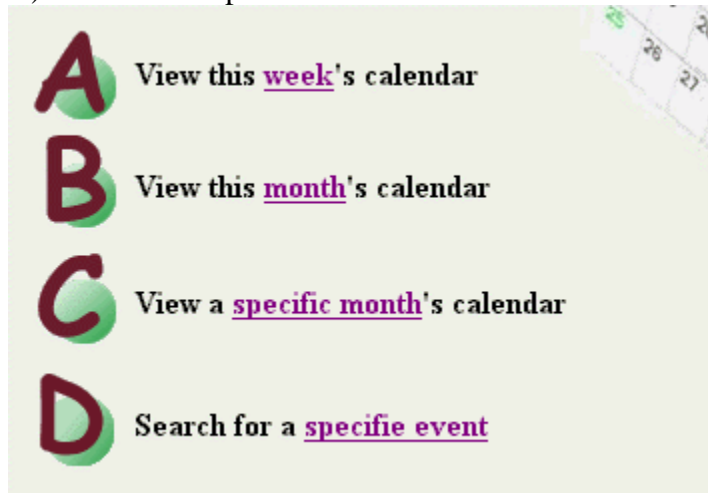


Calendar Events Database

Searching the Calendar

1. To get to the main search page for the calendar you can click on the link in the navigation bar which is located on the left side of most of the government web pages.
2. From here you will be given four options:
 - A) View this week's calendar,
 - B) View this month's calendar,
 - C) View a specific month's calendar, or
 - D) Search for a specific event.



3. Choose the option that you want and enter any necessary information.
4. Note: be sure to include the century when searching for a specific month.

A screenshot of a web form titled 'View a Calendar for a Specific Month'. Below the title is the instruction: 'Enter information for section 1, then click View this calendar.' The form is divided into two sections. Section 1, marked with a large '1' icon, asks 'What month would you like to search for?' and includes labels for 'Month' and 'Year (must include century)'. There is a dropdown menu for the month and an empty text box for the year. Section 2, marked with a large '2' icon, contains two buttons: 'View this calendar' and 'Reset this form'.

5. Note: to search for an event you do not need to enter all the words in the event, one will be enough to find the event. You can use more words if you want to narrow your search.
6. If you selected option A (view this week) you will see a table that shows the days of this week. If there are no titles for events listed under a day there are no events for that day.
7. If there is a title you can click on it to see that event.
8. If you click on the day number that appears above the title(s) you will see a brief listing of each of the events for that day.
9. If you selected either option B or C (view a month) you will see a table with the days of the month. If there are no titles under a day number there are no events for that day.
10. You can click on any title to see that specific event.

July 1998

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13 Almont Township meeting	14	15	16	17	18	19

11. If you selected option D (search for an event) you will see a listing of all the events that match your search criteria. Select the event that you would like to view for more information on that event.
12. Notice that when you view the details for a specific event there may be a web page listed for the event and/or the organizer of the event. You can click on either of these to view that web page. There may also be an email address for the organizer. You can click on this link to email the organizer.

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