



ESTABLISHED: SEPT 3, 2003 FOUNDER/MANAGER MAUREEN HALL, NEW ZEALAND admin@bilbridge.com

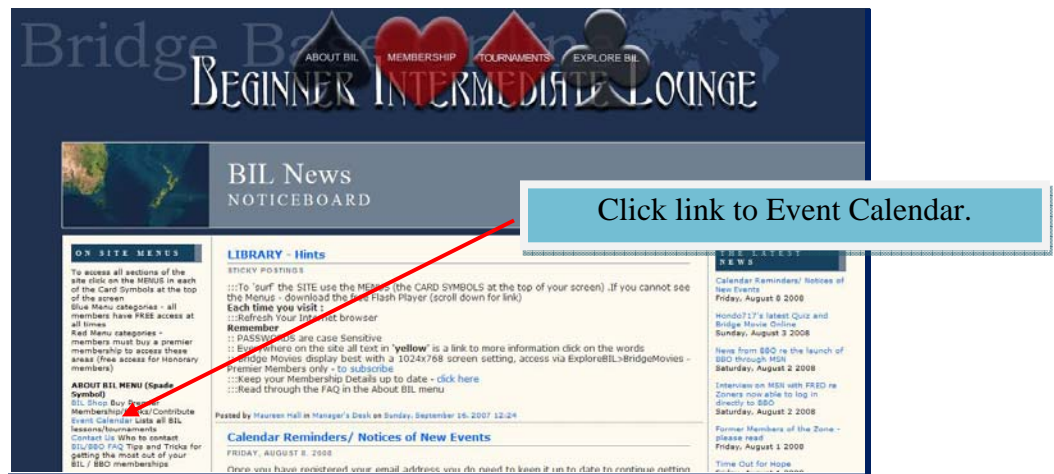
## TIPS and TRICKS from the BIL MANAGING EMAIL REMINDERS OF BIL CALENDAR EVENTS

### Selecting your Email Notifications

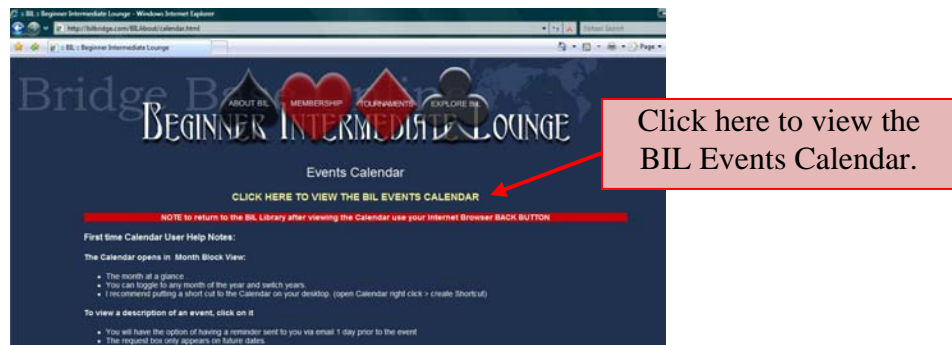
Do you know you can get email reminders of upcoming events listed on the BIL Events Calendar? You will receive notifications the day before events are scheduled to occur.

First, from the BIL Library, go to the BIL Calendar. If you are not already in the BIL Library you can type <http://www.bilbridge.com> in your browser to get there. In the BIL Library, click on “Event Calendar” located in the left column of the opening page—the BIL News Notice Board. You may also click “Events Calendar” from the drop-down menu of the spade symbol at the top of the page—About BIL.

### BIL News Notice Board—Opening Page for the BIL Library



Now you will see the instruction page for Calendar of Events. If you are a first-time calendar user, please read all the instructions. Then click on the link “Click Here to View the BIL Events Calendar.”



## BIL Calendar of Events

Full BIL Calendar of Events - Windows Internet Explorer  
http://freecal.brownbears.com/BILBridge

### Beginner Intermediate Lounge (BIL)

Click Here for Options to enable your Email Subscriptions (be notified of changes to the Calendar ) and to set the time to YOUR time. To change Select from drop down Menu Scroll up or down to find your Country/Region and select (highlight) nearest City to you > click on Change Time Zone > and the time will change to YOUR time.

< Year < Month < 2 Weeks < Week Today Week > 2 Weeks >

Display: Month Block Time zone: America/New\_York

August/September 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
3 Aug	4	5	6	7	8
01:00 - 02:30 Trans Tasman PAIRS 14:00 - 15:30 Europe Pairs 15:30 - 17:30 Listen to the Experts 19:00 - 20:30 JACKPOT Pairs 21:00 - 23:00 Hondo717 Open Mentoring 22:00 - 23:30 Rob's Fun House Tournament	14:30 - 16:00 *LRARGERICH - teaching 19:00 - 20:30 JACKPOT - Pairs	11:00 - 13:00 Crawiodi - Teaching 13:30 - 14:45 Intermediate Pairs 15:00 - 16:00 Caitlin - Teaching	11:30 - 13:30 *SHEP - Teaching 19:00 - 20:30 JACKPOT Pairs 19:00 - 20:30 JACKPOT Pairs 21:00 - 23:00 Hondo717 - open mentoring	10:00 - 12:00 Crawiodi - Teaching 14:00 - 16:00 *Cascade - teaching 19:00 - 20:30 JACKPOT Indy	12:00 - 14:00 Teaching 19:00 - 20:30 Teaching 21:00 - 22:30 Teaching
10	11	12	13	14	15
01:00 - 02:30 Trans Tasman PAIRS 14:00 - 15:30 Europe Pairs 19:00 - 20:30 JACKPOT Pairs 22:00 - 23:30 Rob's Fun House	14:30 - 16:00 *LRARGERICH - teaching 19:00 - 20:30 JACKPOT - Pairs	11:00 - 13:00 Crawiodi - Teaching 13:30 - 14:45 Beginner Intermediate Pairs 15:00 - 16:00 Caitlin - Teaching	11:30 - 13:30 *SHEP - Teaching 14:00 - 15:15 BEGINNER Only INDY 15:00 - 17:00 ATHENE - teaching	10:00 - 12:00 Crawiodi - Teaching 14:00 - 16:00 *Cascade - teaching 19:00 - 20:30 JACKPOT Indy	12:00 - 14:00 Teaching 19:00 - 20:30 Teaching 21:00 - 22:30 Teaching

Click on the “Options” at the top, which brings up “Options for Calendar: bilbridge.” Then click on “Email Subscriptions.”

### Options for Calendar: bilbridge

Calendar Options bilbridge - Windows Internet Explorer provide...  
http://freecal.brownbears.com/bilbridge?Op=AdminPageUser&IsPopup=1

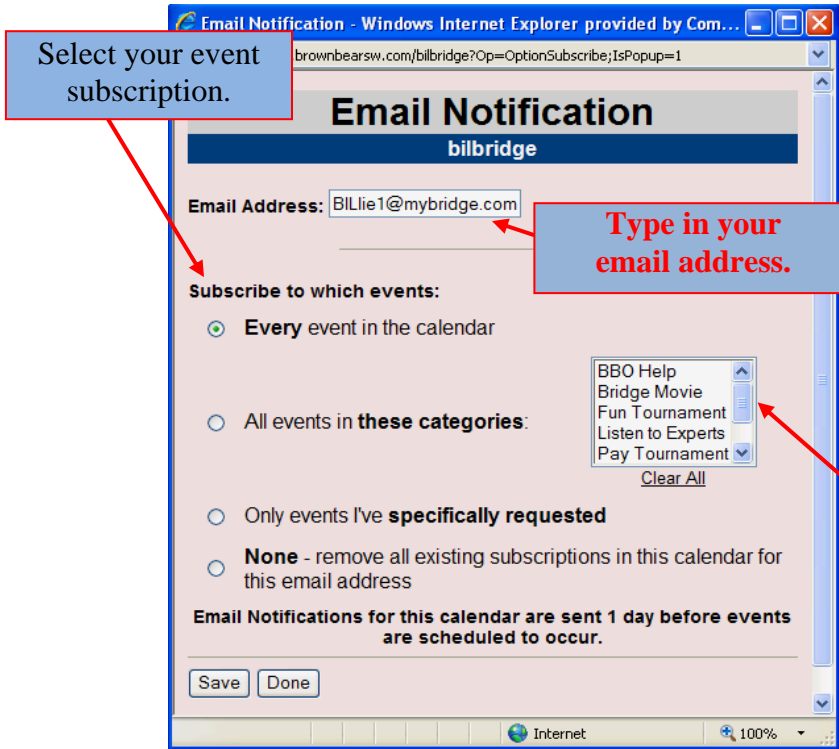
### Options for Calendar: bilbridge

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

Close

In the Email Notification window, type in your email address in the box provided.

### Email Notification Window



On this screen you have options to receive emails for 1) **Every event in the calendar**, 2) **All events in these categories**, or 3) **Only events I've specifically requested.**

1) If you choose **“Every event,”** click on SAVE, then DONE and you will receive email notifications for every event on the calendar

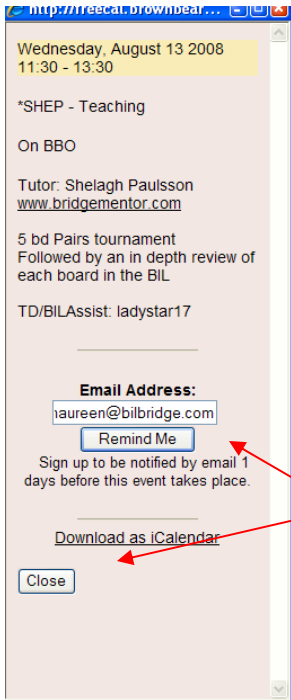
2) If you choose **“All events in these categories,”** click on the various categories in the scroll-down menu at the right of the category screen. To select more than one category, hold down the keyboard control key (Ctrl), while you click on the categories for which you want notices. Use the scroll bar to see all available options. When you have chosen the categories, you

will receive emails for all events in each category. Click on SAVE, then DONE.

2) If you select **“Only events I've specifically requested,”** you can specify *single* events for which you wish to receive Email notification. Go back to the BIL Events Calendar and click on the event you want to attend.

10	11	12	13	14	15	16
01:00 - 02:30 <a href="#">Trans Tasman PAIRS</a>	14:30 - 16:00 <a href="#">*LRARGERICH - teaching</a>	11:00 - 13:00 <a href="#">Crawiodi - Teaching</a>	11:30 - 13:30 <a href="#">*SHEP - Teaching</a>	10:00 - 12:00 <a href="#">Crawiodi - Teaching</a>	12:00 - 14:00 <a href="#">Lioncub - Teaching</a>	12:00 - 13:30 <a href="#">Sdoty - Teaching</a>
14:00 - 15:30 <a href="#">Europe Pairs</a>	19:00 - 20:30 <a href="#">JACKPOT - Pairs</a>	13:30 - 14:45 <a href="#">Beginner Intermediate Pairs</a>	14:00 - 15:15 <a href="#">BEGINNER Only INDY</a>	14:00 - 16:00 <a href="#">*Cascade - teaching</a>	19:00 - 20:30 <a href="#">JACKPOT - Indy</a>	15:00 - 17:00 <a href="#">OliverC - Teaching</a>
19:00 - 20:30 <a href="#">JACKPOT Pairs</a>		15:00 - 16:00 <a href="#">Caitlin - Teaching</a>	15:00 - 17:00 <a href="#">ATHENE - teaching</a>	19:00 - 20:30 <a href="#">JACKPOT Indy</a>	21:00 - 22:30 <a href="#">CHIRPY CHIPPY</a>	17:30 - 19:00 <a href="#">Grizz - Teaching</a>
22:00 - 23:30 <a href="#">Rob's Fun House Tournament</a>		19:00 - 20:30 <a href="#">JACKPOT Pairs</a>	19:00 - 20:30 <a href="#">JACKPOT Pairs</a>			19:00 - 20:30 <a href="#">JACKPOT INDY</a>
						21:00 - 22:30 <a href="#">Sdoty - Teaching</a>
17	18	19	20	21	22	23

Let's say you want to attend the event on the 13<sup>th</sup> \*SHEP's teaching session. Click on the name, and a window will come up with information about the event.



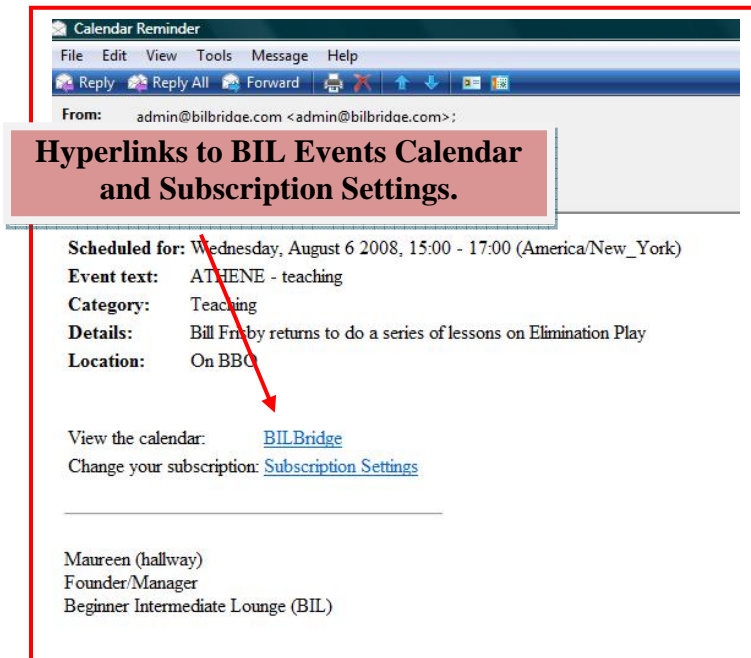
The day, date and time will be listed, as well as the name, location, the person who is presenting, and any rules that may apply. All events on the BIL Calendar are expressed in EST/EDT (New York time) *unless* you change the BIL Calendar time to your local time. To change the BIL Events Calendar time to your time zone, click **OPTIONS** on the BIL Calendar and make your change by clicking on “Time Zone.”

You must sign up for Email notification at least one day before the event takes place but once you have done so it will continue to send you reminders for as long as you leave the address on the list.

To be notified by Email, type your email address in the box and click on “Remind Me.” Then “Close.”

**Please note:** If you change your email address and do not notify the BIL in “Update Details” of the drop-down menu of the **Membership Heart**—BIL Library, your email will simply bounce back to the BIL and your email address deleted from the BIL mailing list.

### Email Reminder of BIL Event



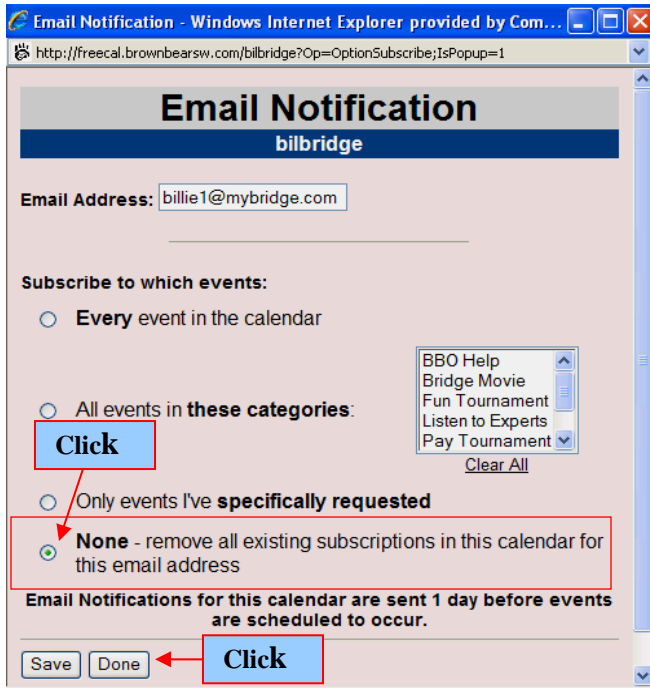
When you receive your Email reminder, two hyperlinks will be at the bottom of your message:

- 1) “View the Calendar—[BILBridge](#)” and
- 2) “Change your subscription—[Subscription Settings](#).”

If you want to make changes in your reminders, clicking on the appropriate hyperlink will take you directly to the website.

Let’s look more closely at changing your email notifications.

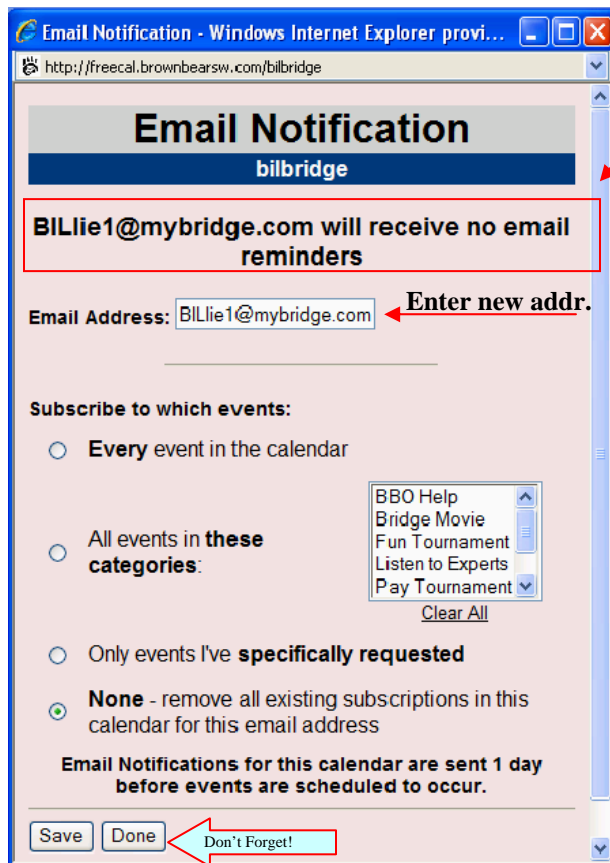
## Changing your Email notification



If you change your Email address or don't wish to receive any more email reminders, open the “**Email Notification**” form and choose the bottom option: “**NONE—remove all existing subscriptions in this calendar for this email address.**”

When you check “NONE” and then “Save” at the bottom of the screen, a message will appear at the top of the screen:

“(Your email address)” will receive no email reminders. See below.



If you want to discontinue all email reminders, click “None,” “Save,” and “Done.”

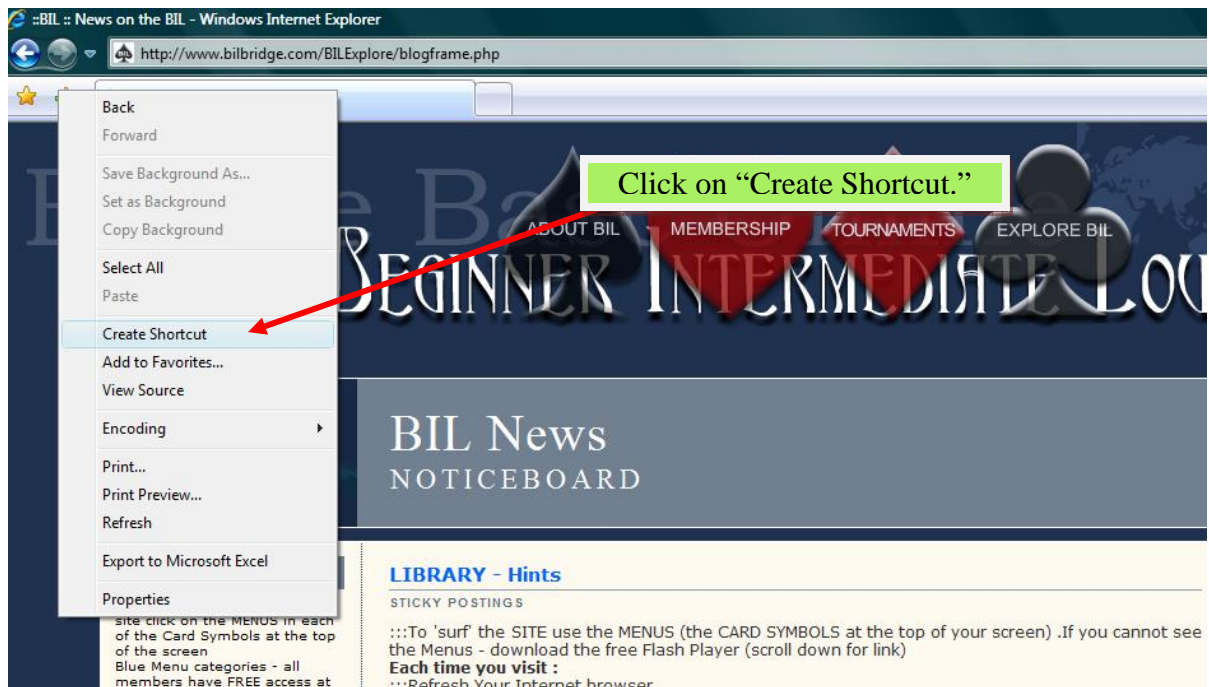
”If you wish to have the reminders sent to a *different* email address, fill in the new address, choose your options as before, and click on “Save,” then “Done.”

**Please remember to change your email address in “Update Details” under the Membership Heart in the BIL Library.**

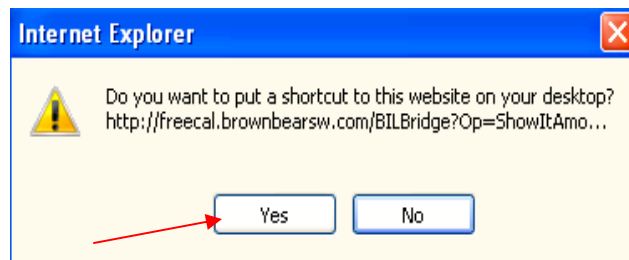
Also, it is rare but can happen that a BIL Event that you select will not provide email reminder service. Not to worry, just an oversight.

Another handy trick is to put the BIL Calendar and/or BIL Library **icon** on your desktop. Then one click on your desktop icon will take you there. This can be accomplished by right-clicking on an empty spot at the top of the page—right click at the top of the Calendar page for a BIL Calendar icon, right click at the top of the BIL Library page for the BIL Library icon.

A drop-down menu will appear. If you click “Create Shortcut,” you may add the icon to your desktop. Too cool!



When the Internet Explorer window opens, click “Yes” and the icon will magically appear on your desktop for future and faster use!



You can always delete a shortcut from your desktop with another right-click on the desktop icon and a click on “Delete.”

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

*Good Bridging!*