

RIPCURLS WEBSITE REVIEW

SUBJECT: USING TAGS IN THE CALENDAR

OVERVIEW:

Since I have received a number of questions regarding the use of the website calendar, I figured a brief overview might help.

WHAT ARE TAGS ANYWAY?

Tags are a convenient way of sorting or filtering lots of data down to a smaller subset that is more pertinent to your particular needs. So, the overall website calendar has TONS of events that cover ALL Ripcurls teams for both OC & SD, but you are usually not interested in ALL of them; just your team. Tags allow you to quickly filter out all of the other “noise” or team information.

SO HERE'S HOW

When you first go to the Calendar, you might see something like the view at right. Depending on how the TAGS are configured, you might see a lot of events or almost none.

SO, TO PERSONALIZE YOUR CALENDAR...

- ❖ Click on the “SHOW TAG MENU” near the top right of the calendar area.
- ❖ Your view should change to show the TAG MENU
- ❖ Personalizing the Calendar is really easy
 - Select your Division (Ripcurls-OC or SD)
 - Select your Team
 - Make sure other teams are NOT selected
 - Close the TAGS MENU
- ❖ Now the Calendar should show events associated with YOUR team. Now you can print.

