

Is there a faster way to enter in dates and times?

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On registration sites, an attendee will see a universal format for dates, i.e. YYYY/MM/DD or they can use the clickable calendar. In Merge Docs, dates are written as Name of day (e.g. Monday), Month abbreviation, date and year – e.g. Saturday, Feb 15, 2026.

But when you're entering dates yourself, rather than scrolling forward in the calendar window, you can use these tips to speed up entering dates and times:

Type in the Date Manually

The field allows you to manually type the date into the field, but it must be in the date format indicated (this will depend on what's been nominated in your user setup and will be shown in the gray text in the field itself, e.g. MM/DD/YYYY or DD/MM/YYYY).

You can enter the month, day and year separated by:

- Forward slashes
- Spaces
- Periods
- Hyphens

Once typed, it will format to the correct date format and display it in the Date field.

Date Shortcut


You can type the three letter abbreviation for the Month, followed by the date. The system will default to the current year if you leave out the year (but you can also add one in if needed).

So, if you simply type: Jan 18

EventsAir will substitute 01/18/2023 (or whatever the current year is) automatically.

Quick Year Selection


On the calendar, click on the month defaulted at the top.

Date * 1/28/2015 

Overview < January - 2015 >

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Details	1	28	29	30	31	1	2	3
Track	2	4	5	6	7	8	9	10
	3	11	12	13	14	15	16	17
Options	4	18	19	20	21	22	23	24
	5	25	26	27	28	29	30	31
6	1	2	3	4	5	6	7	

The remaining months of the current year will appear for selection. Select a month or skip through the arrows to view and select different years.

Date * 1/28/2015 

Overview < 2015 >

Details	Jan	Feb	Mar	Apr
Track	May	Jun	Jul	Aug
Options	Sep	Oct	Nov	Dec

Manual Time Entry

In a similar way, it may be quicker to enter times in manually by typing them in directly, rather than using the default time select grid.

EventsAir will let you enter in times in many different formats, and it will interpret and display in the correct format. This includes manual entry in military time format:

You enter: 9 am

Result: 9:00 AM

You enter: 1430 (Events Air treats this as military time format)

Result: 2:30 PM

You enter: 11

Result: 11:00 AM

You enter: 15

Result: 3:00 PM

You enter: 8a

Result: 8:00 AM

You enter: 4p

Result: 4:00 PM
