, please click on the "default view" link near the top left corner to go back.

2. **View from Dropdown List - View events by topic**

   Event Views group together individual calendars based on the fact that they have similar event topics. The groups are listed in the "View" dropdown list located near the top left corner. To view events of a certain topic (e.g. all sports events), select the topic from the dropdown list.

   NOTE: Some events may be included in more than one topic.

3. **View from Available Calendars - View events from a specific Events Calendar**

   To view a certain Events Calendar, first click on the "available calendars" link near the top left corner. Then from the list that appears, click on the Events Calendar you would like to view.

   NOTE: Events Calendars may be indented and listed under a bolded Events Calendar Summary. Summaries is another way to group calendars. If you click on a Summary you would be able to view all the Events Calendars under that Summary!

How to Switch Dates

To switch to a specific day:

- Click on the DAY tab.
- Look for the date fields near the top right corner.
- Enter the date you would like to view events for.
- Press the "go" button.

To switch to a specific week, month, or year, follow the same steps but click on a different tab.

To switch to the previous day:

- Click on the DAY tab.
- Click on the backward-arrow near the top left corner.

To switch to the previous week, month, or year, follow the same steps but click on a different tab.

To switch to the next day:

- Click on the DAY tab.
- Click on the forward-arrow near the top left corner.

To switch to the next week, month, or year, follow the same steps but click on a different tab.

How to View Event Details

- Click on the event you are interested in.
- The Event Details Page should appear for the event you have just selected.
  This page contains a variety of information such as the event's time, location, description, etc.

How to Search for an Event

- To search for an event, enter the keywords in the search bar located near the top right corner and press the "Go.." button.
- The search bar looks for your keywords in every event's details (its title, location, contact, category, description, the calendar it belongs to, etc.) and returns the relevant events.
  Above the search results there should be a "Limit" field next to the search bar. **By default the "today forward" radio button is selected; the search has been limited to future events.** If you would like to limit your search to past events instead, select the "past dates" radio button and search again. If you would like to search from both past and future events, select the "all dates" radio button and search again.

USE OF SYMBOLS / OPERATORS:

	Example	Description
OR	keyword1 OR keyword2	Entering this in the search bar will return events that contain one or both of the keywords. **NOTE:** When nothing is entered between keywords, the search bar will perform the OR search by default.
||	keyword1 || keyword2	(same as above)
AND	keyword1 AND keyword2	Entering this in the search bar will return events that contain both keywords.
&&	keyword1 && keyword2	(same as above)
+	+keyword1 keyword2	Entering this in the search bar will return events that contain keyword1 FOR SURE and MAY contain keyword2.
NOT	keyword1 NOT keyword2	Entering this in the search bar will return events that contain keyword1 but not keyword2.
!	keyword1 !keyword2	(same as above)
-	keyword1 -keyword2	(same as above)
?	m?de	Entering this in the search bar will return events that contain terms matching m?de where **?** can be any character. That is, events containing "made," "mode," etc. will be returned. **NOTE: ?** cannot be the first character of your search keyword.

*	m*de	Entering this in the search bar will return events that contain terms matching m*de where ***** can be any string of characters. That is, events containing "made," "mode," "marmalade," etc. will be returned. **NOTE: *** cannot be the first character of your search keyword.
~	made~	Entering this in the search bar will return events that contain terms that are similar with "made" (such as "mode," "make," "jade," etc.). This is known as a fuzzy search.
(,)	(career OR volunteer) AND workshop	The brackets allow you to control the logic when multiple operators are used. This example will return events containing the terms "career workshop" or "volunteer workshop."
"	"keyword1 keyword2 keyword3"	When keywords are quoted, the search bar will return events that contain an **exact** match of that phrase. In this example, only events that contain ALL of keyword1, keyword2, and keyword3 in the INDICATED ORDER will be returned by the search bar.

NOTE:

1. If your search keywords contain any of these characters but you do NOT want them to be associated with special functions, you can add a **** in front of the special character. For instance, there is an event called "UBC SustainAB!LITY Festival." To make the search engine look for a special character like **!** without interpreting it as a special NOT function, enter a backslash in front of the character. That is, you would enter UBC SustainAB****!LITY Festival in the search bar.

2. When these characters are used without the proper syntax, an error message will be produced. Therefore, please refer to the Example column of the above table for proper locations of these characters relative to the search keywords.

3. In addition to the symbols/operators listed above, the following are also considered special characters: **{ } [ ] ^ " : ** Therefore, to search for these characters, please enter a backslash in front of each special character - e.g. To search for the phrase [book], enter in the search bar \[book\]

4. The search is case-insensitive. That is, the keywords "UBCevents" and "ubcevents" should yield the same results.

5. When the Limit is set to "today forward," you will not be able to find a recurring event whose first instance has already passed; even if the event will recur in a future date, it will not be included in the search results. Therefore, when nothing is returned for your keywords, please try to change the Limit to "all dates" and search again.

How to Download an Event (iCal format)

1. Click on the event you would like to download.

2. From the page that appears, click on the download icon
3. From the File Download window that pops up, press the Save button to save the event as an ics file.
4. Once the file has been saved, it can be displayed in an iCal application such as Microsoft Outlook.