






EXPLANATION AND KEY FOR THE CALENDAR

UUSD has a new calendar to keep you up to date on all UUSD activities, classes, events, and meetings. As always, we welcome feedback from users. If you have any comments, questions, or concerns, please contact WebsiteAdmin@uussd.org. Here are some of the exciting **new calendar features** you can use:










- Choose any month you want to see from a menu or choose a range of months. Moving from month to month will be much easier. 
- See basic information about an event by simply putting your cursor on the date. To see all the details, click on the event name.
- Click on an event to see details and then choose to send a reminder to yourself about the event or invite a friend.
- In **List** View, you can sort and print calendars for any selected set of consecutive Months, Weeks, or Days. 
- In **Calendar** View, you can sort and print calendars for any selected set of consecutive Months or Weeks. 
- In either View, you can see and print one or more years' worth of Months.
- Print the calendar in weekly, monthly, or list mode. For example, you could select Adult Religious Education in the Interest Groups tab, March 2020 to December 2020 as the dates, and List mode, and you will see all the classes offered during that time period. Print the list for future reference.
- See all the events sponsored by an Interest Group—Social Justice, Choir, Adult Religious Education, Fundraising, etc. 
- See all the events held in a specific room or section of the church—Large RE Room, Gathering Area, East Wing, all of UUSD, etc. 
- Save a link to the calendar in your Favorites and access it without going on the UUSD website.

Here are the things that will **stay the same**:

- You will still use the Calendar & Space Request form to request space at UUSD, but we have consolidated the two old forms so all event space will be requested from just one form.
- You will still check the calendar **before** requesting space.
- For large events, you will still check in with Gwen and Jean before requesting space. Contact Gwen and Jean at Rental@uussd.org.
- You can still check the [Ongoing Activities page](#) (found under the News button on the website Homepage) to see a list of all the activities/events for the next 30 days.
- You will still work with Nancy Cordes, our Administrator, if you have any questions or concerns about reserving space. Contact Nancy at Admin@uussd.org.

As always, we welcome feedback from users. If you have any comments, questions, or concerns, please contact WebsiteAdmin@uusd.org.

Key to UUSD Calendar

Icon	What It Stands For
	The month or range of months that you wish to view
	Ways to sort calendar for viewing and/or printing
	Interest Groups — Classes, Meetings, Social Justice, etc. Click on one to sort the calendar by that term.
	Resources — Lists each UUSD room or area, AV Team, Kitchen Team. Click on one to sort calendar by that term.
	Download to your computer
	Print Preview — After reviewing the Preview, print the document.
	Get RSS Feed — Click here for directions .
	Subscribe to the Calendar — Click here for directions .
	Show Church Staff — For administrative use