

## Overview of the Psychology Web Calendar

The Psychology web calendar is designed to present you with upcoming events, as well as to allow you to view the scheduling of our conference rooms, laptops and projectors. There is a calendar of events relevant to the entire department, each of the Doctoral programs, the Undergraduate program and the staff. If you wish to be notified of events, you may subscribe to each of the calendars of interest to you. You may also request to have an event added to a particular calendar.

### Viewing the Calendar

Each calendar can be viewed by day, week, 2-weeks, month or year. The tabs at the upper left hand side of the calendar allow you to move between views. Located on the lower right hand side of the calendar are two radio buttons which can be used to switch between the typical calendar “block” view and a “list” of events. On the “mini-calendars” and on the year calendar view, dates with scheduled events appear in red. Clicking on a date with a scheduled event returns you to the day view, listing the events for that day.

Use the “choose a menu” drop-down list, located at the upper right-hand side of the calendar, to view a different calendar. Click on the “main” button to return to the entire calendar.

The “date selector”, located in the upper left-hand side of the calendar, may be used to change the date range of the displayed calendar. Use the drop-down arrows to choose a day, month and/or year, then click the “go” button. The (barely discernible) << and >>, located on the calendar title, may also be used to navigate through the calendar.

### Searching the Calendar

The calendar may be searched by event, title, description, location, contact, or any combination of those fields. By default, all fields are searched, so the search criteria may appear in any of those fields. If a phrase is entered as the search criteria, the entire phrase will be used for the match. Individual words from a search phrase will not be matched. While wildcards (\*, ?) are not supported, partial matches will be found. For example, a search of the word “how” will return both entries for the Research **Showcase**.

### Subscribing to a Calendar

If you subscribe to a calendar, you will receive notification when a new event is added to that calendar. You must subscribe to each calendar to receive automatic notification of its new events. To subscribe, view the appropriate calendar, then click on the subscribe link. There is an “unsubscribe” link in the notification messages.