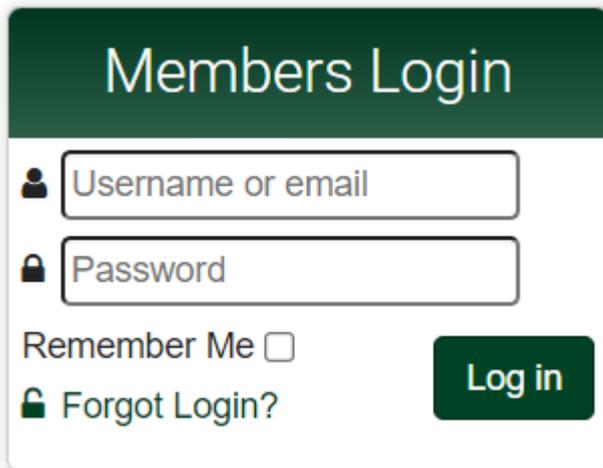


How to Add and Print a JDCQ Impromptu Event

Even with Covid causing the Cancellation of a number of JDCQ events, there is no reason to leave your Special Vehicles Registered Chariot languishing in the back of the garage! You can schedule an impromptu run, either alone or with other consenting club members, and validly know the run is legal, with all insurances and registrations covered as they would be on a normal club run, as published in the JDCQ Calendar, or in Jaguar Driver.

The information provided below will guide you through all the steps to the point of having a hard copy or emailed version of the Impromptu Event run sheet.

1. Navigate to the JDCQ web site: <https://www.jagqld.org.au/>
2. Log on as a member, see below. In my case my membership number is my user name, and of course I have a private password. You may need to go through the process initiated by "Forgot Login", which should not be too difficult.



The image shows a 'Members Login' form with a dark green header. Below the header, there are two input fields: 'Username or email' and 'Password'. To the left of the 'Password' field is a lock icon. Below the input fields, there is a 'Remember Me' checkbox and a 'Forgot Login?' link with a lock icon. A dark green 'Log in' button is positioned to the right of the 'Remember Me' checkbox.

3. Once logged in as a member, hovering over the Calendar tab will show the sub option of "Impromptu Calendar". Click the sub option.



4. You will see the screen as below with a warning about Special Interest Registration. Be mindful of these rules during your event.

 **Basic Rules** 

For an impromptu event to be valid, the registered car owner must be a paid up member of JDCQ at the occurrence of the event. No backdated events can be entered and for an event to be valid, it must be entered before the event start time. The calendar system records the date and time an event is entered in the calendar and any backdated event will be deleted as invalid. Events cannot relate to travel to or from work. Noncompliance with these requirements may result in a breach of the car owners SIVS registration and thus invalidate the car owners insurance.

[Click here to read JDCQ and TMR SIVS Documents](#)

5. Along with the warning (above), you will also see the Impromptu Calendar as it presently stands. In the one below, there are no Impromptu Runs scheduled.

JDCQ Impromptu Calendar



		December			11 January 2022		February	
		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
52		December	December	December	December	December	1	2
1	3		4	5	6	7	8	9
2	10		11	12	13	14	15	16
3	17		18	19	20	21	22	23
4	24		25	26	27	28	29	30
5	31		February	February	February	February	February	February

6. To begin adding an Impromptu Run, hover over the date you want the run to occur. In this example, I selected the 12th January 2022. When hovering over a date, a “+” icon will appear in the top right hand corner of the day square. Click on the “+” symbol.

JDCQ Impromptu Calendar

		December			11 January 2022	
		Monday	Tuesday	Wednesday	Th	
52		December	December	December	De	
1	3		4	5	6	
2	10		11	12	13	
	17		18	19	20	

7. The screen below will appear. This is where you define the details of the run. Add in the Title of the Run. I used "Demonstration Event Only"
For Events Calendar click on the arrow to the far right of the box and select JDCQ Impromptu.

Save Save & Close Cancel

Common Calendar

Title Demonstration Event Only

Events Calendar Please select a calendar

Categories Please select a calendar
Default
JDCQ Impromptu

Access Level

8. Leave the Access Level as Public. The Impromptu Calendar is already set to Registered so that only financial club members can see the event.
Leave State as Published.

Save Save & Close Cancel

Common Calendar

Title Demonstration Event Only

Events Calendar JDCQ Impromptu

Categories JDCQ Impromptu

Access Level Public

State Public
Registered

9. Now fill in the description box seen below. The date is already set, but you need a time, meeting or departure location, activities, destination and perhaps a homewards journey, as well as times for any activities.

The Location Box could cover the route in more detail or the place to stay overnight.

The Contact Box should contain the name of the run organiser, email address and phone number.

The Extra Info Box could contain what to bring, or other details relevant to the run.

Events Calendar

Categories JDCQ Impromptu

Access Level

State

Description

Location

Contact

Extra Info

10. Once you are satisfied that all the information has been recorded, go back up to the top of the screen and click on the Calendar Tab and enter start time and date, also end time and date, then click on "Save & Close". The system will then add the information about the run into the calendar you have specified. If you get cold feet, you can always use the "Cancel" option at any time. "Save" will just save the run details, and you will need to navigate away from the page manually.



11. Clicking “Save & Close” will bring up the Impromptu event details as below. The red arrow points to the options to print or the email the details. In this example, I did not nominate either at this stage, and elected to go back to the home page of the JDCQ site and navigated my way to the Impromptu Calendar once again. See 12. Below. The screen below is the same screen as shown under point 14 below. If you want to skip the calendar entry verification, go to point 14 now.

JDCQ Impromptu Calendar



Demonstration Event Only

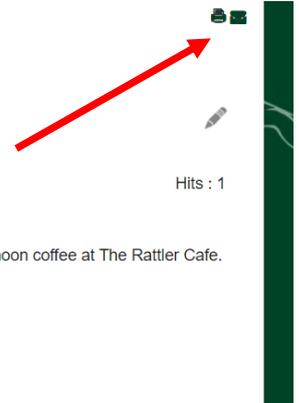
Wednesday 12 January 2022

by TONY BRETT **Contact** Tony Brett - tobr@bigpond.net.au

Example Only: Start at Approximately 10:30am. Travel from Maleny to Imbil via Conondale and Kennilworth. Picnic at Borumba Dam approx 12:30. Afternoon coffee at The Rattler Cafe. Independent travel to home.

Location Mapleton - Kennilworth - Imbill - Borumba Dam - Imbil

Example Only - Not a real run...



12. Note that the Impromptu Run is now in the Impromptu Calendar.

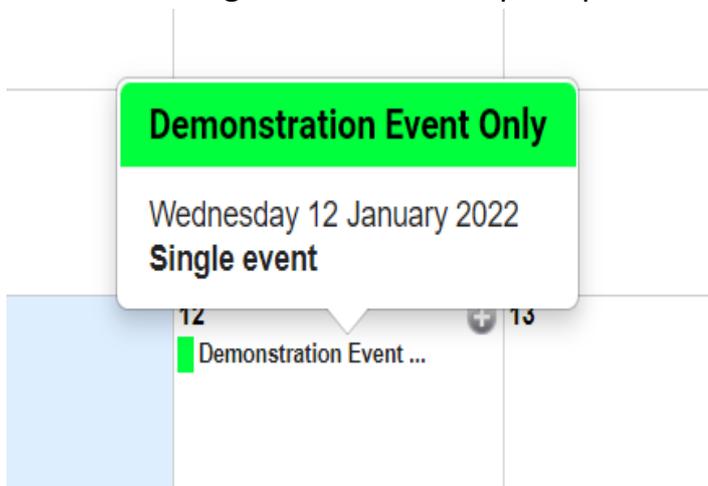
JDCQ Impromptu Calendar



December		11 January 2022			February	
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
52 December	December	December	December	December	1	2
3	4	5	6	7	8	9
1						
10	11	12 Demonstration Event ...	13	14	15	16
2						
17	18	19	20	21	22	23
3						
24	25	26	27	28	29	30
4						
31	February	February	February	February	February	February
5						



13. Hovering over the new Impromptu Run shows the details below:



14. Clicking on the event shows the full details of the run. This is the same screen as that shown under point 11. The arrowed icons allow printing or emailing of the run details. In my example I printed.

JDCQ Impromptu Calendar



Demonstration Event Only

Wednesday 12 January 2022

by TONY BRETT Contact Tony Brett - tobr@bigpond.net.au

Example Only: Start at Approximately 10:30am. Travel from Maleny to Imbil via Conondale and Kennilworth. Picnic at Borumba Dam approx 12:30. Afternoon coffee at The Rattler Cafe. Independent travel to home.

Location Mapleton - Kennilworth - Imbill - Borumba Dam - Imbil

Example Only - Not a real run...



Hits : 3

15. A sub window will appear. Again, you will need to nominate if you are printing or emailing the event details. See red arrow. I printed..

<http://jagqld.org.au/calendar/impromptu-calendar/eventdetail/3187/-/?pop=1&tmpl=compo..>

JDCQ Impromptu Calendar

Demonstration Event Only

Wednesday 12 January 2022

by TONY BRETT Contact Tony Brett - tobr@bigpond.net.au

Example Only: Start at Approximately 10:30am. Travel from Maleny to Imbil via Conondale and Kennilworth. Picnic at Borumba Dam approx 12:30. Afternoon coffee at The Rattler Cafe.

Independent travel to home.

Location Mapleton - Kennilworth - Imbill - Borumba Dam - Imbil

Example Only - Not a real run...



Hits : 4

Close

16. The printout is as per below, which is perfectly fine to carry in the car during the event.

11/01/2022, 16:27 Jaguar Drivers Club QLD - Demonstration Event Only

JDCQ Impromptu Calendar

Demonstration Event Only

Wednesday 12 January 2022 Hits : 5

by TONY BRETT Contact Tony Brett - tobr@bigpond.net.au

Example Only: Start at Approximately 10:30am. Travel from Maleny to Imbil via Conondale and Kennilworth. Picnic at Borumba Dam approx 12:30. Afternoon coffee at The Rattler Cafe.
Independent travel to home.

Location Mapleton - Kennilworth - Imbil - Borumba Dam - Imbil

Example Only - Not a real run...

17. Note that the Impromptu Event as added does not appear in the main “Public” events calendar of the JDCQ (see below). This is because we nominated the event would be an impromptu event in the Impromptu Calendar only, and be for registered participants. Changing an Impromptu Event’s characteristics could have the event appear in the main JDCQ calendar.

JDCQ Events Calendar

January 2022

	December					11 January 2022		February	
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday		
52	December	December	December	December	December	1	2		
1	3	4	5	6	7	8	9		
2	10 07:30pm JDCQ Committee Meeti ...	11	12	13	14	15 Cancelled-SC Breakfa ...	16 Outing – Morning Tea ...		
3	17	18	19	20	21	22	23		
4	24	25	26 Cancelled-BNE Austra ... Cancelled-DD Austral ... Cancelled-GC Austral ... Cancelled-SC Austral ...	27	28	29	30		
31									

18. When you are done, remember to go back to the top right hand screen of home page of the JDCQ website and log out.