

ARES Connect

Seeing Only Your Events

This is just for ECs.

It can get quite hard to find your events when working on the Calendar in the Admin Mode. The easiest way to cut down the clutter is to work with only your own county group.

Here is a set of steps to display only your group.

1. Log on to ARES Connect and click on your “Admin” button. You will be in the right place to start the selection of your County Group. Click on the “Event Groups” tab.

The screenshot shows the ARES Connect Admin interface. At the top, there is a search bar and a user profile section for 'W t Jones' with links for 'Your Account' and 'Sign Out'. Below this is a navigation bar with tabs for 'Events', 'People', 'Reports', 'Setup', 'Volunteer View', and 'Admin 2.0'. Underneath, there is a sub-navigation bar with tabs for 'All Events', 'Event Groups' (which is selected), 'Subscriptions', 'Masters', and 'Approve Hours'. Below the navigation is a filter section with 'View events by' set to 'List', a date range from '5/13/2019', and an 'Include deleted events' checkbox. There is also a 'Go' button. Below the filter section is a dropdown menu set to 'All Events' with another 'Go' button. The main content area is titled 'Upcoming Events' and includes an 'Add Event' button. The date 'Monday, May 13, 2019' is displayed. The event details are as follows:

| | |
|--|------------|
| Eastern Pennsylvania > Delaware - 045PA | 1 Filled |
| DelCo ARES monthly meeting | 0 Reserved |
| Monday, May 13, 7 pm - 8:30 pm (1.5 hours) | |
| DelCo ARES monthly training. | |

Remember that the URL for ARES Connect is <https://arrl.volunteerhub.com/lp/epa>

2. When you click on the Event Groups a drop down list of the available groups will be displayed. Just scroll down to your County's group. I've scrolled down to Luzerne for example.

| |
|--|
| <u>Community Event</u> |
| <u>Exercise</u> |
| <u>Meeting</u> |
| <u>Net</u> |
| <u>SKYWARN</u> |
| <u>Training</u> |
| <u>Luzerne - 079PA</u> |
| <u>Communications Emergency</u> |
| <u>Community Event</u> |
| <u>Exercise</u> |
| <u>Meeting</u> |
| <u>Net</u> |
| <u>SKYWARN</u> |
| <u>Training</u> |
| <u>Lycoming - 081PA</u> |
| <u>Communications Emergency</u> |
| <u>Community Event</u> |
| <u>Exercise</u> |
| <u>Meeting</u> |
| <u>Net</u> |
| <u>SKYWARN</u> |

If you select the County Group name you'll see all the events. You can be selective and only select a specific type of event. For this example I am going to select the Luzerne County Group so I have some events to view.

3. The Start Date for listing the Events will default to today's date. If you need to start earlier then you can change the "View Events From" Date to a date that will include the Event you want to work with.

The screenshot shows a web interface with a navigation bar at the top containing 'Events', 'People', 'Reports', 'Setup', 'Volunteer View', and 'Admin 2.0'. Below this is a sub-menu with 'All Events', 'Event Groups', 'Subscriptions', 'Masters', and 'Approve Hours'. The breadcrumb trail reads 'All Events > Pennsylvania > Eastern Pennsylvania > Luzerne - 079PA > Luzerne - 079PA'. There are two tabs: 'Summary' and 'Email'. A search area shows 'View events from' followed by a date input field containing '5/22/2019', a checkbox for 'Include deleted events', and a 'Go' button. Below this is a table of events for 'Tuesday, May 28, 2019'. The table has two columns: event details and registration status.

| Events | |
|---|------------------------|
| Add Event | |
| Tuesday, May 28, 2019 | |
| Eastern Pennsylvania > Luzerne - 079PA > Meeting <u>Luzerne County ARES EOC Meeting</u> Tuesday, May 28, 10 am - 12 pm (2 hours) You are registered for this event. Luzerne County ARES EOC Tuesday Morning Meeting | 3 Filled 0 Reserved |
| Eastern Pennsylvania > Luzerne - 079PA > Net <u>LCARES TRAINING AND TRAFFIC NET</u> Tuesday, May 28, 8 pm - 9 pm (1 hour) You are registered for this event. Luzerne County Training and Traffic Net | 5 Filled 0 Reserved |
| Eastern Pennsylvania > Luzerne - 079PA > Net | 3 Filled |

When you click on the "View Events From" date a calendar is displayed and you can just select the starting date that you want. Once you have the date set click on the "Go" button to display the events.

You will now have only the Events for your county starting at the date you entered.

You can now maintain any of the events.

Remember this set of instructions because it will be used in later documents so I don't have to type things over and over and over...

73,
WT Jones
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