

## Tockify Calendar Hints and Instructions

With this calendar you can:

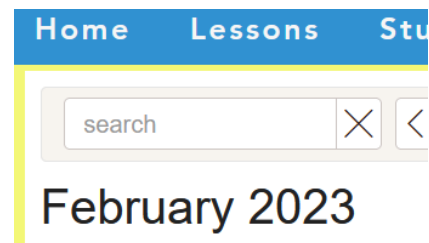
1. **Hover** over or **Click** an event
2. Filter
3. View by Month or Pinboard
4. Print
5. Share or save an event

If you do not see all the events you expect, be sure nothing is entered in the “search” box. Click the X to clear it.

In some views it is helpful to scroll to the bottom of the screen and click Load More Events until it says No More Events

### HOVER OVER or CLICK an event

In the Monthly view (the default view) you can click on or hover your mouse over an event to see the details available for the event. If you click on an event you will

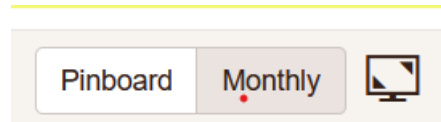


### FILTER

Filtering allows you to see all the events that contain whatever you enter in the search box. You could see all the Level dances or all the Whirlybird events.

### VIEW BY MONTH, PINBOARD or FULL SCREEN

The default is view Month. Click the word Pinboard to see events in a grid with all the details showing. The Pinboard and Monthly choices are toggles, click them alternatively to change views. Click the icon that looks like a TV screen to view a full screen version. To exit the Full Screen view, click the X in the upper right corner. You can view a Full Screen from either the Pinboard or Monthly, of the full calendar or a filtered set of events. The TV icon is also available when viewing an event you clicked on.



The Full Screen view is where you can print from.

## PRINT

You must be in Full Screen view to print using the below methods. They work on a Windows 10 computer using Firefox, Microsoft Edge, or Chrome.

You can print a monthly calendar, a Pinboard view of a month, a filtered set of events, the details of a single event. You may need to click Load More Events in order to print all the events you wish to print.

**Firefox:** Click the stack of 3 lines in the upper right corner and choose print.

**Edge:** Click the row of 3 little dots in the upper right corner and choose print.

**Chrome:** Click the stack of 3 little dots in the upper right corner and choose print.

## SHARE or SAVE

You can find this menu when you click on an event:



## LEVEL-Rainbow Squares

You can share to Facebook or Pinterest, save it to your own calendar (you will be presented with a choice of supported calendars), copy a link which you can paste into an email or document, email directly if your computer is set up to do so.