



## TIPS and TRICKS from the BIL

### The BIL Events Calendar – TIME OFFSET

***What's happening in the BIL?*** From teaching sessions to special events, you will find wonderful opportunities for learning and enjoyment marked on the BIL Events Calendar. Enjoy the excitement of matches! Join groups each week for open teaching sessions headlined by top BBO players! Just click on any event on the Calendar with your cursor to read about what's going on!

#### Three things are very important to understand when you read the BIL Events Calendar:

- Each time you enter the BIL Library, please ***refresh your browser***. If you do not ***refresh your browser*** each time you visit, you will be unable to see any changes that have been made since your last visit, including the new calendar times and dates. To refresh your browser, click on the refresh icon on your address bar or press the F5 key at the top of your keyboard. This will work for most browser applications, such as Internet Explorer, Mozilla Firefox, or Netscape.
- All BIL Events are listed in EDT/EST, i.e., New York City time. When enabled through **by Time Zone**, the BIL Events Calendar provides you with the option to convert the BIL Events Calendar time automatically into your local time every time you view the Calendar.

The BIL Events Calendar times are expressed in 24-hour segments. There is no AM or PM listed as each day is divided into 24 numbers. The simplest and quickest way to calculate 24-hour time is to understand that all numbers ***higher than*** 12:00 are afternoon/evening times. [ 00:00 is midnight and 12:00 is midday (noon) ] When 24-hour time segments are used and the time of day is “before” noon, the time will be expressed as ***less than*** 12:00. When it is “after” noon, time is expressed as ***more than*** 12:00. If the 24-hour time is 04:55, it is 4:55 AM (in the morning). If the 24-hour time is 15:45, you must subtract 12 from the number 15:45, which results in 3:45 PM (in the afternoon).

**Simply subtract 12 from time numbers larger than 12:00 to determine the afternoon or evening times.**

Having given you the ***keys*** to the Calendar, let's see how to perform the **TIME OFFSET** to set the BIL Events Calendar to display automatically in your local time!

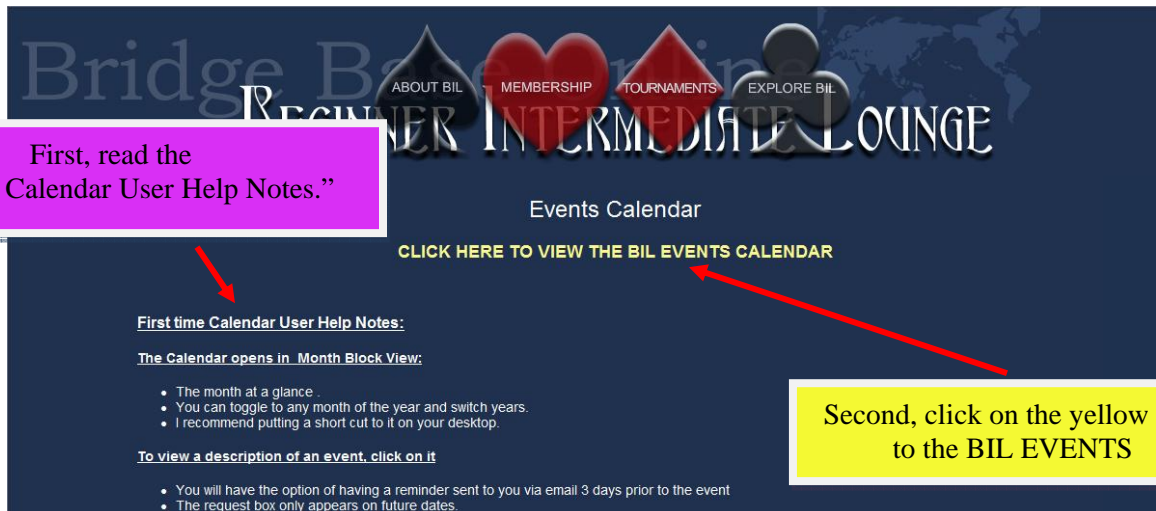
1. Log in to the BIL Library at <http://www.bilbridge.com/>.
2. Click the Spade Symbol (About BIL) at the top of the screen.

First, click on the Spade symbol (About BIL) at the top of the screen.



Second, from the drop-down menu, click on the EVENTS CALENDAR.

3. **Please read** all the Calendar User Help Notes before proceeding. They will help you understand the use of the Calendar much more easily.

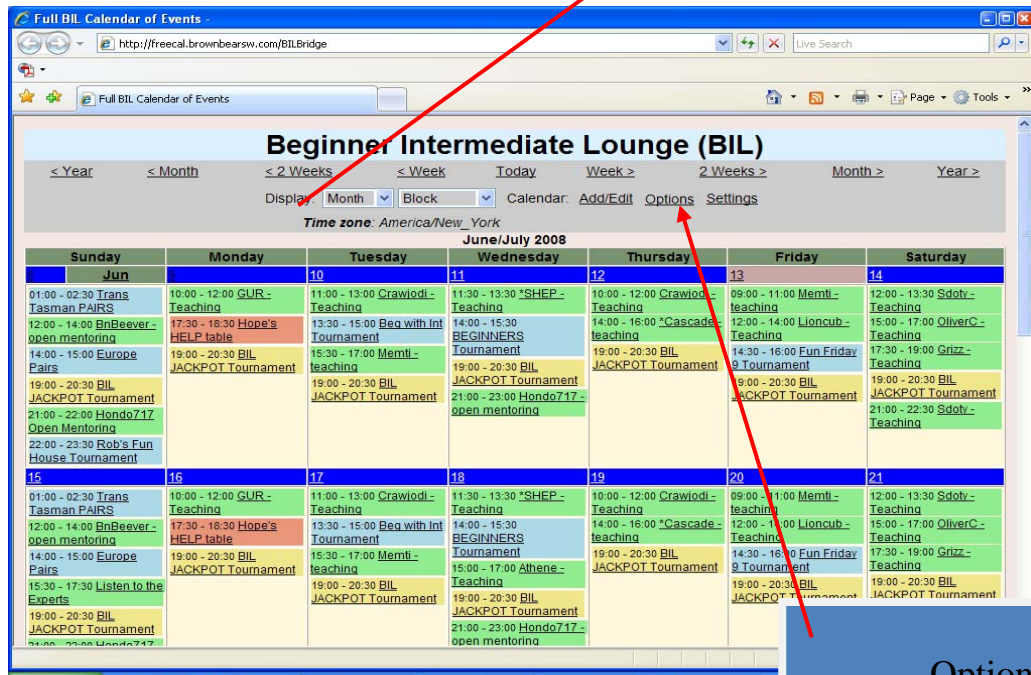


First, read the "First Time Calendar User Help Notes."

Second, click on the yellow link to the BIL EVENTS

4. After reading the User Help Notes, click the yellow link:

**CLICK HERE TO VIEW THE BIL EVENTS CALENDAR. The calendar will display like this – the default display is Month - Block you can change that by selecting the various choices in the drop down menus**



Options

- To **offset** the BIL server time to automatically display your local time on the Events Calendar, click on “Options.”
- The **Options for Calendar** window will appear. Click “Time Zone.”

**Options for Calendar: BILBridge**

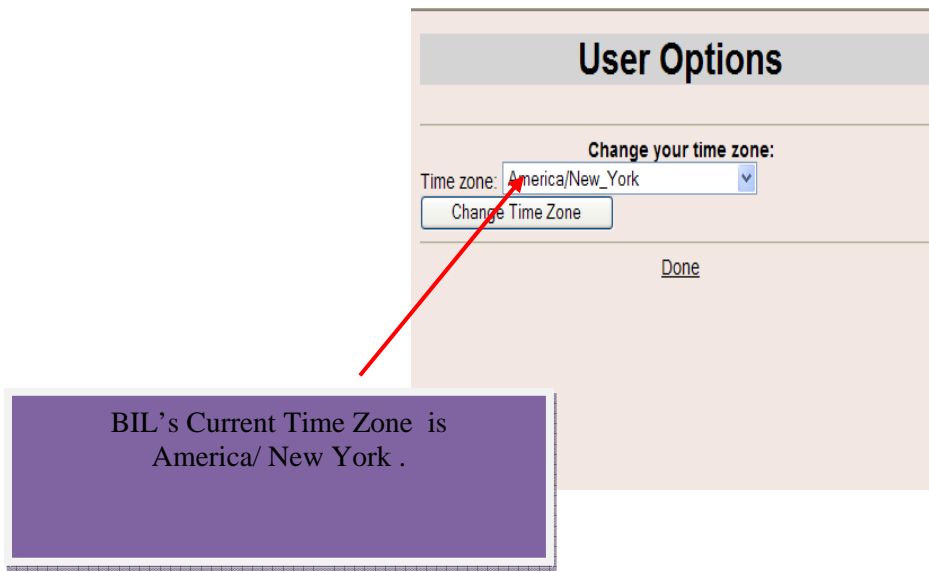
<a href="#">Printable View</a>	Display a printable view of the calendar
<a href="#">Email Subscriptions</a>	Sign up to receive email for future events
<a href="#">Search for Events</a>	Find events by text or category
<a href="#">Event Filter</a>	Only display events that match text or are in certain categories
<a href="#">Import Events</a>	Load calendar events from an ASCII file
<a href="#">Export Events</a>	Export event data to ASCII
<a href="#">Calendar Subscription</a>	Subscribe via desktop calendar, e.g. Apple's iCal
<a href="#">Time Zone</a>	Set your time zone

Close

Click “Time Zone”

7. After clicking “Time Zone ,” the **User Options** window (as shown in the below illustration) will appear, where you may make your time offset. Under “Change your time zone.”
8. The BIL default time zone is America/New York (aka EST/EDT )

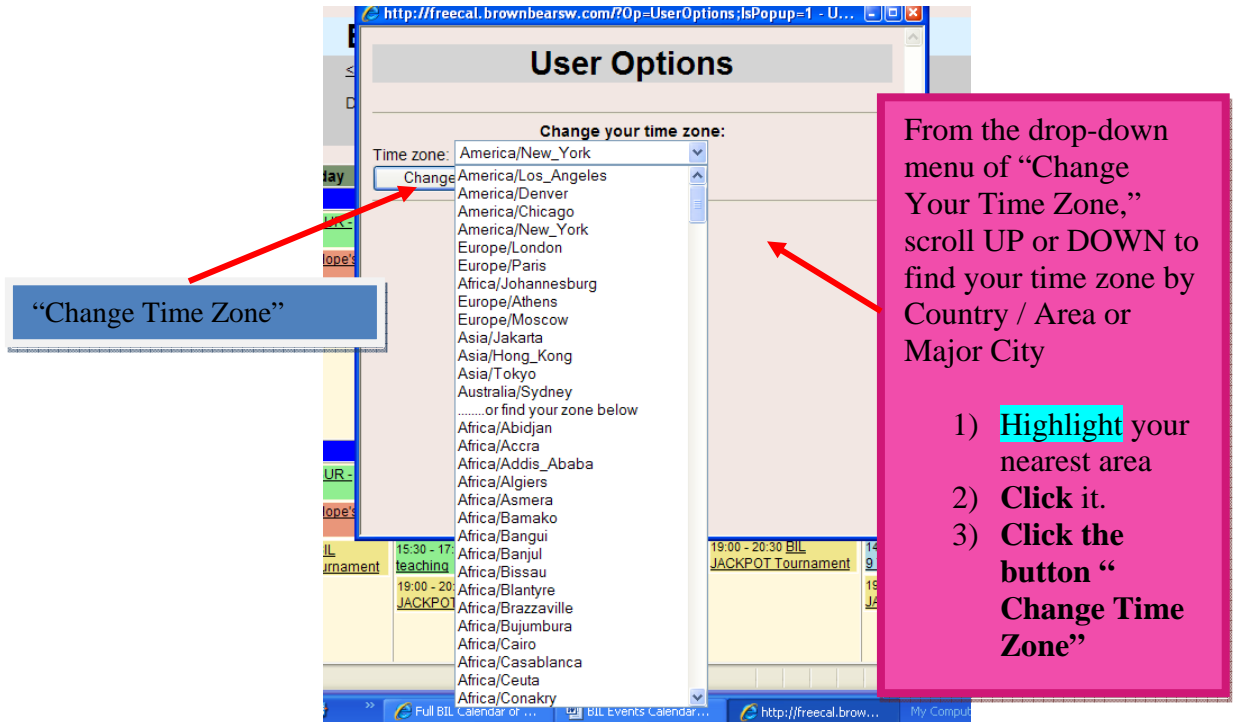
**America/New York is the default time used by the BIL**



**At this point—for clarity, we are working with two different times—**  
**1) the BIL server time (displayed as America/New York) and**  
**2) your local time. Our objective is to automatically load your local time into the BIL server when you view the Calendar. To do that we make what is called a “Time Offset.”**

To **offset** the BIL’s current server time zone to your time zone

From the drop-down menu of “Change your time zone” find your time zone ( scroll up or down the list to find your Country or Region with a Major City nearest to you , highlight the place nearest to your home and click it .



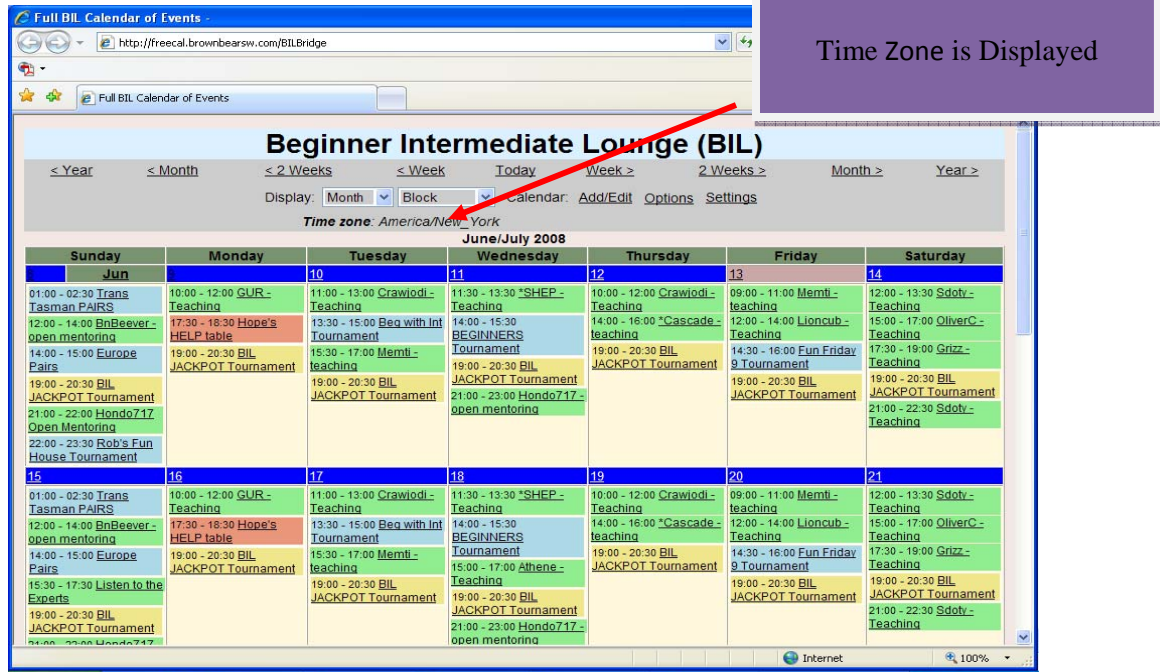
9. Click the button “Change Time Zone” of the Users Options window.

10. Click “Done.”

11. Click “Close.”

12. **REFRESH** your computer’s browser for the change to take effect.

13. Your time zone is displayed just above the “Tuesday column” when you view the Calendar.



## SUMMARY

- If you enable “time offset,” the BIL Events Calendar will automatically display Calendar events in your local time.
- You only have to perform a “time offset” once every 10 years per computer. The Events Calendar will automatically display your local time for 10 years. However, a cautionary note should be added: If you tidy up your computer with ‘spring cleaning’-style maintenance, it will delete the time offset—you will have to reset it as part of the restoration of your settings.
- Always *refresh* your computer’s browser every time you log in to the BIL Library. You don’t want to miss changes that have been made since you last logged in, especially in the Events Calendar!
- The BIL Events Calendar time is displayed in 24-hour time segments, even in your local time when you have performed the time offset. When a time displayed is **more than** 12:00, simply subtract 12 from the number displayed to determine the time of day (afternoon or evening). For example, if a teaching time is scheduled for 11:00 – 13:00, the class begins at 11:00 in the morning and ends at 1:00 in the afternoon.

You can leave the Calendar as is and manually calculate the difference each time you make a note of a session you wish to attend by calculating your local time as plus or minus x # hrs from EDT/EST by visiting [www.timeanddate.com](http://www.timeanddate.com). To establish the difference.

*One-on-one help with TIPS and TRICKS from the BIL is available from our BIL Friends who generously volunteer their time. For help with the directions in TIPS and TRICKS, including the BIL Events Calendar, please contact PeterB at [BILFRIEND1@yahoo.com](mailto:BILFRIEND1@yahoo.com)*

*Good Bridging!*

### IMPORTANT NOTE:

You can enable the calendar to send you emailed alerts for lessons/tournaments you particularly want to attend/play in - click on the listing in the calendar to bring up the description of the event, add your address to the subscription box and also if you want emailed notices when changes are made to them - Options > Email Subscriptions