

The Event Calendar and Event List have the most updated information on current program events and trainings (Activities) available for registration.

The **EVENT CALENDAR** provides a calendar view of all activities available. Activities are color coded by Category. Please refer to the Legend at the top of the screen to see the Categories and their associated colors. You can navigate through the calendar to find an event that interests you.

**TO REGISTER FOR ACTIVITY USING THE EVENT CALENDAR:**

1. **CLICK ON THE EVENT NAME** on the calendar
2. When the short description pops up, **CLICK ON THE EVENT NAME IN GREEN**
3. This takes you to the Registration Page. **CLICK ON "REGISTER NOW"**
4. Follow the screen directions to register, whether it be in eBiz, Doubleknot, or an outside registration.

**The EVENT LIST** allows you to SEARCH for Activities based on Keyword, Date, Region, Program Level, and Category. The more criteria you select, the more specific your Search Results will be. *For instance, if you want to see ALL ACTIVITIES for your REGION, click the box next to your REGION, and then click on SEARCH. This will bring up ALL the Activities in that Region. There is no need to select anything else unless you want to specify Program Level or Category.*

If you want to SEARCH by PROGRAM LEVEL, select the Program Levels you want to search for in the Program Level section. You can add the REGION as another search criteria if you want to narrow it down.

**DO NOT SELECT "ALL AREAS" IN REGION SECTION OR "ALL" IN THE PROGRAM LEVEL SECTION. THIS WILL NOT PRESENT CORRECT RESULTS.**

**TO REGISTER FOR ACTIVITY USING THE EVENT LIST:**

1. **SELECT YOUR SEARCH CRITERIA and CLICK ON SEARCH**
2. When the Event List comes up below, **NAVIGATE TO THE EVENT to the Event you want and CLICK ON THE NAME IN GREEN**
3. Once on the Registration Page, **CLICK ON "REGISTER NOW"**