City of Miami Calendar of Events Help

Tips on Searching

Choices for searching the events in the calendar are broken down into three categories:
1. Date
2. Keyword
3. Department

These search criteria can be used combining or independently. First, let's visit the features of the Date (Calendar) section. The calendar can be browsed to the particular date pertaining to the event(s) you are looking for.

The 'From:' and 'To:' boxes are key because they represent the date range of which you will be searching.

Let's say that you know the exact day of the event you are looking for.You can select this date by either clicking on the calendar itself, or by simply typing the exact dates in the 'From:' and 'To:' boxes.

If you prefer searching on a range of dates, there are a number of ways to easily do this.

If you want to search one week of dates (beginning on Sunday), be sure to click on any single day within that week on the calendar, and then click in the bullet (circle) next to 'Week' in the 'By:' area. You will find that the 'From:' and 'To:' boxes automatically accommodate the beginning and end dates of that week.

Similarly, if you wish to search on one whole month, be sure to click on one day in that month and click the bullet next to 'Month'.

If you have no date preference to search on, simply click the bullet next to 'All Dates' and notice the 'From:' and 'To:' boxes now say 'ALL'.

Your search will now include any events in the calendar starting on the present day and ending on the last future event in the calendar.

One last method for search is defining your own date range. To do this:

(1) Click on the beginning date of your range in the calendar.
(2) Place a check in the box next to the 'To:' criteria.
(3) Click in the calendar on the ending date of your date range.

You'll notice that the calendar remembered the 'From:' date that you chose first. Also, notice that the 'Week' and 'Month' selections still work here for the 'From:' date criteria.

Our next searchable category is **KEYWORD**. It allows you to search on either the 'Title' of the event, or on both the 'Title' and 'Details' (description) of the event.

You may type more than one word in the box, but remember that the words you search have to appear in the exact same order in the event.

For instance, if you were to search 'Preservation Board Meeting' for the event title, and the event's title was 'Historic & Environmental Preservation Board Meeting', the search would return it correctly because 'Preservation Board Meeting' appears in the title just as you searched.

However, if you searched on 'Meeting Historic', the search would not return anything because the words you searched on were in a different order than how they appeared in the event's title.
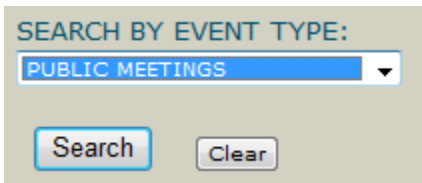
This brings me to the explanation of why there are two keyword search boxes in the search panel. By utilizing both boxes in the previous example you would then be able to type 'Meeting' in the first box, and 'Historic' in the second box.

Additionally, if you had 'And' selected (between the boxes), your search would **only** return listings with the words 'Meeting' **and** 'Historic' in the title regardless of order. Note that when you select 'and', the title has to contain all words that you search on. Inversely, if you selected 'or' with the same search criteria, you would then get **any** event with the word 'Meeting' in the title, **or** any event with the word 'Historic' in the title **or** any event with both 'Meeting' and 'Historic' in the title.

Practicing a couple of times will help clarify the logic of these search methods, and will therefore allow you to take advantage of the 'power searching' features of this calendar.

The last method for narrowing your search is by **Department**. This is done by simply selecting the department you are interested in from the drop down list.

Remember, these three searching methods may be used independently or collectively in your search. In the results side of the page, you will always see a 'PRINTER FRIENDLY' button at the bottom.

Clicking this will produce a formatted page for printing all results that are currently displayed.