

A group of students in green school uniforms are working together in a classroom. One student in the foreground is looking at a laptop screen. In the center, a small white robot with a camera lens is on a table. Other students are visible in the background, some looking at a large screen displaying a map or diagram. The scene is brightly lit, suggesting a modern educational environment.

QUEENSLAND MINERALS & ENERGY ACADEMY

New Web Calendar
Using Airtable for events

2019 Calendar

- QMEA's events will now be displayed on a dynamic calendar via the QMEA website
- QMEA can quickly update a date in the calendar for new events or to change details of an existing event
- Schools can filter events for relevance, download the calendar "snapshot" as a CSV file and link popular mail clients to Airtable to receive "live" updates via Apple Calendar, Microsoft Outlook and Google Calendar
- This calendar works best using Mozilla Firefox or Google Chrome internet browsers

2019 Calendar

QUEENSLAND resources COUNCIL QMEA RESOURCE MANAGEMENT

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CALENDAR

We have a range of events coming up for teachers and students throughout the year. Check out the 2019 calendar below. Some dates are still being finalised, so watch this space for updates. A description of the events can be found through the 'Programs' tab.

Filter 41 Sort

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
School Holidays		New Year's Day				
6	7	8	9	10	11	12
School Holidays						
13	14	15	16	17	18	19
School Holidays						
20	21	22	23	24	25	26
School Holidays						
27	28	29	30	31	1	2
School Holidays			Apprentice Readiness Program @ Moranbah			
Term 1 - Week 1						
Australia Day Observance						

Airtable Download CSV View larger version

[MORE INFORMATION](#)

<https://qmea.org.au/calendar/>

Calendar Features

Filter Sort ...

Today < > October 2018

Month 2 week Week 3 day Day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30 TPD - Automation and Robotics ...	31 My Digital World @ Dalby TPD - Autonomous Vehicles @ D...	1	2	3

Airtable

Download CSV View larger version

Change Timeframe

Calendar Features

The screenshot displays the Airtable calendar interface. At the top, there are controls for 'Filter', 'Sort', and a 'Change Month' dropdown menu. The 'Change Month' dropdown is currently set to 'October 2018', which is circled in red. Below the dropdown, the calendar grid shows the days of the month. The 30th and 31st of October have events listed below them. The 30th has an event titled 'TPD - Automation and Robotics ...' and the 31st has two events: 'My Digital World @ Dalby' and 'TPD - Autonomous Vehicles @ D...'. The interface also includes a 'Download CSV' button and a 'View larger version' link at the bottom right.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30 TPD - Automation and Robotics ...	31 My Digital World @ Dalby TPD - Autonomous Vehicles @ D...	1	2	3

Calendar Features



Jump to today

Filter Sort ...

Today < October 2018 Month 2 week Week 3 day Day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30 TPD - Automation and Robotics ...	31 My Digital World @ Dalby TPD - Autonomous Vehicles @ D...	1	2	3

Airtable Download CSV View larger version

Calendar Features

Apply Filter

The screenshot displays the Airtable calendar interface for October 2018. At the top, there are navigation controls: 'Today', left and right arrows, 'October 2018', and view options: 'Month', '2 week', 'Week', '3 day', and 'Day'. A toolbar contains a 'Filter' button (circled in red), a 'Sort' button, and a menu icon. The calendar grid shows dates from 30th to 3rd. Events are listed for the 30th, 31st, and 1st.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30 TPD - Automation and Robotics ...	31 My Digital World @ Dalby TPD - Autonomous Vehicles @ D...	1	2	3

Airtable Download CSV View larger version

Calendar Features

The screenshot displays the Airtable calendar interface for October 2018. At the top, there are controls for 'Filter', 'Sort', and 'Additional Options' (highlighted with a red circle). Below these are navigation options for 'Today', 'October 2018', and view modes: 'Month', '2 week', 'Week', '3 day', and 'Day'. The calendar grid shows days from Sunday to Saturday. On the 30th, there is a yellow event titled 'TPD - Automation and Robotics ...'. On the 31st, there are two events: a purple one titled 'My Digital World @ Dalby' and a yellow one titled 'TPD - Autonomous Vehicles @ D...'. The Airtable logo is in the bottom left, and 'Download CSV' and 'View larger version' links are in the bottom right.

Calendar Features

The screenshot shows the Airtable calendar interface for October 2018. At the top, there are controls for 'Filter', 'Sort', and a menu. Below that, the current date is 'Today' and the month is 'October 2018'. View options include 'Month', '2 week', 'Week', '3 day', and 'Day'. The calendar grid shows days from 30 to 3. On October 24, there is a blue square. On October 30, there is a yellow event card: 'TPD - Automation and Robotics ...'. On October 31, there are two event cards: a purple one 'My Digital World @ Dalby' and a yellow one 'TPD - Autonomous Vehicles @ D...'. At the bottom right, a 'View larger version' link is circled in red. The Airtable logo is at the bottom left, and 'Download CSV' is at the bottom right.

View calendar in larger version

Calendar Features

Filter Sort ...

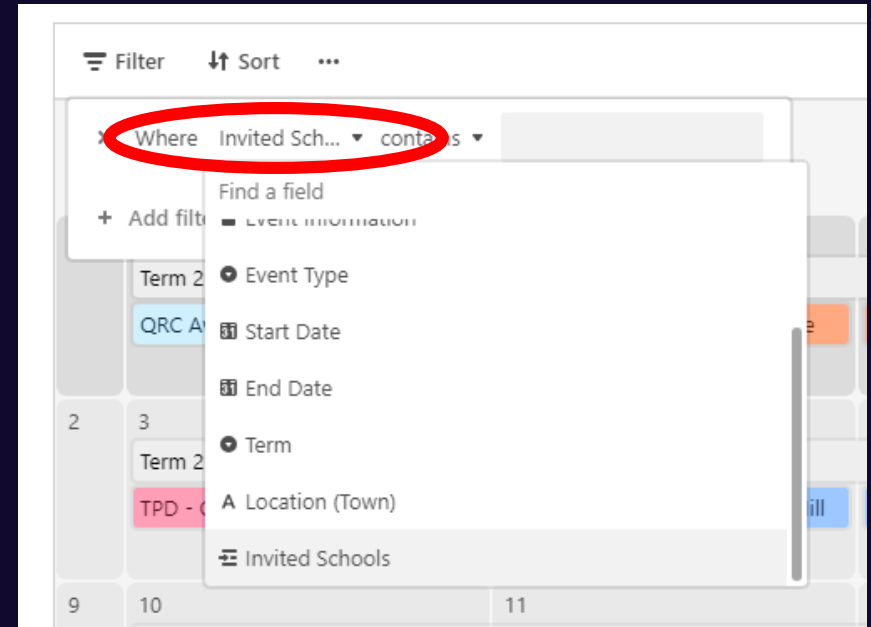
Today < > October 2018 Month 2 week Week 3 day Day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30 TPD - Automation and Robotics ...	31 My Digital World @ Dalby TPD - Autonomous vehicles @ D...	1 Event	2	3

Airtable Download CSV View larger version

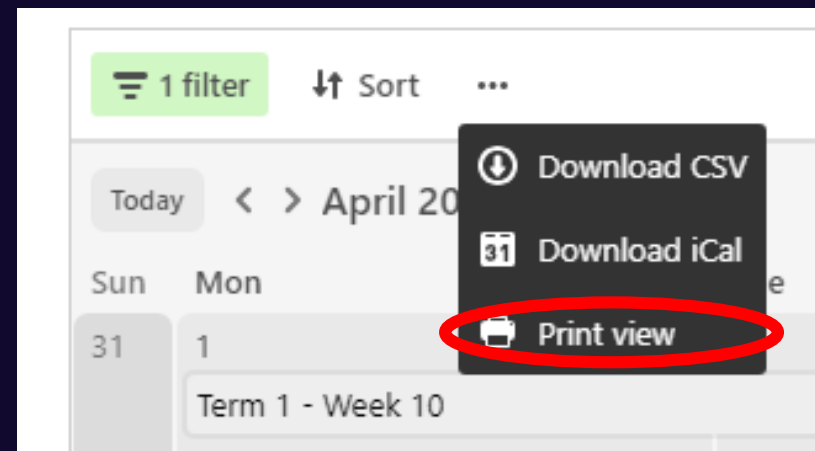
Filter

- Can filter events for your school (“Invited Schools”)
- Type the first name of your school for best success (e.g. “Wavell” for Wavell State High School or “All” for All Hallows School)
- For schools who start with St, please use the second word for the filter without “’s” (e.g. “Rita” and “Laurence”)



Additional Options

- Handy features include:
 - Print View, which will print the current view
 - Download CSV, which will export all calendar detail into a CSV file for download
 - Download iCal, which will export all calendar detail as a file, importable into Calendar applications, like Apple Calendar, Google Calendar and Outlook



Event Detail

- To view details of an event, click on the event
- If there are more events not shown, click "+ more"
- See Booking Links and More Information on event page
- Scroll to see invited schools

BMA M.I.N.E. Challenge @ Dysart

NAME (EVENT @ CITY) E.G. STEM4SCHOOLKIDS @ BRISBANE
BMA M.I.N.E. Challenge @ Dysart

BOOK VIA
<https://bma-mine-challenge.eventbrite.com.au>

EVENT INFORMATION

QMEA_MINEChallenges_2018Application...

EVENT TYPE
MINE Challenge

START DATE
15/9/2019

10	11	12	13	14	15	16
Term 1 - Week 7						
		STEM4School Kids @ Mackay	Preserving Indigenous Cultural H...	Toolkit4SchoolKids @ Emerald		
		+1 more	+1 more			

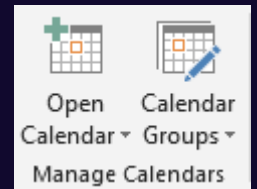
Subscribe to Calendar with Calendar App

- Users can subscribe to our Airtable calendar through popular calendar apps for “live” updates.
- The URL required to subscribe to this Airtable calendar with calendar apps is:

<https://airtable.com/shrlPyf9730mx26p0/iCal?timeZone=Australia%2FBrisbane&userLocale=en>

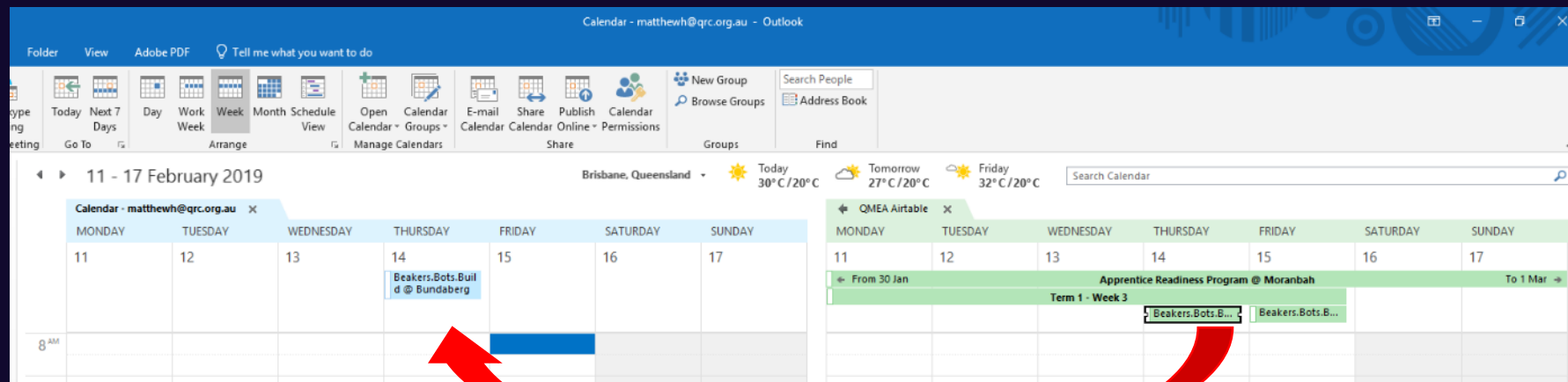
Sync Calendar with Outlook

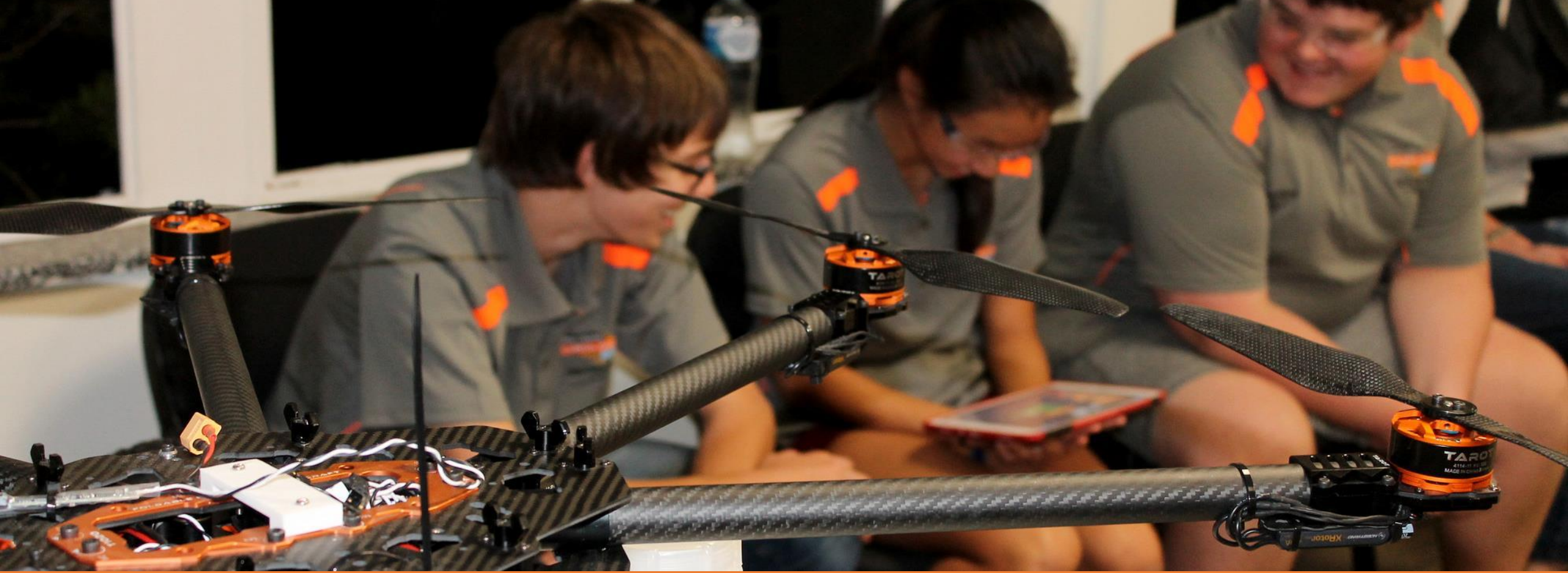
- Instructions to subscribe using Outlook are:
 1. Copy subscription URL
 2. Open Outlook and click on Calendar
 3. Click “Open Calendar” and select “From Internet”
 4. Paste the URL into the Subscription Box
 5. Outlook should now sync with the online Airtable calendar



Sync Calendar with Outlook

- You cannot edit the details in the Airtable Subscription Calendar (it is Read Only)
- You can, however, drag events from the Subscription Calendar into your Outlook calendar, and set “Busy”, start and end times and alerts if required.





Please contact Matthew Heskett (matthewh@qrc.org.au) if you have any technical questions or date clashes

Website: www.qmea.org.au



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