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Datebook

Where can I use the Women.com Datebook?

You can access your account from any computer, anywhere in the world. All you need is a computer with an internet connection and a browser. Simply go online, go to the women.com website and enter your logon information as you would from your personal computer or your work computer.

How much does it cost?

Because Women.com makes its revenue from advertising, many of the features such as your Datebook, Message Boards and Career Advice are free services.

How do I print out my calendar or address book?

Your computer must be set up to a printer already. Simply go to the print icon in your web browser and click on it. You can print any of the calendar or address book views that are among those options which you can view online. Still can't print? Click here for more tips on printing.

Help with signing-in and registration.

If you are having trouble signing-in or with registration, please click on the link for information on Membership, or for information on Using Our Network.

Address Book

What is the Address Book?

The Women.com Address Book is an online contact manager that you can use to store all your contact information about friends, family and associates.

In addition to being fully searchable the address book allows you to sort and view your address by name or category making it quick and easy to find a contact or a subset of your records. By merely clicking on the e-mail address you can send an email via your email program.

Is my Datebook Address Book integrated with the one that came with my Women.com email?

These address books are separate, but anyone who had a women.com email address had their email address book automatically integrated with the new Address Book when Datebook first went live.

How do I add a contact?

Adding contacts is easy. Simply click on the Address Book tab and from there click on the “Add a Name” button. On the next page you can enter all the contact information for that business or person. Click on save and all the information will be there until you delete it.

How do I look up names or addresses?

There are a few ways to look up names:

- You can display names that start with a particular letter by clicking on the letter tabs at the top of the list. Then simply scroll through the list. For example if you want to look up Jane Doe's address, click on letter "D", and if you don't have too many listings under this letter, her name and address should be easy to find.
- Alternatively you can view names and addresses by the category you've assigned. So if you're looking for a doctor or a restaurant, you just have to go to the categories list, and scroll down to doctor or restaurant, and the contacts you've entered in that particular category appear.
- You can also do a search by clicking on "Search Address Book". You can search by entering either part of the name or part of the address book. Then hit the "OK" button.

What are categories?

Categories allow you to group together similar contacts for easy view and browsing.

There are many different categories to choose from, but each contact is only allowed to be listed in one category. You set or change a category by simply scrolling through the selections on the scroll bar entitled "Category". Highlight the one you feel is the best description. When you are done selecting or filling out the other fields, hit "save".

How do I send an email to someone on the list?

If you already have an email account set up; you need only to click on the email address. A blank email with sender and recipient will appear. Write your email and hit send as you normally would.

What about editing contact information?

To edit information for a particular contact, you just need to click on that contact's name. The "Contact Details" for that person or business will appear, and you can make any changes you like. When you are done, hit the "Save" button. If you wish to delete a contact from your list, you need only hit the "Delete" button, and that contact will be removed from your address book.

Calendar

How do I add an event?

You can add an event in any of the calendar views by clicking on the "Add Event" button. From the daily list view you can also click on any time slot to add an event at this time. This will take you to the "Event Details" page, where you can set:

- **Subject*:** A short description of the event, 63 characters or less, that will appear in your calendar. Use the Notes field if you need to use more than 63 characters.
- **Start Time & End time*:** Use the pull down menus to select when the event will start and finish. If the event has no specific time frame, check the box "Untimed".

- **Start Date & End Date*:** The date on which your event occurs. If it is only one day, set both for the same day. If you want the event to occur on multiple days, make it a recurring event.
- **Location:** Set the location where the event will take place. This is useful also if you print out your calendar so that you have all the information handy and in one place.
- **Repeat Status:** If the event is reoccurring, you can enter the dates here to save you the trouble of having to make multiple entries.
- **Category:** You can choose a category for easy filing. This will make it easier to find the appointment later by allowing you to view your appointments grouped by category.
- **Send me an email reminder:** Specify the time and email address to which reminders will be sent. Reminders can be sent to one or more email addresses.
- **Description:** Allows you to enter more detail about an event. This field will not appear in calendar views, but will appear when you click on the event.

Remember that fields marked with a star * must be filled in. Press the "Save" button to save and schedule your event. If you want to add another event, simply click again on the "Add Event" button.

How do I navigate between views?

The are several easy ways to navigate between Calendar Views:

- By clicking on any of the calendar tabs for "Day", "Week", "Month" or "Year".
- Inside of the Day view you can click on either "Daily Time View", "Daily List View" or Daily Side-by-Side view".
- Inside the Week view you can click on either "Weekly Planner View" or "Weekly List View"
- Clicking on any day shown within any of the week or month views on the small or large calendars will bring you directly to the "Daily Time View"
- Also, all the calendars allow you to easily scroll forwards and backwards by means of navigation arrows on either side of the date.

How do I add birthdays and anniversaries?

In any of the calendar views click on "Add an Event". Fill out the relevant information, and if you wish the information to appear on next years calendar, you must also click on "Set Repeat Options", where you can set the "Yearly" option.

What about recurring events?

Recurring events allow you to easily set up many events at one time.

This includes birthdays and holidays. When you add someone's birthday to the Women.com Datebook, set it to repeat each year by selecting the "Set Repeat Options". This will bring you to the page where you can set the particulars for this repeating event:

- "No repeat" is the default and makes the event non-recurring.

- “Daily”, “Weekly”, “Monthly” and “Yearly” categories allow you to choose the frequency. Birthdays are of course once a year, but club meetings might happen every Saturday. You can also choose whether the event reoccurs on a certain date, or time of the week, month, etc.
- “Duration” lets you set the number of times the event will recur. For example you might specify the end of the semester if you enter your class schedule, or the number of weeks if you have season tickets for the opera.

What happens to old events?

Events in the past will not be immediately deleted. You will be able to view recent calendar events simply by going back to previous days, weeks or months.

We currently have no set limit to the number of events or the number of years events that can be stored. If we establish one, and you get near that limit, we will notify you.

How do I edit or delete an existing event?

To edit or delete an existing event you must in any calendar view click on the event itself. This will automatically bring up the Event Details for this event. Hit the “Delete” button or modify the event and hit “Save”.

How do I use reminders?

Reminders allow you to set up a day and time Datebook should notify you when an event is going to happen.

From the “Add” or “Edit Event” page, select the time and day when you would like to be reminded as well as the email address where you we should send you a reminder.

Why didn’t I receive a reminder?

The most common reasons for not receiving reminders or receiving them at the wrong time are listed below:

- **Time settings:** Ensure that your Time Zone is properly set in your “Datebook Settings”.
- **Insufficient notice (less than 15 minutes):** Reminders must be set at least 15 minutes before the time the reminders would be sent.
- **Email delivery schedule:** Many email systems are set to poll or check for mail on a fixed schedule. If you only receive new email every 30 minutes, reminders set for less than 30 minutes before an event may arrive late.

Task List

How do I add an item to my Task List?

To add a new item to your list, select the “Add a Task” button at the top right of the “Task List” page.

From the “Item Detail” page you have the following options:

- **Subject*:** A brief description of the task. Subject is limited to 63 characters.
- **Notes:** This field allows you to add more detailed information about the Task item.
- **Due Date:** Choose the month, date, and year when the item is due. Items with due dates will appear with message “Overdue” if they are past the due date.
- **Add this task to my calendar:** By checking this box this particular task will be integrated into your daily and weekly calendar views.
- **Category:** By picking a category such as family or business you will be easily able to sort and search from among your tasks.
- **Send Me a Reminder:** Let’s you ask for a reminder to be sent to your personal email address before the event is due.

Press the “Save” button to save the Task List item. If you would like to add another, click once again on “Add a Task”.

Items are sorted by due date in ascending order, i.e. with the nearest due date on top. To edit or delete a task, simply click on the task itself, and you will be brought back to the “Item Detail” menu where you can delete a task, or make any changes you want and hit the “Save” button.

How do I mark a task item as done?

Each item on your Task List has a checkbox to the left of it. Check this box and the item will be shown as crossed out in red. Even though they are crossed out they will remain visible on your task list until you choose to delete them.

What happens to my items on my task list that are completed?

Completed Task List items are always saved until you delete them. If you wish to delete them you can click on the individual task to bring up the “Item Detail” page. Then simply click the “Delete Task” button.

Datebook Settings

How do I set the current date on my Calendar?

The Datebook keeps track of the current date based on the time zone that you have set in your “Datebook Settings”. If you want to change your time zone because you are traveling, or if you entering it for the first time, click on the datebook settings tab. Pick a country from the scroll down menu, and then the city nearest to you.

How do I set my time zone?

To set your time zone you must click on the Datebook Settings tab. From there you chose the country you are in, as well as the city from the scroll down menu which is nearest to where you are.

You may also wish set the start and end times of your daily calendar. For example some people only want a calendar that keeps track of events and appointments from nine to five, while other people want a calendar that runs from six in the morning until twelve at night. Choose what’s best for you.

I want to display the name of the city I live in on the Welcome Page.

If you prefer to display the name of the city where you live, you can go to “Datebook Settings” and enter it in the Alias field, and it will be displayed on your welcome page. Even if you fill in this field, you still have to choose a city near you from the city scroll down menu. If you don’t put anything in the Alias field, the name of the city that you picked from the scroll down menu will be shown on the Welcome Page.