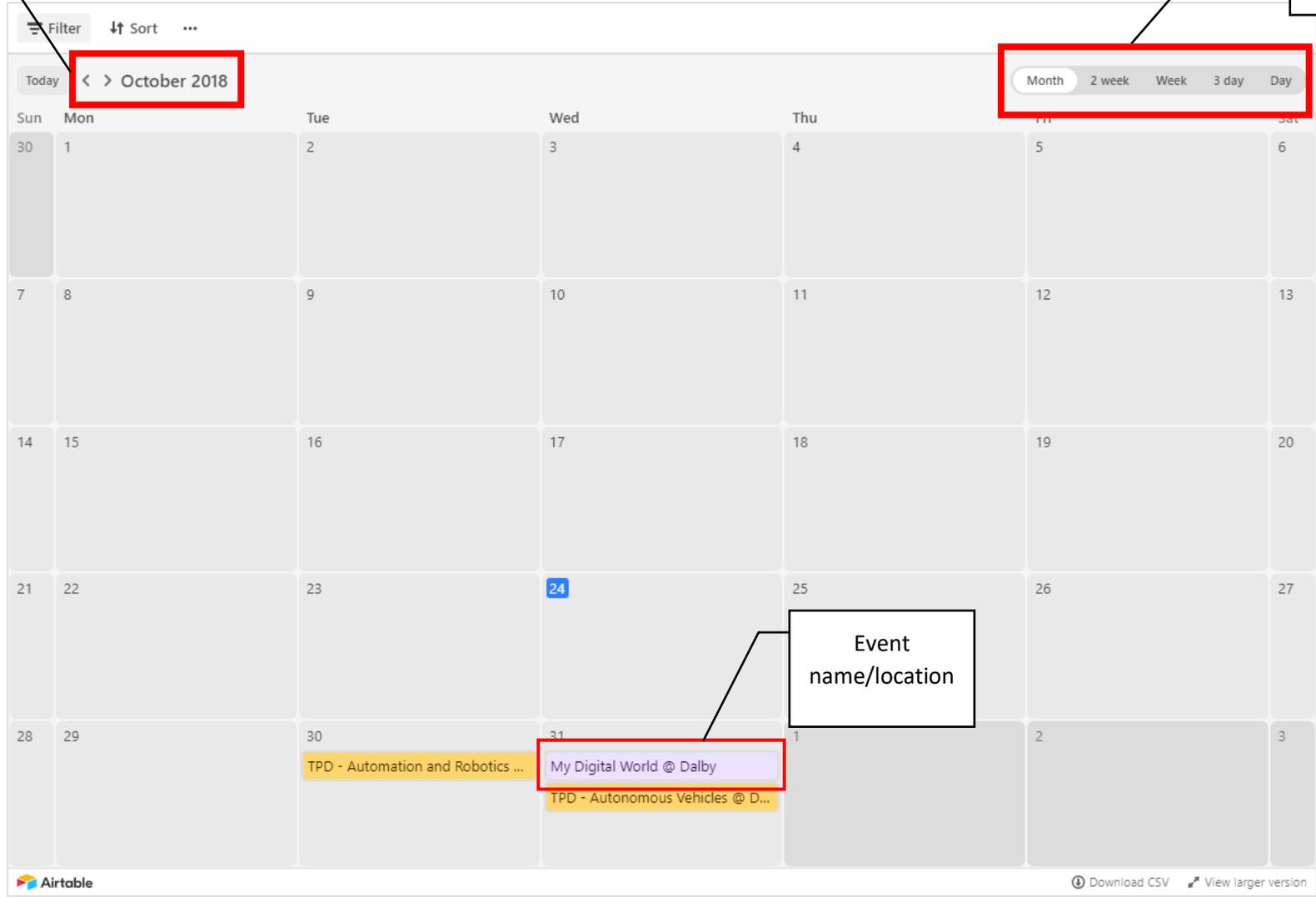


QMEA Airtable Calendar

Change Month

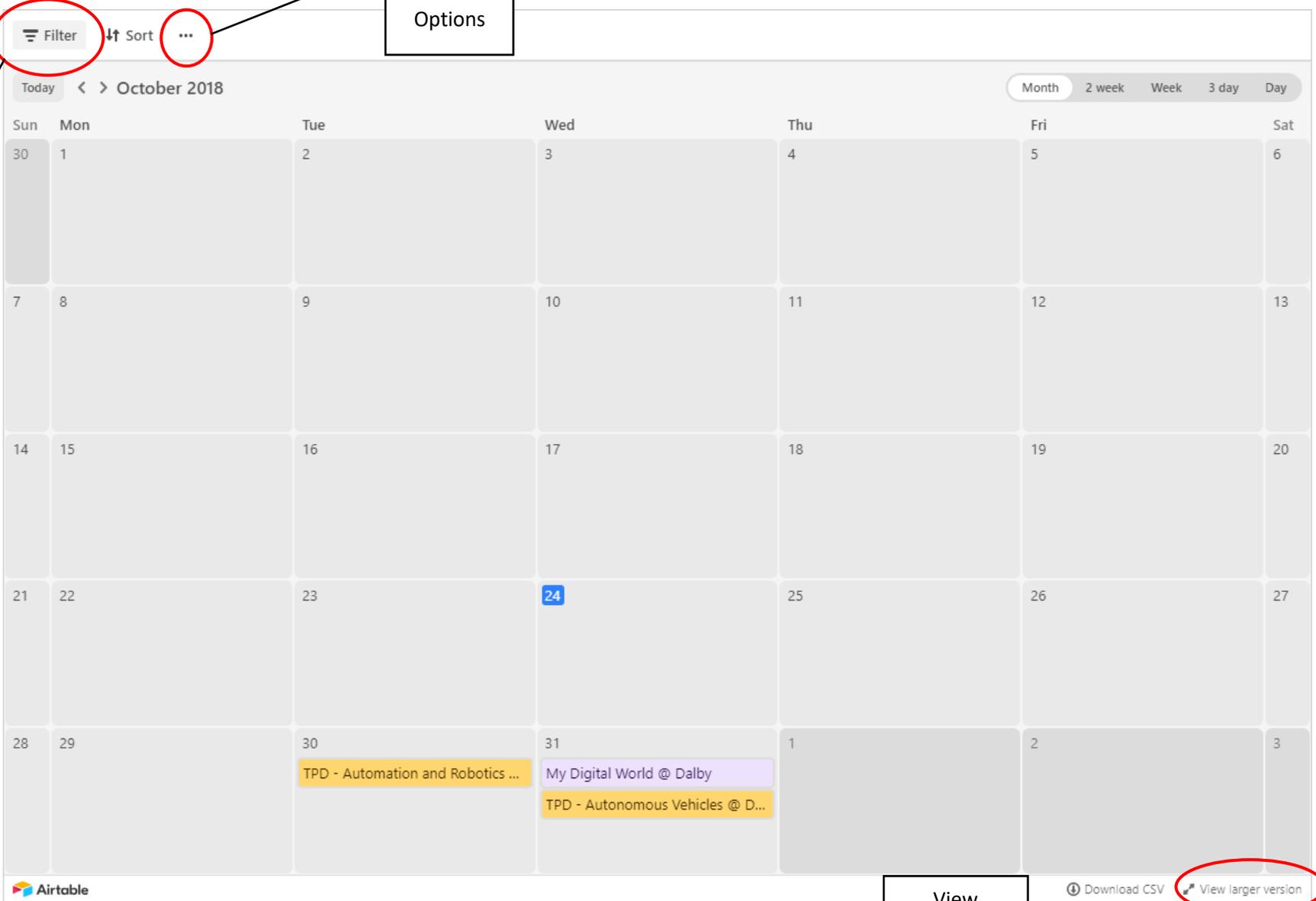
Change Timeframe



The screenshot shows an Airtable calendar interface for October 2018. At the top left, there are controls for 'Filter', 'Sort', and a date selector showing 'Today', '<', '>', and 'October 2018'. At the top right, there are controls for changing the timeframe, with options for 'Month', '2 week', 'Week', '3 day', and 'Day'. The calendar grid shows days from 30 to 31. On the 30th, there is a yellow event card titled 'TPD - Automation and Robotics ...'. On the 31st, there are two event cards: a purple one titled 'My Digital World @ Dalby' and a yellow one titled 'TPD - Autonomous Vehicles @ D...'. A callout box labeled 'Event name/location' points to the purple card. The Airtable logo is at the bottom left, and 'Download CSV' and 'View larger version' links are at the bottom right.

Event name/location

QMEA Airtable Calendar



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

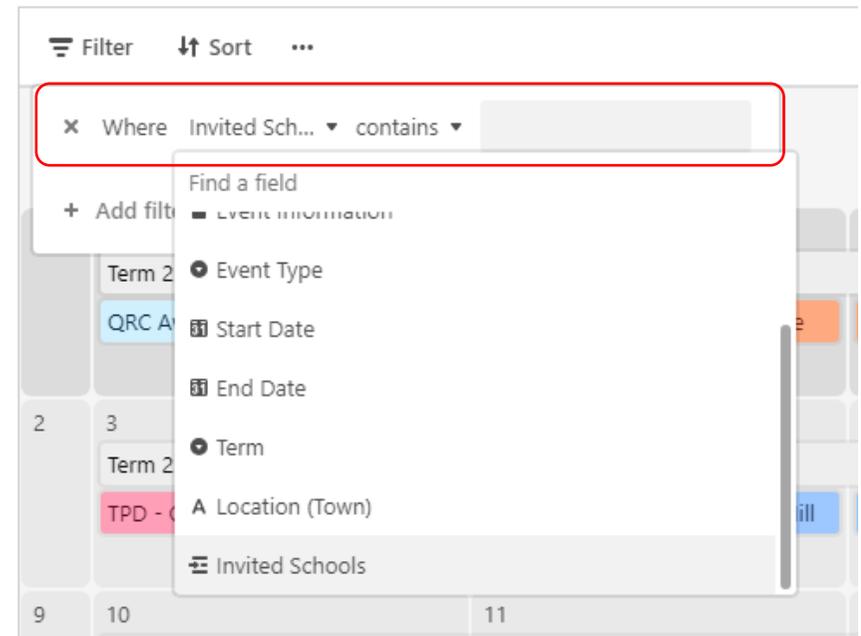
Apply Filter

Additional Options

View calendar in larger version

Filtering Events

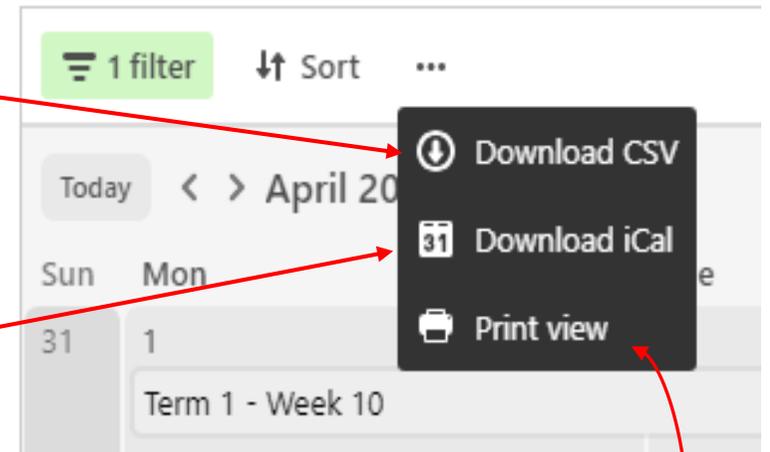
- You can filter events by your school name (“Invited Schools”)
- Type the first name of your school for best success (e.g. “Wavell” for Wavell State High School or “All” for All Hallows School)
- For schools who start with St, please use the second word for the filter without “’s” (e.g. “Rita” and “Laurence”)



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

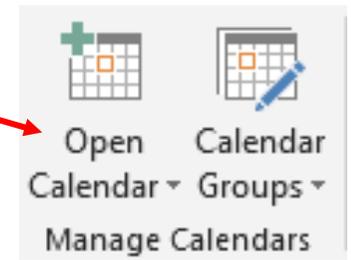
START DATE
15/9/2019

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/shruFTTpOWriSlxA6/iCal?timeZone=Australia%2FBrisbane&userLocale=en>

Syncing with Outlook

1. Copy subscription URL
(<https://airtable.com/shruFTTpOWriSlxA6/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



→ 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.

The screenshot shows the Outlook calendar interface for the week of February 11-17, 2019. The left pane shows the 'Calendar - matthewh@qrc.org.au' calendar with a blue event on Thursday, February 14, titled 'Beakers.Bots.Build @ Bundaberg'. The right pane shows the 'QMEA Airtable' calendar with a green event on Thursday, February 14, also titled 'Beakers.Bots.B...'. A red arrow points from the event in the QMEA Airtable calendar to the event in the Outlook calendar, illustrating the process of dragging an event from the subscription calendar into the user's Outlook calendar.