

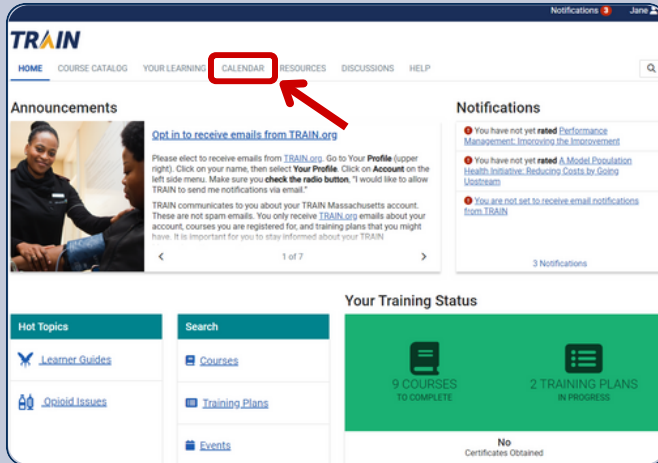
# How to use the TRAIN calendar

See what's happening in TRAIN

# 1

## Go to the TRAIN calendar

Click on the **Calendar** tab at the top of the TRAIN homepage.



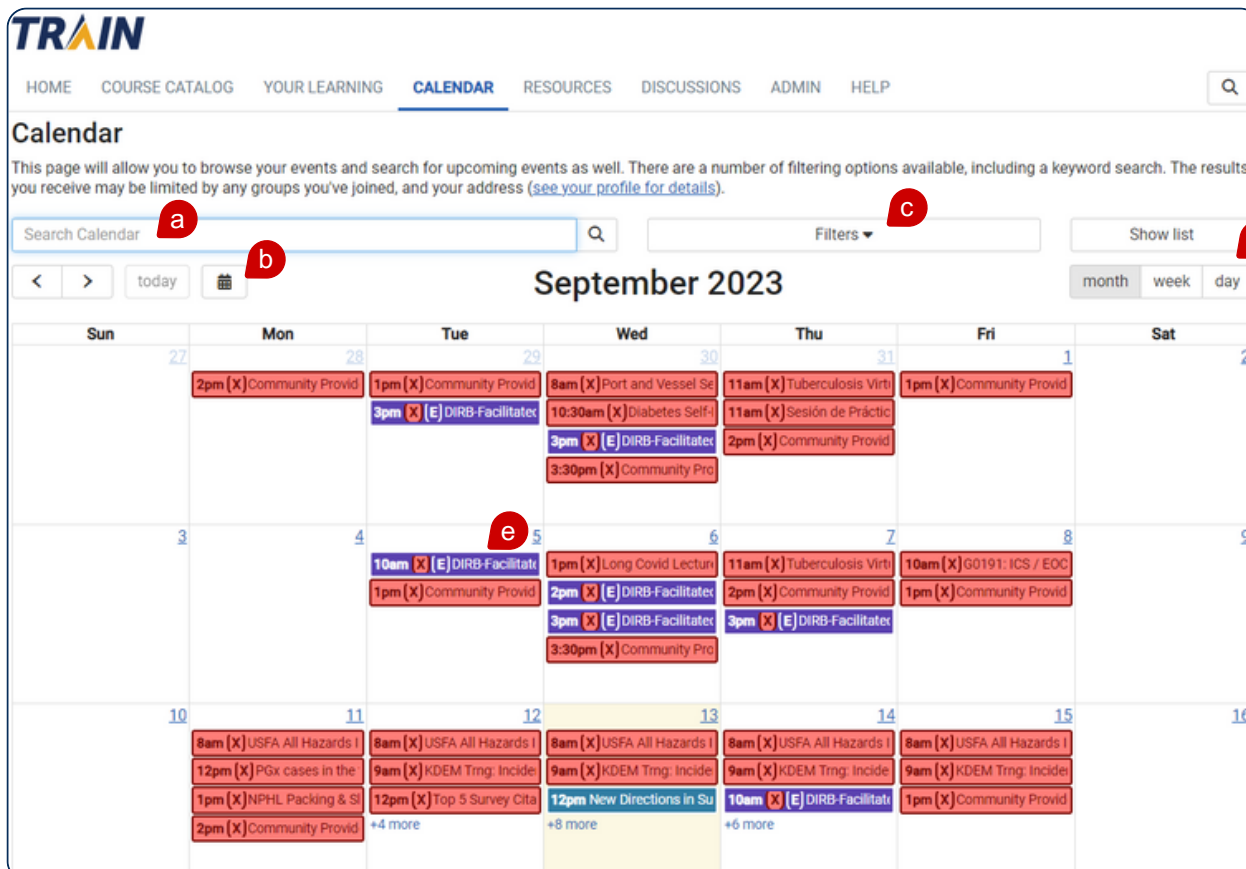
## ? TRAIN Calendar

Explore/browse scheduled in-person live events in TRAIN with this user-friendly tool.

## Learn how to use the TRAIN calendar

Functions and features within the TRAIN calendar:

# 2



- (a) Search Calendar
- (b) Search by date
- (c) Filters
- (d) Viewing options
- (e) Calendar events

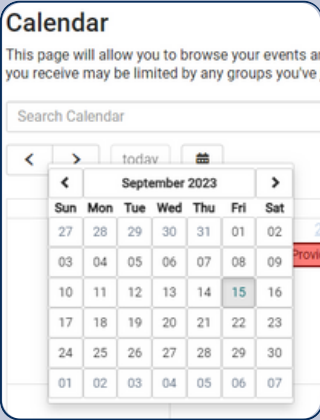
Learn how to use the TRAIN calendar (continued)

2

Understand the TRAIN calendar’s functions and features:

(b) Search by date

Click the **calendar** button.



Use the dropdown calendar to select a date.

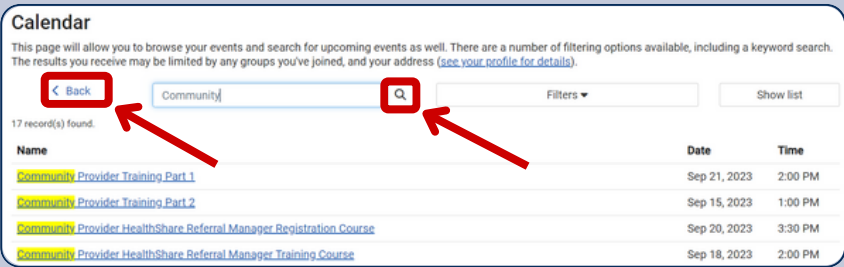
Click the arrows to view different months.

(a) Search Calendar

Type keywords relating to course titles, course descriptions, or scheduled times into the text field. Click the ‘**enter**’ key or the magnifying glass button to search.

View your search results.

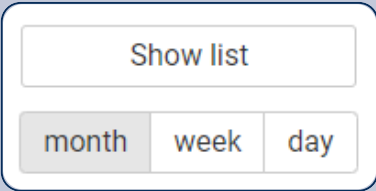
Click the ‘**back**’ button to return to the Calendar view.



(d) Viewing options

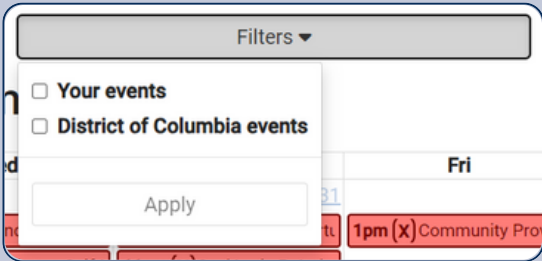
Click the **Show list** button to view events in a vertical list format.

Click the **month**, **week**, or **day**, buttons to change the time frame of events that you can see.

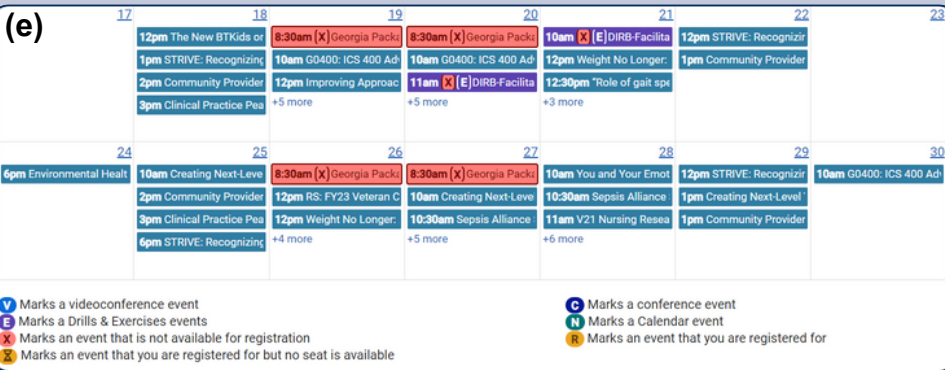


(c) Filters

Select the **Your events** box to only see the events you are registered for.



Other filter options come from your group affiliations. By checking the box next to those filters, you will see events relating to that specific location and/or organization.



**TIP:** Calendar events are color-coded. Use the key located at the bottom of the calendar to understand which color corresponds to which type of event.