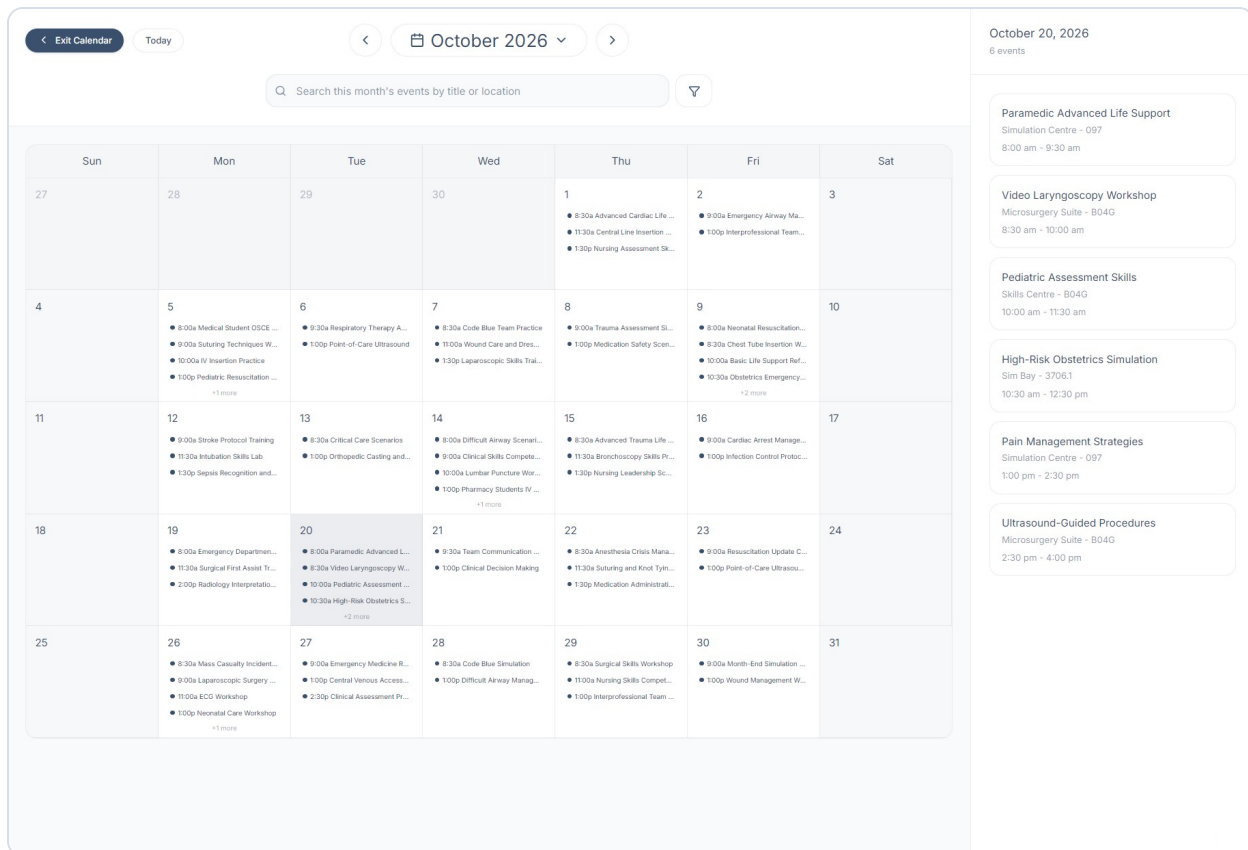


Browsing the Calendar

USER GUIDE · Last updated September 1, 2026

The Calendar shows the sessions already scheduled at your center, useful for checking what's on before you request a time of your own. Open it from the **‘Calendar’** button in the top menu bar of the booking screen. It's view-only: bookings are always made through a booking request, not from the calendar.



The screenshot displays the theSimCal calendar interface. At the top, there's a navigation bar with 'Exit Calendar', 'Today', and a date selector for 'October 2026'. Below this is a search bar labeled 'Search this month's events by title or location'. The main area is a calendar grid showing the month of October 2026. The grid has columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat. The dates 27, 28, 29, 30, 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, and 31 are visible. The right panel shows the schedule for October 20, 2026, with 6 events listed: Paramedic Advanced Life Support, Video Laryngoscopy Workshop, Pediatric Assessment Skills, High-Risk Obstetrics Simulation, Pain Management Strategies, and Ultrasound-Guided Procedures.

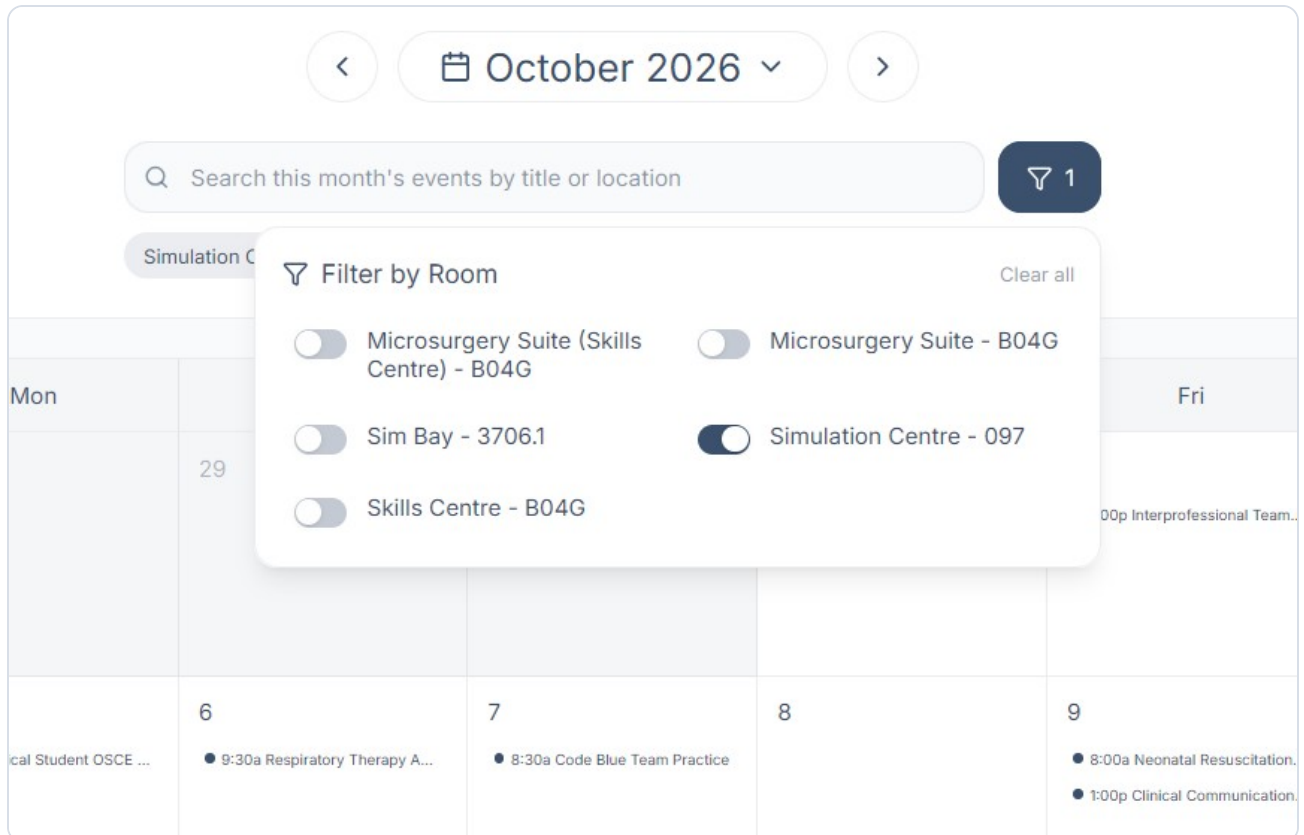
The month view. Select a day to see its full schedule in the panel on the right.

Finding your way around

- Move between months with the **◀** and **▶** arrows beside the month name.
- **‘Today’** (top left) jumps back to the current month.
- Select any day to open its schedule in the panel on the right. Each event lists its title, room, and time.
- Busy days show their first few events with a **+ more** label. Select the day to see the rest in the panel.
- **‘Exit Calendar’** (top left) returns you to the booking screen.

Search & filter by room

- The **search bar** searches the displayed month's events by title or location as you type.
- The **filter button** (right of the search bar) opens **'Filter by Room'**. Toggle one or more rooms on to show only their events. The button shows how many filters are active.
- Active room filters also appear as chips beneath the search bar. **'Clear all'** removes every filter at once.



Filter by Room.

Have an idea? Spotted something that could work better? [Share it on our feedback board](#) and vote on suggestions from other centers.