Instructions for Using the CSUDH OLLI Calendar

1. **Access the OLLI calendars** by going to the OLLI website, http://csudh.edu/olli and select the FULL CALENDAR link on the home page.

    a. You may want to create a bookmark for the calendar web page on your computer and mobile device so you don't need to type in the URL of the OLLI website.

2. **Navigating the calendar (see Figures 1 and 2 below):**

    a. At the top of the calendar there are tabs on the right that allow you to select the views of the calendar: WEEK, MONTH, and AGENDA.

    b. AGENDA view will LIST events instead of displaying them in a calendar format. This view is suggested for calendars that have only a few events or once you have narrowed the time period of interest. See Figure 2.

    c. At the upper left of the calendar are arrows that allow you to go forward and backward for the WEEK or MONTH view that you had selected.

    d. If you click the small arrow to the right of the dates on the top bar, you will display a mini calendar to give you an overview of the month you are viewing.

    e. If you are viewing a WEEK or a MONTH when you click on an event, it will open up a box that gives you WHEN, WHERE, and a DESCRIPTION of the class or event. Long descriptions will be truncated in this view but not in the AGENDA view.

3. **Adding an event to your personal calendar:**

    a. Select an event you would like to add to your personal calendar. Scroll to the bottom of the opened box that describes the event's details. **If you click on "copy to my calendar" that event will be added to your personal calendar.** This is how you can incorporate the OLLI classes, activities, and events that are of interest to you into your own personal calendar. (Note: Descriptions will be truncated to 1045 characters when you import the calendar into your personal calendar.)

    b. For your convenience, we have also added a "Get a Reminder" or "Add to Google Calendar" link next to the dates for each course/event. You can add it to your personal calendar, and options are available to set notifications (by text message and/or email) if you prefer.

Everyday use: If you need a quick check while you are at OLLI about a particular class or what else is occurring on the day you are there, this calendar will be handy to find all the events occurring on a particular day using your smart phone or tablet. Use the AGENDA view to see a list. If you select the event title it will open the description in a more readable form. To close the selection, just click on the event title again.
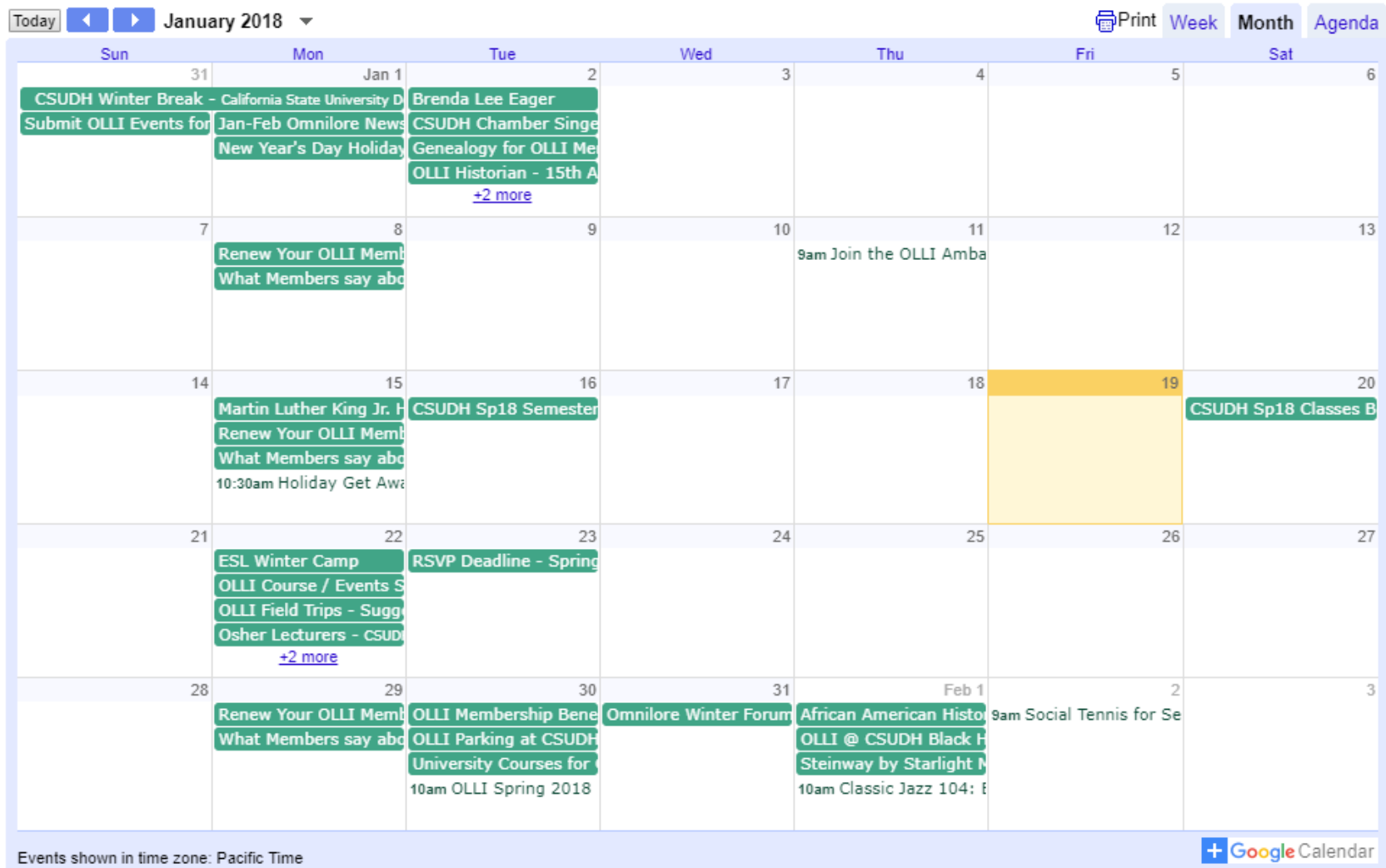
Figure 1: Month View

Figure 2 Agenda View