

How to Use the STMA Website Calendar

A search can be done by day, date, week, month, facility, room, golf/specific groups and individual Sea Trail Clubs and Activities.

1. Access the Calendar page from the website Home page.
2. **LEFT** side of the page: Current Calendar, Facilities, Golf and Sea Trail Activities (listed by alpha order)
3. **RIGHT** side: Local Area Events
4. **MIDDLE**: Calendar listed day by day, with date, times, activity/event and location.
5. **By clicking on the activity/event description, all the details will pop up.** See below.

September 30, 2017

8:00 am-10:00 am

Men's Doubles Tennis – Saturdays

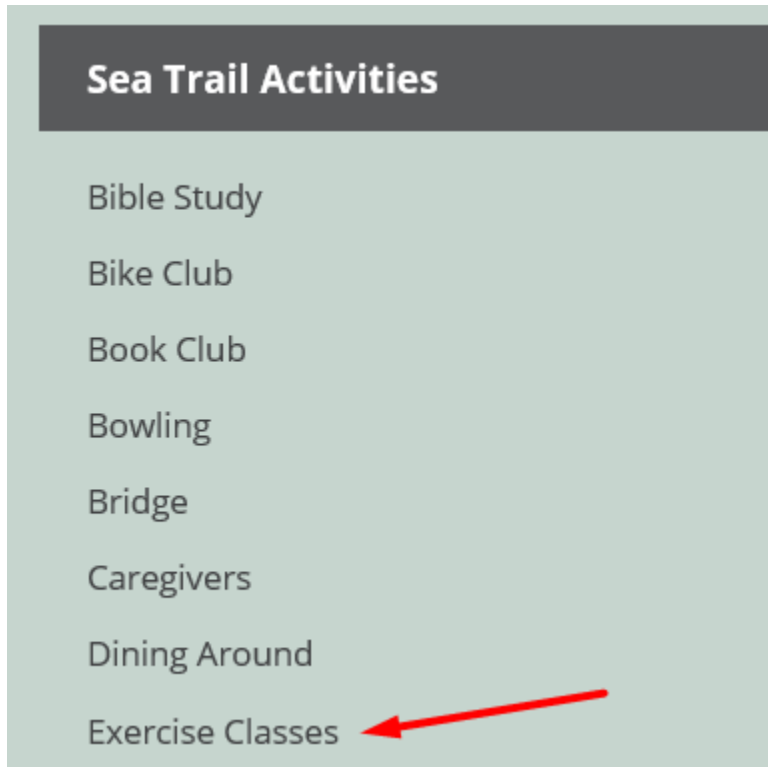
Location: Tennis Courts 1 & 2

6. Example: You want to find all of the exercise classes offered but do not know what days they are held, the times or location. Just start with a month. If the calendar is not on the month/year you want (it will always be on the current month/year), just click on the down arrow on the calendar until the month and year you want appear. Click Submit.

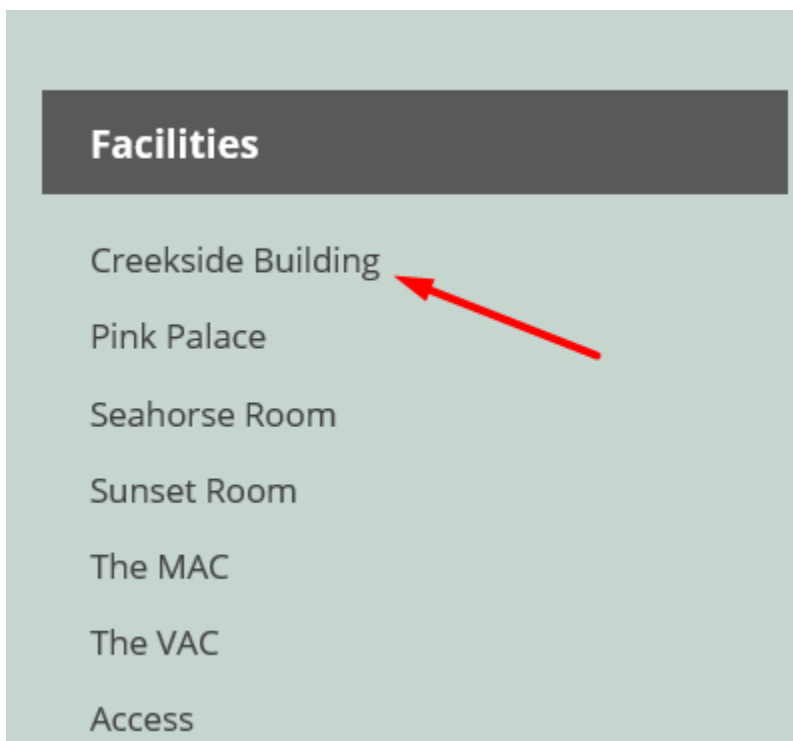
Oct	2017	submit				
OCTOBER 2017						
Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

7. The entire month will pop up in the middle column of the Calendar page, starting with the first (1st) of the month and continue down the page day by day, time by time listing each and every activity/event for that entire month be it STMA or Local/Community events. There will be multiple pages.

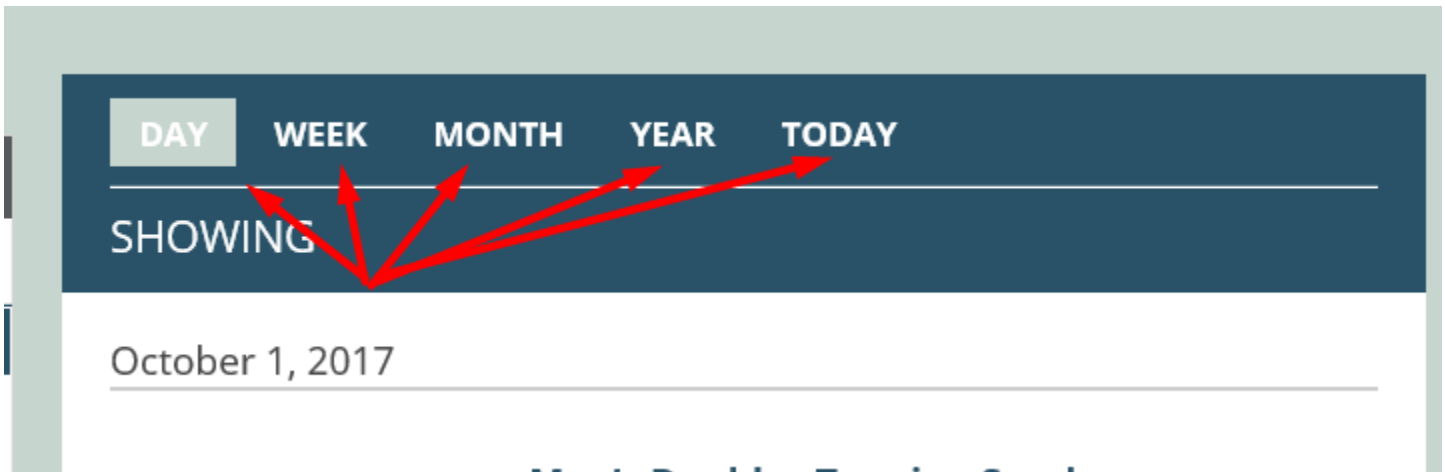
8. If scrolling down through 30 + days is not needed, just go to the LEFT side of the page, scroll down under Sea Trail Activities and click on Exercise Classes.



9. If you know the Exercise Classes are held in a specific building/room such as the Creekside Building you can find the class/es under the Facilities category also. Just go to the LEFT side of the page again, look for the Facilities category, scroll down and click on Creekside Building. All of the Exercise Classes will pop up listed by day and time.



10. If you want to look at a particular day of the week, the month, an entire week, for the entire year or just for today, click on your specific method (i.e., day, week, month etc.). You can click on any day within a week to see the entire week. A week for our website and our Calendar is Monday – Sunday. See picture below.



11a. If you want to reserve a room for an event: Just put in the month as explained in #6 above, click on the Facility or Room (EX: Pink Palace) you would like to reserve. All of the events for that Facility/Room will come up for the month. You can then look to see what date and times are available for your event.

11b. If you have a specific date in mind you can narrow your search by looking at that date only. Click on the date on the calendar and it will bring up all activities for that date by time so again you can see what is open for that particular facility/room. Make sure at the top in the MIDDLE column you are on DAY. See picture below.

12. If you want to attend a specific event and you know the date but do not know the location, you can find it also by the date/day. Again, click on the date on the calendar (make sure you are in the correct month/year) and it will bring up all activities for just that date. Make sure at the top in the MIDDLE column you are on DAY. See Below.

Click each event for more details.

Dec 2017 submit

DECEMBER 2017						
Mo	Tu	We	Th	Fr	Sa	Su
				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	28	29	30	31

DAY WEEK MONTH YEAR TODAY

SHOWING

December 19, 2017

5:30 pm-9:30 pm

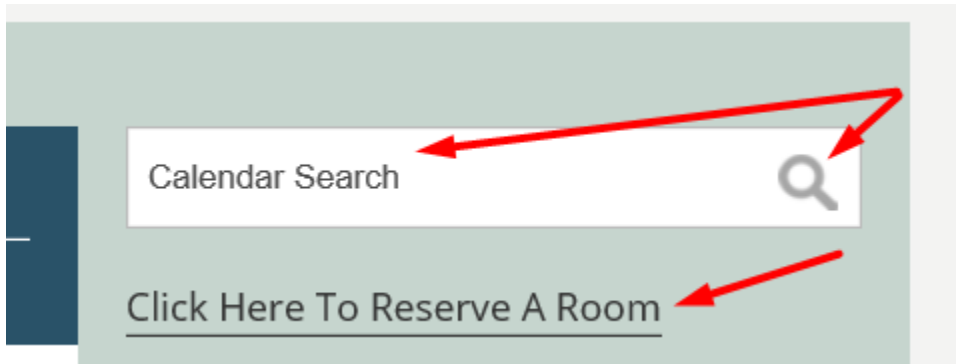
Sea and Sand Band

Location: Pink Palace

The image shows a calendar for December 2017 with the date 19 highlighted. To the right, a navigation menu is shown with 'DAY' selected. Below the menu, the date 'December 19, 2017' is displayed. Underneath, the event details are shown: '5:30 pm-9:30 pm', 'Sea and Sand Band', and 'Location: Pink Palace'. Red arrows point from the 'DAY' menu option to the 'SHOWING' text, from the '19' in the calendar to the '19' in the date display, and from the 'Location: Pink Palace' text to the 'Location:' label.

12. If you want to **search for any event/activity on the Calendar** you can also do so by using the **SEARCH BOX at the top of the right-hand column** and click on the spy glass. See picture below.

14. **If you want to reserve a room** once you know the date is available, please **[Click Here to Reserve a Room](#)** at the top of the RIGHT column. Again, see picture below.



15. All Local/Community Events are listed on the RIGHT column of the Calendar page. Just click where indicated for details.

If you have any questions please email support@seatrailma.com and we will be glad to help you. We can also speak with you on the phone while we both are on the website so we can explain it also. We cannot help what we do not know.