NCRL Events Calendar Tips & Tricks

LIST, WEEK, & MONTH VIEW

In most instances, the calendar will load in "month" view. In this view, you will see one month of events at a time. If you prefer to see one week of events at a time, click on *Week* in the top right corner of the screen. If you prefer to see all upcoming events as a list, starting with the most recent, click on *List* in the top right corner of the page. You can change your view at any time.

FIND EVENTS BY LOCATION

Depending on how you access the calendar, you may see events for all 30 NCRL libraries, or just one. You can choose to see events at one or more specific libraries by using the Locations filter. Click on *Locations* in the filter menu and click *Select All* until none of the check boxes are marked. Now you can select as many locations as you would like! When you are done, click the *Search* button in the filter menu. You can clear your selections at any time by clicking the *Clear* button in the filter menu.

FIND EVENTS BY AUDIENCE AGE

Depending on how you access the calendar, you may see events for all ages or for a specific age group. You can choose to see events for an age group of your choosing by using the Age Groups filter. Click on *Age Groups* in the filter menu and click *Select All* until none of the check boxes are marked. Now you can select as many age groups as you would like! When you are done, click the *Search* button in the filter menu. You can clear your selections at any time by clicking the *Clear* button in the filter menu.

FIND EVENTS BY INTEREST

Depending on how you access the calendar, you may see every event type, or just one. You can choose to see specific event types by using the Event Types filter. Click on *Event Types* in the filter menu and click *Select All* until none of the check boxes are marked. Now you can select as many event types as you would like! When you are done, click the *Search* button in the filter menu. You can clear your selections at any time by clicking the *Clear* button in the filter menu. NOTE: All event types are color-coded! The color is listed to the left of each event type in the Event Types filter.

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SUBSCRIBE TO EVENTS

You can choose to be notified about upcoming events at your library! When you find an event in the calendar, click on _View More_ at the bottom. From the event's detail page, you can click on _Subscribe_. Enter your name and email address, and click the _Subscribe_ button. You will automatically be emailed about similar events at your library.

PRINT AN EVENT

Prefer paper copies? You can print the details of an event to tuck into your calendar or post on your fridge. When you find an event in the calendar, click on _View More_ at the bottom. From the event's detail page, click on _Print_. A printable details page will open. Click the _Print_ button to send the information to your computer's printer.

ADD AN EVENT TO YOUR PERSONAL CALENDAR

You can download an event's date, time, location, and other details to many calendar applications. When you find an event in the calendar, click on _View More_ at the bottom. From the event's detail page, click on _Add to Calendar_. This will download the event in the iCalendar format. You can then add the file to whichever calendar application you would like to use.

SHARE AN EVENT BY EMAIL OR ON SOCIAL MEDIA

It's easy to share great events you find! When you find an event in the calendar, click on _View More_ at the bottom. From the event's detail page, click on _Share_. Choose how you would like to share the event (Facebook, Twitter, LinkedIn, Google Plus, or Email), and then follow any instructions or next steps to confirm.