**CalendarWiz**

**How to: change view**

Click one of these to view the calendar in different formats – once you have a format you can click on an event for more details

A picture containing screenshot

Description automatically generated

**How to: Select a Date**

Click go to date and scroll to find your date – then press go

Or to go back or forward a month – click on one of the boxes to either side

A screenshot of a video game

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**How to: Search – Option 1**

Select Category and press go.

**Categories:** **All Districts, Premier**: events run by SNZ, **Major**: Events run by Districts, **PSA**, **International**

A screenshot of a map

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**How to: search - Option 2**

Click search up the top left  
Enter date range – Category – submit search

All events found will show up – click the bottom left corner to expand and see everything

A screenshot of a map

Description automatically generated

**How to: Export**

Click export up the top left.  
You can pick your format: excel or ical to go straight into your email calendar.

A screenshot of a computer

Description automatically generated

**How to: suggest an event**  
Click suggest event up top left  
Fill in everything with red Asterix – from here we will approve/decline event in conjunction with your District.

A close up of a map

Description automatically generated