

## QMEA Airtable Calendar

Change  
Month

The screenshot shows the QMEA Airtable Calendar interface. At the top, there are controls for 'Filter', 'Sort', and a menu icon. Below these is a navigation bar with 'Today', a left arrow, '> October 2018', a right arrow, and a 'Change Timeframe' dropdown menu. The dropdown menu is open, showing options: 'Month', '2 week', 'Week', '3 day', and 'Day'. The calendar grid displays days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and dates. The date 24 is highlighted in blue. At the bottom of the calendar, there are three event entries: 'TPD - Automation and Robotics ...' (yellow), 'My Digital World @ Dalby' (purple), and 'TPD - Autonomous Vehicles @ D...' (yellow). A callout box points to the event entries with the text 'Event name/location'. The Airtable logo is in the bottom left corner, and 'Download CSV' and 'View larger version' links are in the bottom right corner.

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 31 1 2 3

TPD - Automation and Robotics ...

My Digital World @ Dalby

TPD - Autonomous Vehicles @ D...

Airtable

Download CSV View larger version

Change  
Timeframe

Event  
name/location

# QMEA Airtable Calendar

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	31	1	2	3
		TPD - Automation and Robotics ...	My Digital World @ Dalby TPD - Autonomous Vehicles @ D...			

Airtable

Download CSV

View larger version

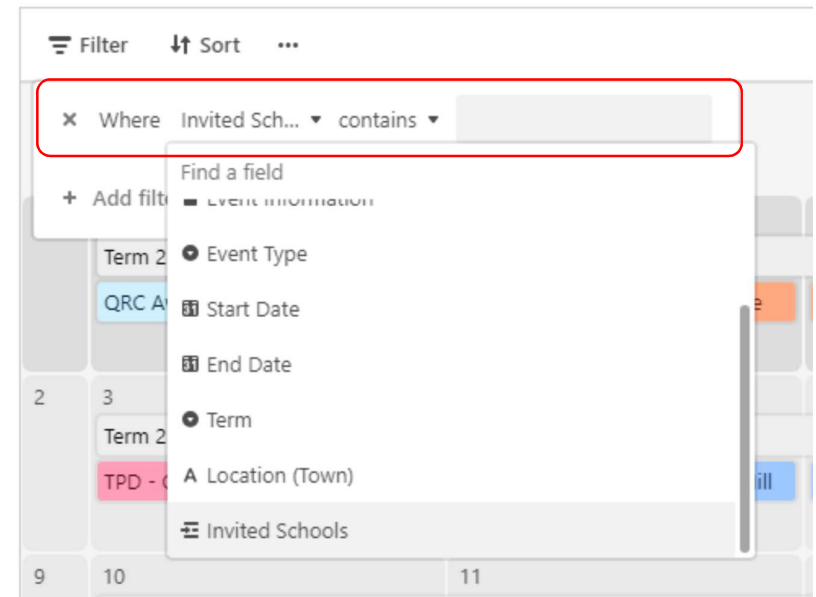
Apply Filter

Additional Options

View calendar in larger version

## Filtering Events

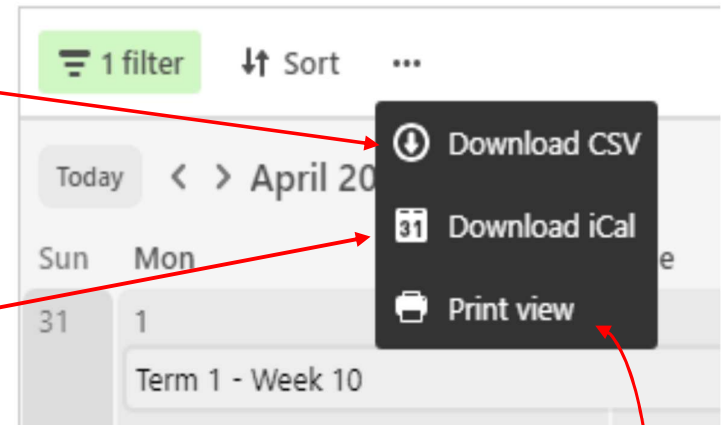
- You can filter events by your school name (“Invited Schools”)
- Type the first name of your school for best success (e.g. “Wavell” for Wavell State High School or “All” for All Hallows School)
- For schools who start with St, please use the second word for the filter without “'s” (e.g. “Rita” and “Laurence”)



## Additional Features

Handy features include:

- 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
- Print View, which will print the current view



**Event Details**

- To view details of an event, click on the event.
- Scroll down to see invited schools
- If there are more events not shown, click “+ more”

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

**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

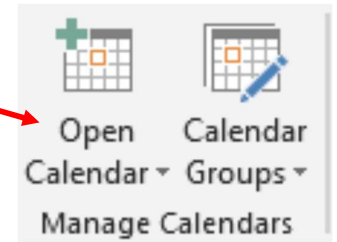
15/9/2019

**Syncing with your own calendar**

- 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/shrag25SUxf6qgC37/iCal?timeZone=Australia%2FBrisbane&userLocale=en>

**Syncing with Outlook**

1. Copy subscription URL  
(<https://airtable.com/shrag25SUxf6qgC37/iCal?timeZone=Australia%2FBrisbane&userLocale=en>)
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



## QMEA Airtable Calendar

- 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.

