

### Look at What's New! Bits 'n' Pieces Calendar

Now On the "Members Only" Page <u>Here's how to find it:</u>



### Why would I use this Calendar?

- To find out when **Bits Mini Groups** meet
  - To find out who to contact if I'm interested in joining the group.
- To find out when **Retreats** are scheduled
- To find out if the Bits Zoom Account is available for a meeting or event that I am scheduling.

### Let's see how it works...

# Go to your web browser and type in www.bitsnpiecesguild.com

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#### Click on the "Members Only" option.

If you don't have this option that's OK. You can also select "Members Only" from the bar on the "Home" page.

Google	www.bitsnpiecesguild.com						
	🔍 All 🗈 Videos 💷 News 🖾 Images 🛷 Shopping 🗄 More Se						
	About 509 results (0.34 seconds)						
	www.bitsnpiecesguild.com						
	Bits 'n' Pieces Quilt Guild Bits 'n' Pieces Quilt Guild c/o Salem Methodist Church 14825 Manchester Rd. Ballwin, MC						
	63011 www.bitsnpiecesguild.com web@bitsnpiecesguild.com						
	You visited this page on 2/7/21						
	www.bitsnpiecesguild.co Members Only   - Bits 'n' Pieces Quilt Guild Bits 'n' Pieces Quilt Guild c/o Salem Methodist Church 14825 Manchester Rd. Ballwin, MC						
	63011 www.bitsnpiecesguild.com web@bitsnpiecesguild.com						
	You've visited this page 4 times. Last visit: 2/19/21						

#### Here's what the "Home" page looks like. If you land here, go to the bar across the top and click on "Members Only"



### You will need to enter our password to access the "Members Only" page.



#### Here's what the "Members Only" page looks like.



### Now scroll to the bottom of the "Members Only" page to find the Calendar.



Click on any Event to open a box with more detail including the name(s) of the event coordinators.

To close the box Click on the "x" in the upper right corner or anywhere outside the box.



# Click on another Event. This event box indicates that the mini group is currently a "closed group".



#### Click on another Event.

Next to "where" you can see that this event is on "Zoom" and that they are using their Personal Zoom Account rather than the Bits Zoom Account.

🔛 Object of the Day   🧧 STLCC Email - Patti								
😑 📴 Calendar 🛛	Today < >	March 2021				Q (?) 🔅	Month 👻	
Create March 2021 < >	SUN 28	MON Mar 1	TUE 2 • 1pm Beginners Luck • 1pm Pretty Paper Piec	WED 3 • 7pm Bits Evening Zoo	THU 4 • 1pm Bits Afternoon Z	FRI 5	SAT 6 • 9:30am Bits Fun Sew	
S         M         T         W         T         F         S           28         1         2         3         4         5         6           7         8         9         10         11         12         13           14         15         16         17         18         19         20           21         22         23         24         25         26         27	7	<ul> <li>Nighttim Thursday, Mar Monthly on th</li> </ul>	e Needlers rch 11 • 7:00 - 9:00pm e second Thursday	⊠ : ×	11 • 10am Southern Stitch • 7pm Nighttime Needli	12	13	
28 29 30 31 1 2 3 4 5 6 7 8 9 10	14	<ul> <li>Zoom (person</li> <li>Anne Perry</li> <li>30 minutes be</li> </ul>	nal zoom acct)		18 • 11am The Company • 1pm Bits Afternoon Z	19	20	
My calendars    Bitsnpieces Guild  Birthdays	21	Bitsnpieces G	• 7pm Bits Guild Meetir		25	26	27	
Reminders  Tasks  Other calendars + ^	28	29	30 • 1pm Pretty Paper Piec	31 • 7pm Bits Evening Zoo	Apr 1 • 1pm Bits Afternoon Z	2	3 ● 9:30am Bits Fun Sew	

### At the top of the calendar you see the word Today, two arrows and a month. Click on the right arrow to advance to the next month.



Also at the top of the calendar you see a drop-down box next to the Month. Click the drop-down box and a tiny full month calendar appears within the larger calendar. Arrows next to the month in the tiny box advance you to other months of the year. Select any day and the calendar moves to that month/day.



### You can also print the calendar. Select "Print" on the bar across the top of the calendar. A print preview box appears.



# In the print preview box you can select a print range of 1, 3 or 6 months.



#### You can also select portrait or landscape orientation.



## Another option is to view the calendar events Weekly. To do this, select "Week" on the bar across the top of the calendar.



### You can also see the events Day-by-day. To do this, select "Agenda" from the bar across the top of the calendar.



#### And once again, you can print this day-by-day Agenda...today,

#### tomorrow, 7 days or 10 days at a time.

Calendar Print Preview		id=160	٢٥	£≡	Sign in
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Bitsnpieces Guild					
Tue Feb 23, 2021		he zoom			
1pm - 2pm Prett	y Paper Piecers via Zoom				
7pm - 9pm Bits C	Guild Meeting	☐Print W	eek Month	Agenda	a 💌
Tue Mar 2, 2021					
1pm - 2pm Pretty	y Paper Piecers via Zoom				
1pm - 3pm Begin	iners Luck	_			
Wed Mar 3, 2021	Total pages: 2				
Dist Days					
Print Range:	Feb 19 – Mar 30, 2021 👻				
Font size:	Today				
	Tomorrow	_			
Orientation:	7 days 10 days				
Print descriptions:					
Print end times:		_			
Print attendese:	-	_			
Find duendees.	<b>M</b>	_			
Print your response:					
Show events you have declined:	<b>V</b>				
Black and white:					
	Print Save As Car	cel			•

Our calendar will only be as robust and accurate as the information that we put on it.

If you want to <u>schedule an event</u>, <u>reserve the</u> <u>Bits Zoom account for a meeting or make a</u> <u>change to an existing event please contact</u>:

Rita Nyhoff <u>ranyhoff@att.net</u> 314-809-0336 or Patti Moreland <u>ps4535@yahoo.com</u> 314-520-4154