

Using the VTEMSD#3 Online Events Calendar

The online events calendar should be used for VTEMSD#3 related events only. It is suggested that only one or two individuals per service add events to the calendar (such as the training officer or head of the service).

Directions:

1. Visit the VTEMSD#3 webpage at <http://scsvt.org/vtemsd3/>
2. Scroll down the link to the **VTEMSD#3 Events Calendar**
3. To add an event, click on the month (located at top of the calendar) then click on the number of the date desired.
4. A window will appear asking for a User Name and a Password, both are **EMS**
5. A window will appear as shown below:

The screenshot shows the 'Create New Calendar Entry' form for Friday, September 5, 2003. At the top, there is a navigation bar with 'View Calendar' and a calendar grid showing days 1 through 30. Callout boxes provide instructions for various fields:

- Enter event information here.** points to the 'Calendar Text' field.
- Duration: allows you to pick a range of dates for event.** points to the 'Duration' link in the top navigation bar.
- Periodic: allows you to pick a multiple dates for the event (such as 2nd Thursday of the month).** points to the 'Periodic' link in the top navigation bar.
- Enter Internet connection (optional) that will be linked to Calendar Text.** points to the 'Popup Text or URL link' field.
- Enter the start and stop times of event.** points to the 'Start Time am/pm' and 'End Time am/pm' dropdown menus.
- Click here to choose color of background of event.** points to the 'Color Select' and 'Background Color' options.
- Click Submit when done.** points to the 'Submit' button.

NOTE: For the **Popup Text or URL Link** field, entries like <http://www.domainname.com> or simply www.domainname.com will create [www](http://www.domainname.com) links on the calendar. Other entered text will cause a popup window link to be created.

NOTE: If an error is displayed when going between months, clear the error and try again.