

# Working with Quick View

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**Quick View** is a built in section on your website that works with your calendar. Quick View displays the next 7, 14, 21 or 30 days of events from your calendar neatly in a section on your homepage or any other page on your site.

Event Quick View
FRI 9TH MARCH Curriculum Day - no students
MON 12TH MARCH Labour Day Public Holiday
WED 14TH MARCH Prep Excursion - Happy to be Me
FRI 16TH MARCH Assembly
MON 19TH MARCH Parents' Association Meeting
MON 19TH MARCH School Photos
WED 21ST MARCH School Council Meeting
FRI 23RD MARCH School Tour
TUE 27TH MARCH Photos - Make up day for missed photos

The name of each event is a link to the calendar entry – so parents can find out more information, or save the calendar date to their device.

## Parents' Association Meeting

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Date March 19,2018  
Time 07:30:pm - 08:30:pm









In the school staff room. All parents are welcome.

[Save this event to my calendar](#)  
[Print Event Details](#)

# Working with Quick View

1. To edit the Quick View section, click on WEBSITE CONTENT – Sections.

**Manage Sections**

<input type="checkbox"/>	Name	Description	Category	Created	Actions
<input type="checkbox"/>	SunSmart	SunSmart	Sections	29/08/2012	  
<input type="checkbox"/>	What's On?	Upcoming Events	Sections	26/03/2013	  
<input type="checkbox"/>	Quickview			30/11/-1	 

2. Click on the PENCIL icon beside Quick View. Use the drop down menu to choose the amount of days you wish to display. Then click on **UPDATE SECTION**.

Pages | Navigation | Recent News | **Sections** | Homepage Right Sec | Homepage Bottom Sec

## Edit a section

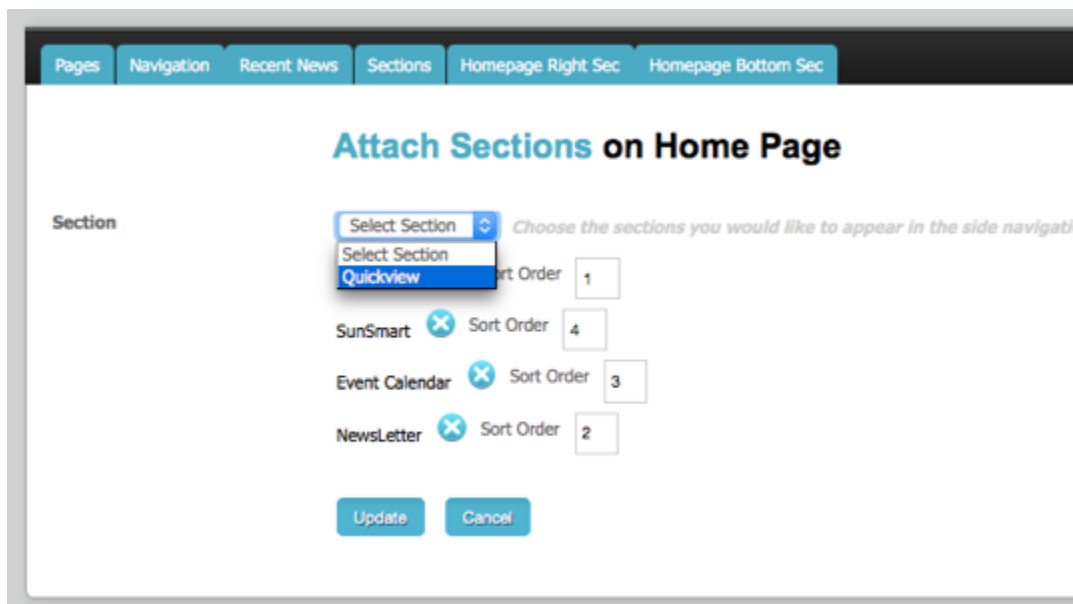
**Name**

**Quickview Menu**

- Next 21 days
- Select Quickview Menu
- Next 7 days
- Next 14 days
- Next 21 days**
- Next 30 days

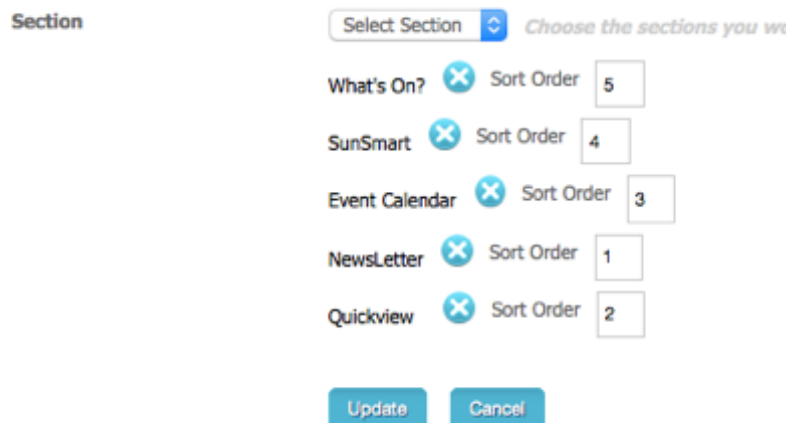
# Working with Quick View

3. Ensure that Quick View section is added to your homepage. Go to WEBSITE CONTENT – Sections. Click on Homepage Right Section. Choose Quick View from the drop down menu.




4. Use the numbering system to sequence your sections. Click on **UPDATE**.

## Attach Sections on Home



# Working with Quick View


5. Visit your site to see your new Quick View Section!

Keep up with all the news and become an email subscriber 

[Subscribe](#)

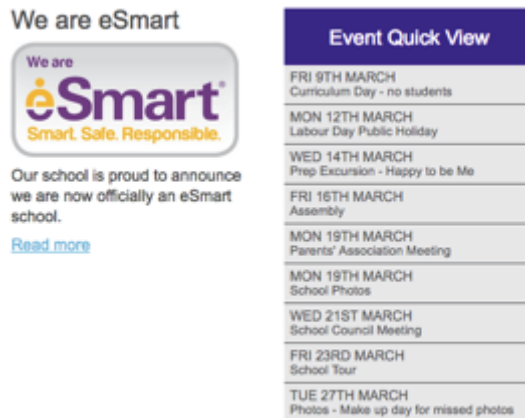
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## Translator

Select Language 

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6. If you would like Quick View to be a Homepage Bottom Section – use this tab under WEBSITE CONTENT and repeat the above process.



- 7. Quick View can be displayed as a section on any page on your site – WEBSITE CONTENT – click on the PENCIL icon beside the page you wish Quick View to appear.
- 8. Scroll down until you see the SECTION option with drop down menu, choose Quick View.

**Show in navigation?**

**Publish Page?**  *Tick this box to publish this page, that*

**Insert Photo Gallery** Select Gallery  *Insert a photo gallery*

**Section** Select Section  *Choose the sections*

**Access Type**   *Choose public or p*

**Select Group**

**Administrative Access**

Blog Moderator


Fund Raising Page Administrator


*Choose the Role that can edit this page*


# Working with Quick View

9. Give your sections a number to sequence their order. UPDATE your page.

## Section

Select Section  *Choose the sections you want*

Quickview  Sort Order

NewsLetter  Sort Order

10. Visit your site and find the page you just worked on! Done!

## Current School Notices

2018


Term 1

- [GIPS Communication Modalities](#)
- [Grade 5/6L Amy Koplewicz Leave](#)
- [Woorabinda Camp Expressions of Interest](#)
- [Grade 1 Writer's Notebook](#)
- [2018 District Swimming Timetable](#)
- [Grade 5/6 Edmodo student agreement and permission form](#)
- [Whole School ICT Acceptable Use Agreement](#)
- [Grade 5/6 iPads At Home Information](#)
- [Grade 5/6 iPads At Home Agreement](#)
- [Grade 5/6 Term 1 Newsletter](#)
- [Grade 4 Term 1 Newsletter](#)
- [Grade 2 Term 1 Newsletter](#)
- [Grade 1 Term 1 Newsletter](#)
- [Grade 3 Term 1 Newsletter](#)
- [Term 1 Scholastic Book Club](#)
- [Information Nights and Meet the Teacher Night](#)
- [General Scholastic Ordering Information](#)
- [Observations by Parents](#)
- [Prep BBQ](#)
- [Interschool Sports Fixture Term 1](#)
- [Interschool Sports Parent Helpers](#)
- [Working Bee and Roster](#)
- [2018 District Swimming Carnival Info and Parent Helper](#)

### Event Quick View

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### Translator

Select Language 

Powered by  Google Translate

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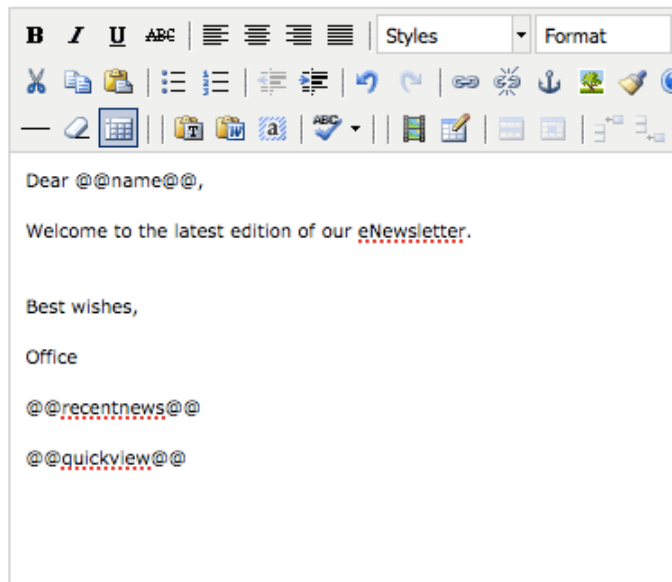
## ADDING QUICKVIEW TO YOUR EMAIL

### COMMUNICATE – Email

In the body of the email (generally just before you sign off) type the code:

`@@quickview@@`

This will attach the QuickView to your email!



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## ADDING QUICKVIEW TO YOUR APP

We have a dedicated guide for this.

[http://sponsored.com.au/uploaded\\_files/media/50\\_adding\\_quickview\\_to\\_your\\_app.pdf](http://sponsored.com.au/uploaded_files/media/50_adding_quickview_to_your_app.pdf)