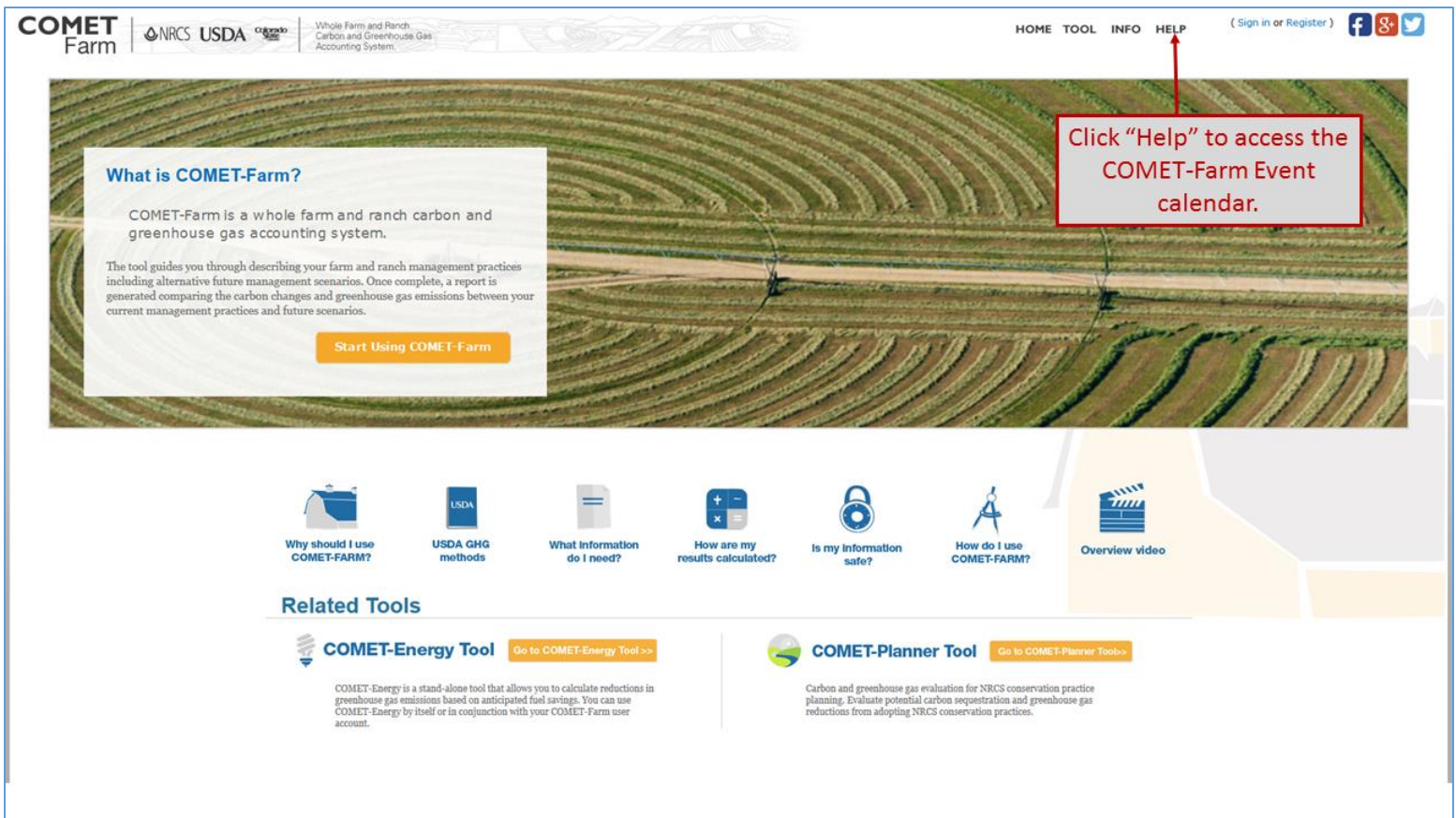


Using the COMET-Farm Event Calendar

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 and click on the “Help” tab located at the top right of the home page to access the calendar.



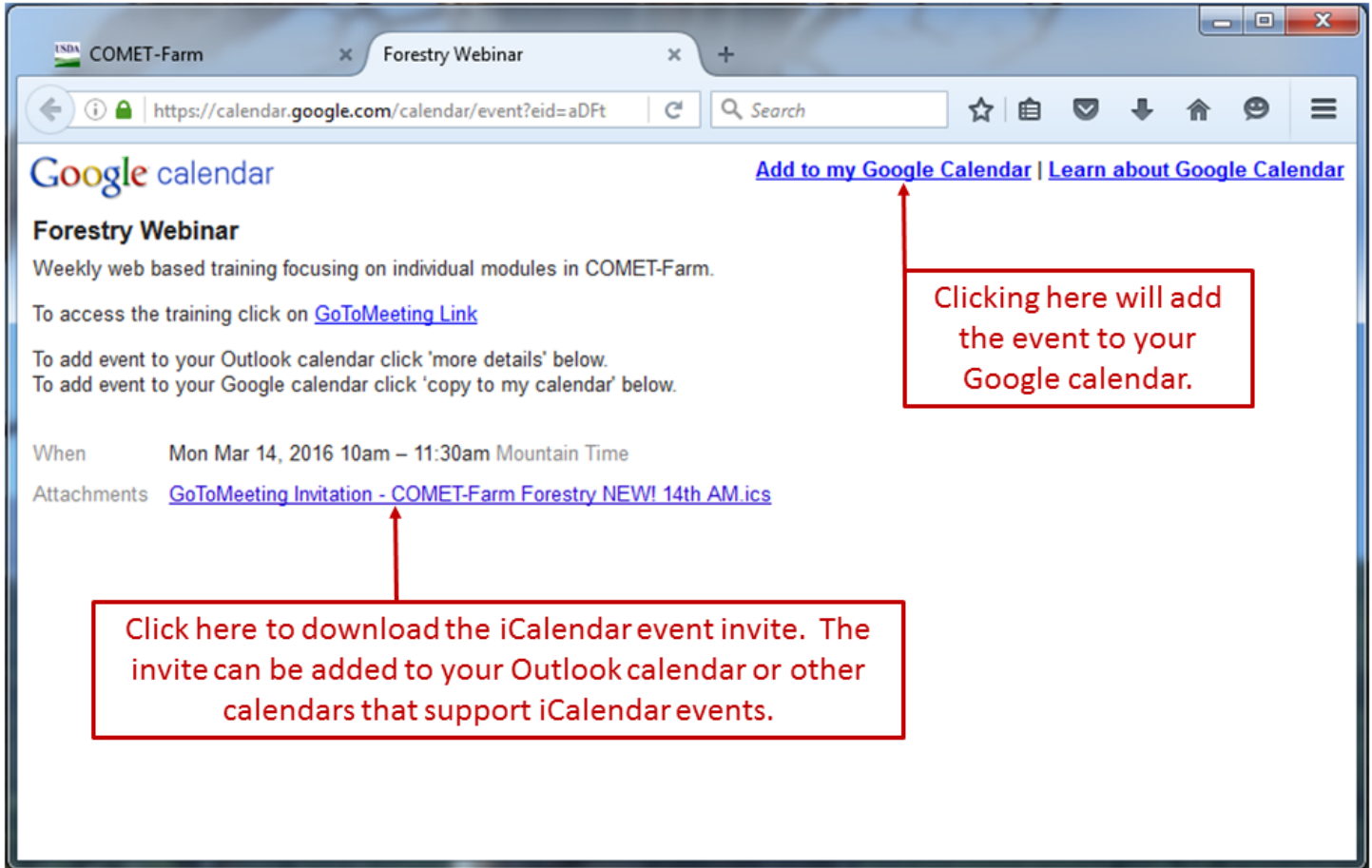
Saving events to your calendar

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 displays the 'COMET-Farm Events' calendar for March 2016. A 'Forestry Webinar' event is selected, showing its details in a pop-up window. The event is scheduled for Monday, March 14, from 10:00am to 11:30am. The description indicates it is a weekly web-based training. The window includes a 'GoToMeeting Link' for direct access, a 'more details' link for saving to Outlook or other calendars, and a 'copy to my calendar' link for saving to Google Calendar. Red callout boxes provide instructions: 'First, click on the event to expand the details window.' points to the event on the calendar; 'Direct link to web based live training.' points to the 'GoToMeeting Link'; 'Click here to save the event to your Outlook or other calendars.' points to the 'more details' link; and 'Click here to save the event to your Google calendar.' points to the 'copy to my calendar' link.

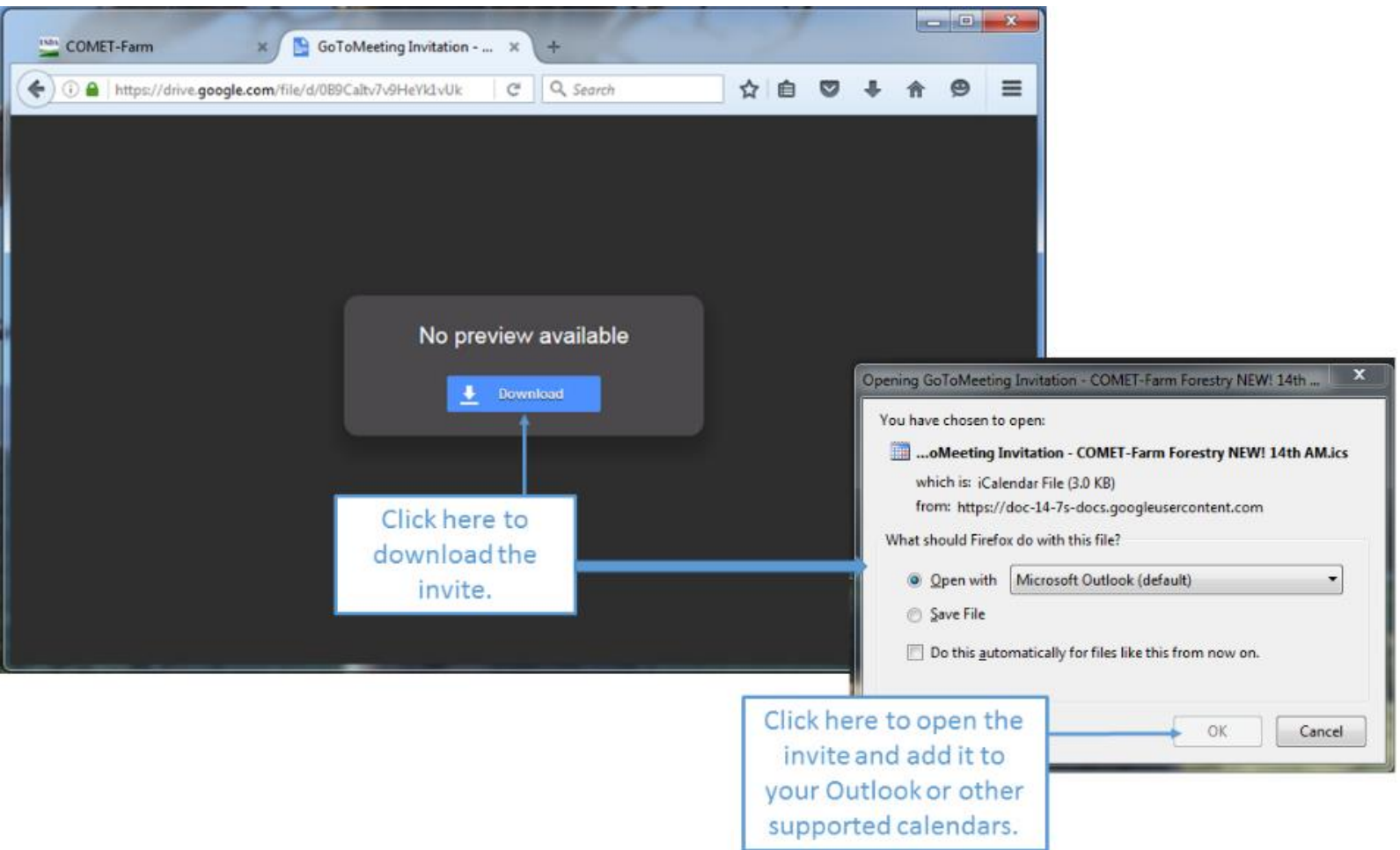
- b. If you use Google calendars, you can add the event directly to your calendar by clicking on “copy to my calendar>>” located at the bottom right of the event information window.
- c. By clicking on the “GoToMeeting Link” located in the middle of the event information window, you will be navigated 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.



- 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.