

SEARCHING FOR EVENTS

If you want to attend an event but you're not sure of the name of it you can use the **Search** facility to find it.

You can also quickly display a list of events running on a specific day.

Try This Yourself:

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

- 1** On the Gateway home page, in the **Search** area, enter the words you are searching for in the **Search Events** box
- 2** Click the **Magnifying Glass** (or press **Enter** on your keyboard)
- 3** The search results will now appear
The word/s you searched for will be highlighted in yellow (be aware that when searching it will look for your words in the event title and the event description)
- 4** The results box shows the number of results found...
- 5** ...as well as how many pages of results there are
- 6** To display the event click **Full Details**

The screenshot shows the 'Search' interface. At the top, there is a 'Search Events' input box (1) and a magnifying glass icon (2). Below this is a calendar for July 2015. The search results section (3) shows a list of events. The first result is 'Emergency **First Aid** at Work'. Below the list, it says '46 results found.' (4) and shows page navigation buttons (5). On the right side of the results, there are buttons for 'Request a place', 'Full Details' (6), and 'Print Event'.

For Your Reference...

1. When searching, the search box is not case sensitive. This means that Customer, CUSTOMER, customer, CUSTOMER all return the same results
2. When looking for results, the Gateway will match any word you enter in the search box so you may need to scroll through a few pages to find your result

Handy to Know...

- To find out what training events are available on a specific date, click the date on the calendar in the **Search** box on the homepage