

HOW TO NAVIGATE THE ON-LINE CALENDAR

☑ ACCESSING EVENT CALENDAR ON-LINE

Via the web @ <http://calendar.lmu.edu>

Or access calendar in Manegate by clicking on the EVENTS tab

☑ NAVIGATING CALENDAR

Calendar will automatically open to today's date and list event information

Information about an event is available by simply clicking on the name

To view other dates simply click on the interactive calendar located on the right; To view events by location, simply select the "**Locations**" tab on the top navigation bar.

☑ SEARCHING FOR EVENTS IN CALENDAR

The calendar is directly linked to our event software's database.

Search for events: Click on the "**Find**" command located on the top right hand section of the toolbar (see screen shot).



A new quick search window will open with three options: event name, reference number, or space name. Simply type in your information and hit the "**go**" button to view the results.

New Quick Search

Event Name Starts With

Event Reference is

Space Name Starts With

To return to the main screen, simply click on the "**Events**" button located on the top left section of the main toolbar.

There is also a "**Go to Today**" button located directly under the interactive calendar that will bring you to today's date automatically.

Interested in LMU News? For a direct link to all of LMU's news, current and past, click on the "**News**" link located on the top toolbar of the screen.

Any page can be printed using Internet explorer's print function.

OTHER EVENT RESOURCES ON-LINE

The calendar also interacts with the Event Scheduling web site for numerous resources.

Want to explore event locations on campus?

Click **Find a venue / Space**

Schedule your meeting or event on-line today.

Click **Reserve an Event**

View information and tools to assist you in planning your event.

Click **Event Planning Tools**

View LMU event policies and guides.

Click **Event Related Policies**

Discover the Campus, view layouts, charts and FAQ's.

Click **Campus Map & Diagrams**



Need Help with the Calendar

On-line help is available by clicking the Help button on the top right corner of the tool bar.

If you any questions, please call the Event Scheduling office @x82878.