HOW TO CHECK THE PUBLIC CALENDAR TO SEE UPCOMING EVENTS AT YOUR LOCATION
(Community Calendar)

The public calendar is at: https://events.dudesolutions.com/ecasd/site/communitysite/?view=

The calendar usually opens by displaying a list of events scheduled District-wide, within a range of 180 days, beginning on the current date.

You can choose how to view the events (Cards, Calendar, List), by selecting a different icon for **VIEW TYPE**.

If you Click on **VIEW BY**, you will get a drop-down menu of various date ranges by which to view events.


(For image below, the **Calendar Icon** was selected for **VIEW TYPE**; and **Month** was selected for **VIEW BY**).

Use left and right arrows in the **VIEW BY** area to move the date range ahead or back.


If you wish to see what is scheduled in a specific space(s) at a specific time, or you want to see if a specific space(s) is available for use, you can use the **SEARCH** feature to narrow/define what to display.
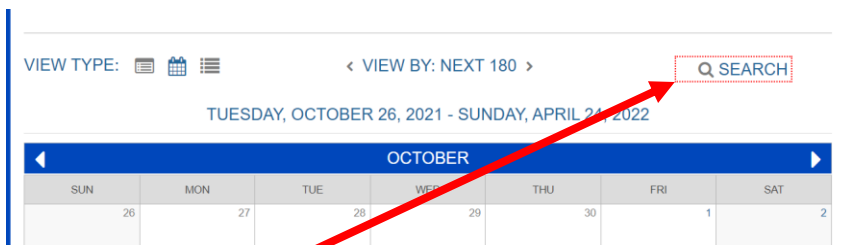
When you click on **SEARCH** in the upper right corner, you will be provided with filter boxes.

You can click the dropdown arrow in the **LOCATION** box and select the room you want (e.g. Delong Media Center) from that list.
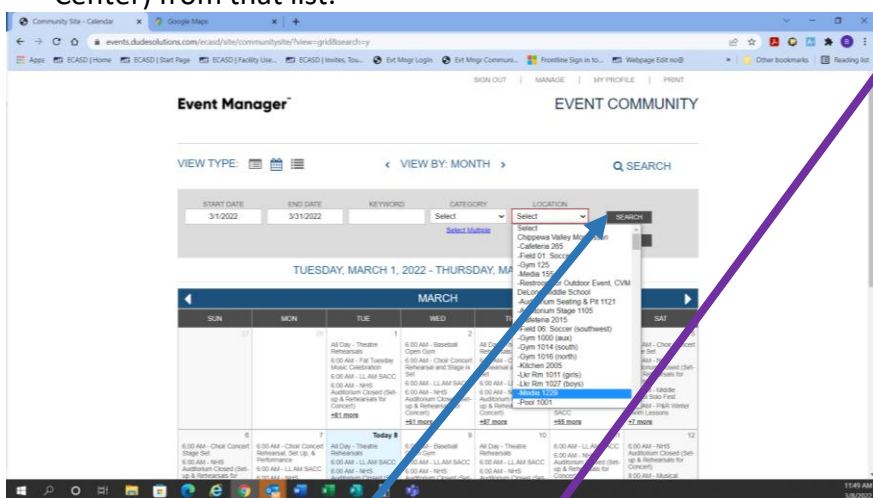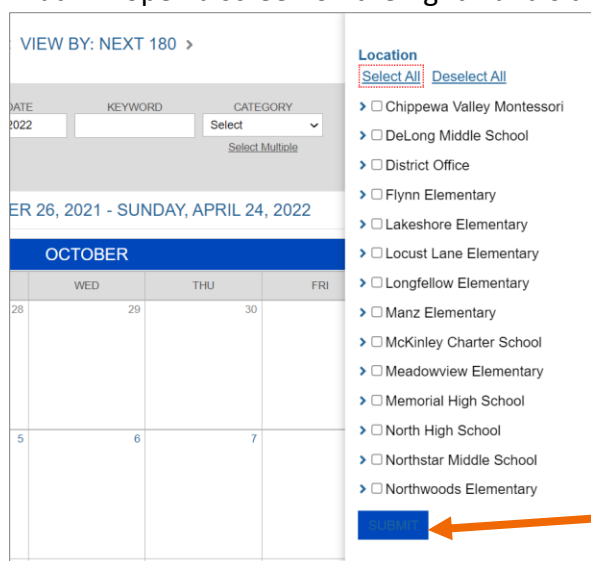

Then click the smaller **SEARCH** button to see just the events scheduled in that space.
Use the **START DATE** and **END DATE** boxes to narrow the search to just the dates you want to view.

OR you can click on **SELECT MULTIPLE** under the Location Box.
That will open a screen on the right-hand side of the page that lists each of our sites.

When you click on the arrowhead to the left of the site name, a list of rooms/areas at that site drops down (***NOTE**: be sure you click on the arrowhead and not in the check box in front of the school name. If you check the box in front of the school/building name, you will see events scheduled in every room/area at that site—even though they are not check in the sub-list*).
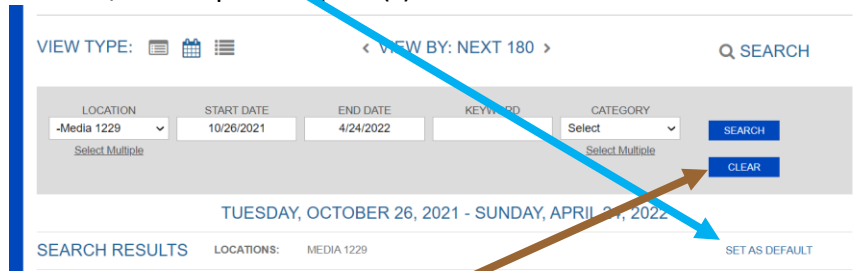
Then click in the box in front of each of the rooms you want to search. NOTE: This is my preferred way to search—even if I'm only selecting one room/space. I find this list much easier to read than the drop-down list under locations.

When done selecting your rooms(s), Click the **SUBMIT** button.

The calendar will then indicate your **SEARCH** results and display just the events scheduled in the room/area(s) you've selected, during the time frame you've indicated.

If this is a space you always want to check, you can set this search as your default search.
Click on **SET AS DEFAULT**; then each time you open the public calendar it will show you what is scheduled in that/those specific space(s).

A couple of things to remember:
- **CLEAR** these results if you want to look at the entire calendar or for something else.
- The calendar does not include setup or breakdown times that may have been scheduled for an event.