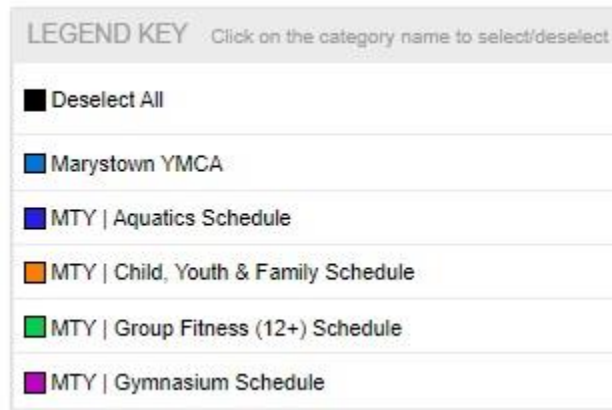


## Tips for using Marystown YMCA online calendars

All online calendars can be found at <https://ymcanl.com//burin/marystown/mt-program-guide/>. To start, consider using the Legend Key.

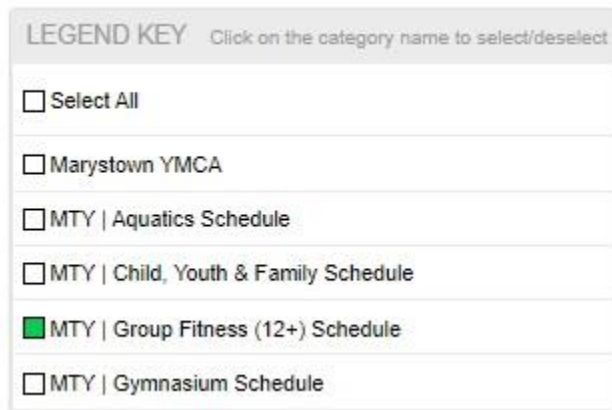
- a. The default is to show all available programs for the current week. To narrow your search for your favorite program, you must first review the Legend Key.



LEGEND KEY Click on the category name to select/deselect

<input checked="" type="checkbox"/>	Deselect All
<input checked="" type="checkbox"/>	Marystown YMCA
<input checked="" type="checkbox"/>	MTY   Aquatics Schedule
<input checked="" type="checkbox"/>	MTY   Child, Youth & Family Schedule
<input checked="" type="checkbox"/>	MTY   Group Fitness (12+) Schedule
<input checked="" type="checkbox"/>	MTY   Gymnasium Schedule

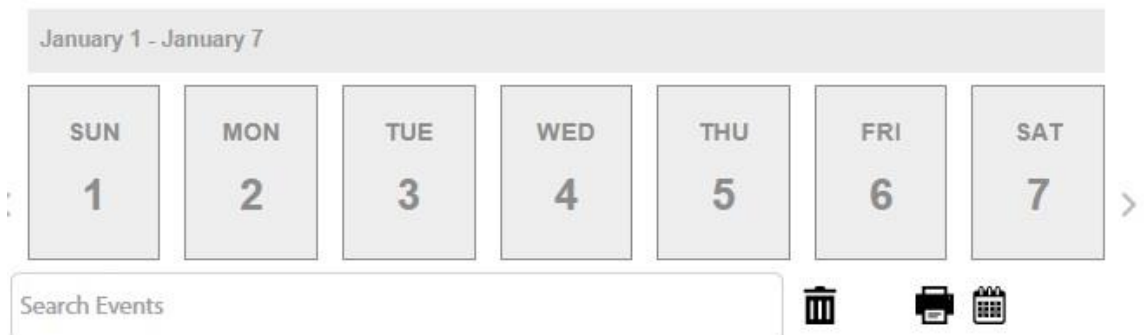
- b. Check Deselect All and check the **category** of the program you would like to search for. For example:



LEGEND KEY Click on the category name to select/deselect




<input type="checkbox"/>	Select All
<input type="checkbox"/>	Marystown YMCA
<input type="checkbox"/>	MTY   Aquatics Schedule
<input type="checkbox"/>	MTY   Child, Youth & Family Schedule
<input checked="" type="checkbox"/>	MTY   Group Fitness (12+) Schedule
<input type="checkbox"/>	MTY   Gymnasium Schedule

- c. Select a day or week that you are planning on visiting your YMCA.



January 1 - January 7

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7

Search Events   

- d. In the example below, **October 14** was checked as the **date** and **Yoga** was entered in **Search Events** box:

The screenshot shows a calendar view for the week of October 9 to October 15. The days are listed as SUN 9, MON 10, TUE 11, WED 12, THU 13, FRI 14, and SAT 15. The Friday, October 14, is highlighted in a darker grey. Below the calendar is a search bar containing the text 'yoga'. To the right of the search bar are three icons: a trash can, a printer, and a calendar. Below the search bar, the details for the event on Friday, October 14, 2022, are displayed. The event is titled 'Yoga | 12+' in green text. The time is 'Friday, October 14 10:30 am - 11:30 am'. The description is 'A combination of physical challenge and relaxation, while promoting flexibility, core strength and balance.' The location is 'Bob Thorburn Studio'.

2. Now if you wish to have a **monthly view** of the calendar, consider the following:
- Select the calendar icon on the far right

The screenshot shows a calendar view for the week of October 30 to November 5. The days are listed as SUN 30, MON 31, TUE 1, WED 2, THU 3, FRI 4, and SAT 5. Below the calendar is a search bar containing the text 'Search Events'. To the right of the search bar are three icons: a trash can, a printer, and a calendar. The calendar icon is highlighted with an orange square.

- b. From here, you will see a calendar view that only highlights the category from you selected from the Legend Key.



- c. If you wanted to add the Aquatics schedule to this view, check on Aquatics schedule and you will see:

