**USING THE SHARED CALENDAR**

If your Group or institution is sponsoring an event that you think other ARC librarians might want to attend, get the word out by adding it to the Calendar!

**ADDING AN EVENT TO THE CALENDAR**

* Click on “**Calendar**” in the navigation bar.
* Click on the “**Add Events**” link.
* *(Continued on next page, with accompanying screenshot image)*



* SINGLE-click on the day your event is taking place.
* A pop-up window will appear.
	+ If the window below does NOT appear, make sure your pop-up blocker is off/look for a message from your Internet browser to allow an exception for this pop-up.
* Add all the details about your event.
	+ Fields in that appear in yellow with red text are required
* Click on the blue “Add” button.



**YOUR EVENT IS NOW VISIBLE TO EVERYONE!**

* **Now, be sure to *SEND AN ANNOUNCEMENT TO THE APPROPRIATE GROUP(s)*!**

**To learn how to do this, see the “*Emailing Group Members*” section of the document “**[***Overview of Groups Functionality***](http://www.worcesterarc.org/members/wp-content/uploads/2014/06/overview_of_groups_functionality.docx)**,” available under “*Help*” on the website.**