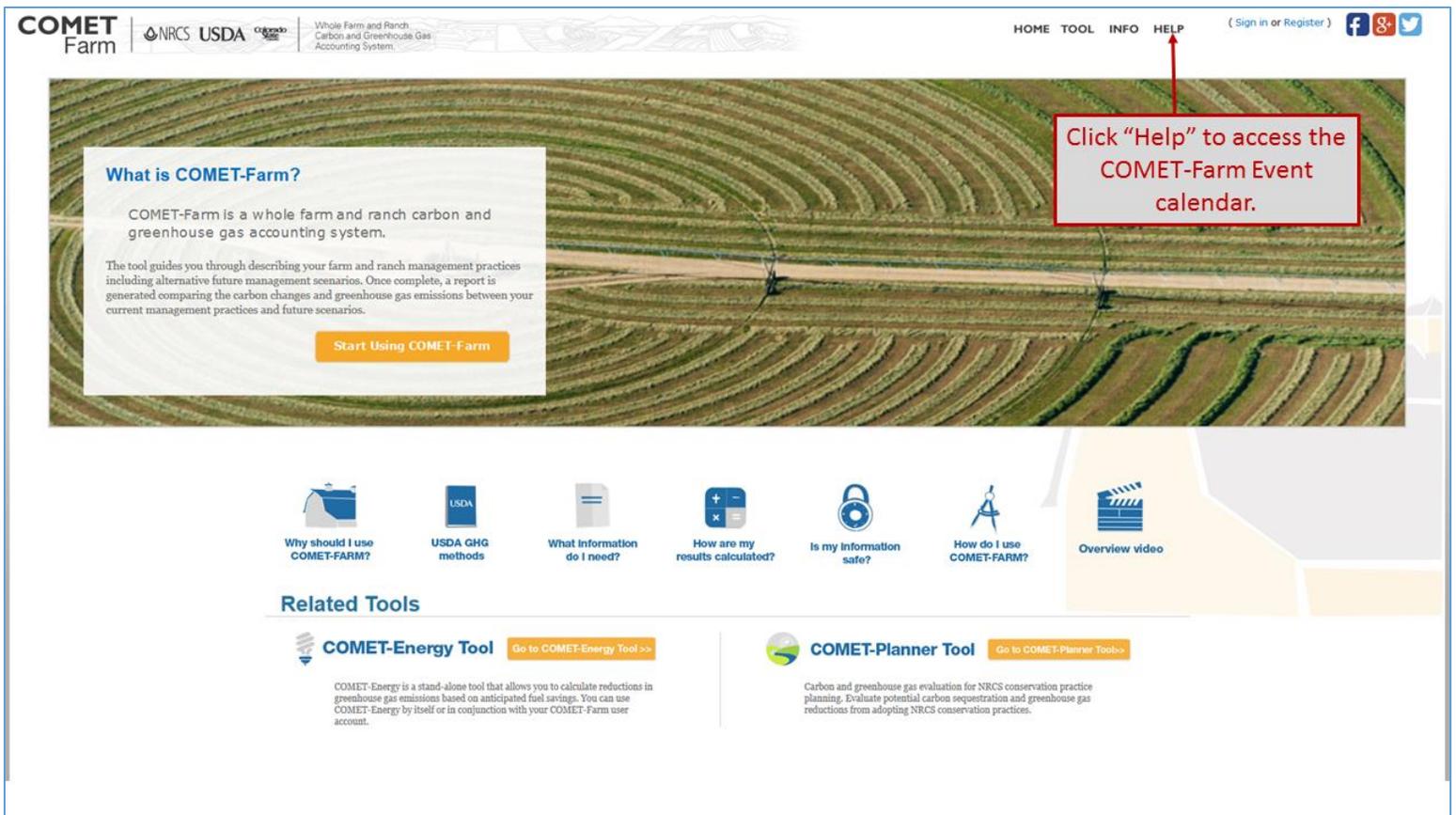


# Using the COMET-Farm Event Calendar

This document is intended to guide users through using the event calendar located on COMET-Farm. The calendar has links to live webinars that can be saved directly to a calendar. The event calendar will also provide information on other events related to the COMET-Tools.

## Accessing the Calendar

The calendar is located on the “Help” page of [COMET-Farm](http://www.comet-farm.com). You can go to [www.comet-farm.com](http://www.comet-farm.com) and click on the “Help” tab located at the top right of the home page to access the calendar.



## Saving events to your calendar

1. To begin access the COMET-Farm Event Calendar on the “Help” page.
2. Clicking on an event from the calendar will generate the event information window.
  - a. In the window, you will find a link to the live web trainings, event details and downloadable invites.

The screenshot shows the 'COMET-Farm Events' calendar for March 2016. A callout box points to an event on March 14, '10am Forestry Webi', with the instruction: 'First, click on the event to expand the details window.' Another callout points to the event details window for 'Forestry Webinar' on March 14, 10:00am - 11:30am, with the instruction: 'Direct link to web based live training.' A third callout points to the 'GoToMeeting Link' in the event description, with the instruction: 'Click here to save the event to your Google calendar.' A fourth callout points to the 'more details' and 'copy to my calendar' links at the bottom of the event window, with the instruction: 'Click here to save the event to your Outlook or other calendars.'

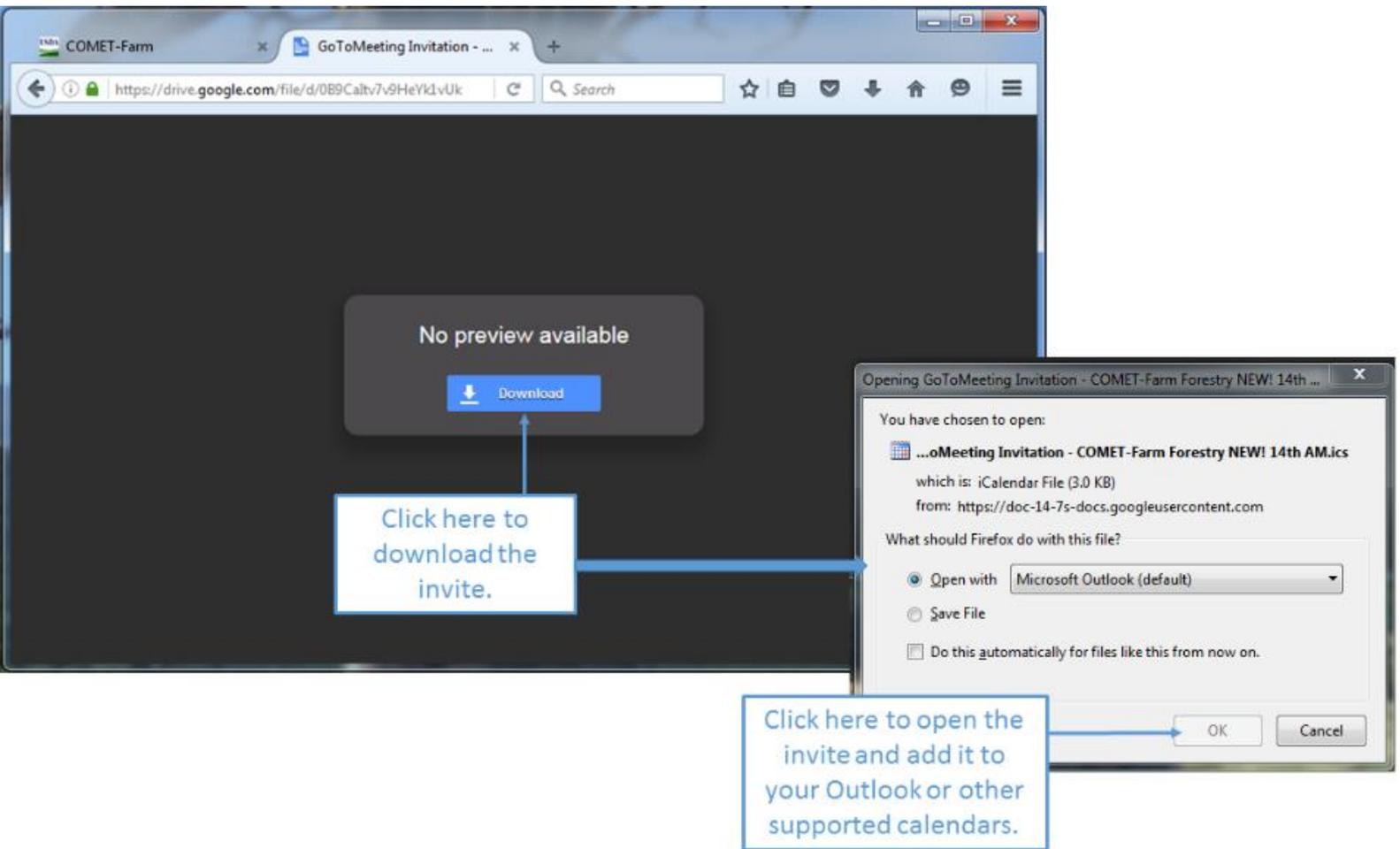
- b. If you use Google calendars, you can add the event directly to your calendar by clicking on “copy to my calendar>>” located at the bottom right of the event information window.
- c. By clicking on the “GoToMeeting Link” located in the middle of the event information window, you will be navigated directly to that webinar.
- d. To get more information about an event or to save the event to your Outlook calendar or other supported calendar, click on the “more details>>” link, located in the bottom left of the event information link.

- i. You must download the event invite in order to save it to an Outlook or other supported calendar. To download the event, click on the invite in the .ics file format, located to the right of "Attachments". This file format is compatible on various different calendars.

The screenshot shows a web browser window with the URL <https://calendar.google.com/calendar/event?eid=aDFt>. The page title is "Forestry Webinar" and it is part of the "COMET-Farm" series. The event description states: "Weekly web based training focusing on individual modules in COMET-Farm. To access the training click on [GoToMeeting Link](#). To add event to your Outlook calendar click 'more details' below. To add event to your Google calendar click 'copy to my calendar' below." The event is scheduled for "Mon Mar 14, 2016 10am – 11:30am Mountain Time". Under the "Attachments" section, there is a link: [GoToMeeting Invitation - COMET-Farm Forestry NEW! 14th AM.ics](#). Two red callout boxes provide instructions: one points to the "Add to my Google Calendar" link and says "Clicking here will add the event to your Google calendar.", and the other points to the .ics attachment link and says "Click here to download the iCalendar event invite. The invite can be added to your Outlook calendar or other calendars that support iCalendar events."

- ii. After you have clicked on the attachment, a new browser window will open.

- iii. Click on the “Download” button to save the file.
- iv. Once the file is downloaded, it can be opened or saved to the location that you select.



- ❖ **Helpful tips**
- Saving events to your calendars makes it easy to join trainings from multiple devices.
  - You can send invites to others so they can join the trainings.