

# SEARCHING BY DATE

The gateway also has the option of searching for events by date. This is very useful if you know you have dates available for training and want to see what

events are happening on those dates. Also if you have an event booked it's a great way to easily find the event.

## Try This Yourself:

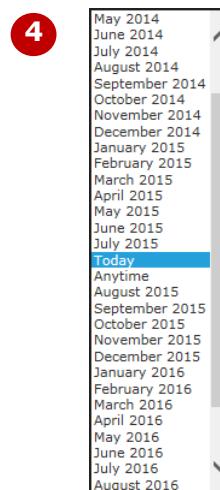
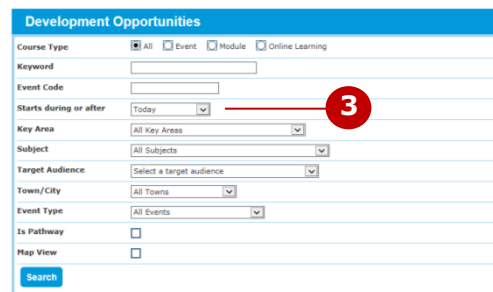
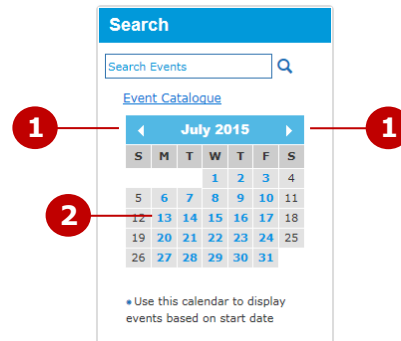
Before trying this ensure that you have logged into the Gateway (but remember you don't have to be)

On the Gateway home page, the calendar appears on the right hand side

- 1 Clicking on the white arrows to the left and right of the month will take you a month in that direction
- 2 In the date area, if a number appears in blue it indicates that there are events on that date. Clicking the date will take you to that list of events

A quicker way to jump forward several months is to use the date option in the **Advanced Search** area (see previous topic **Advanced Searching** for how to access the advanced search options)

- 3 Click the selection arrow to see the list of months available to view
- 4 Click the month you are interested in. All events running from that month will now be displayed



## For Your Reference...

1. The list of months available to view will contain 3 years' worth of dates, the current year, the last year and the next year

## Handy to Know...

- You can also see your booked events in the **My Learning** section (see **Viewing Your Events**)