

Disaster Training Calendar

Directions for Using

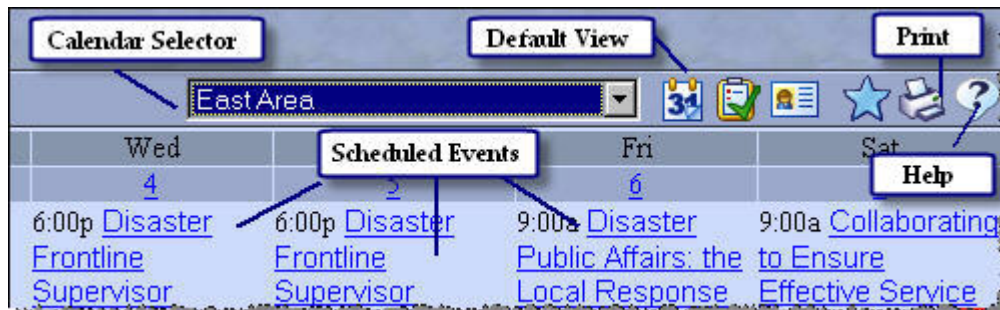
The Training Calendars

The Disaster Training Calendar (<http://dstraining.calendarhost.com>) initially displays the National Training Opportunities calendar, which lists events of national interest such as workshops, institutes and other training. Additionally, there are four other calendars, one for each Red Cross area. To switch to a different calendar, make your selection from the 'calendar selector'.

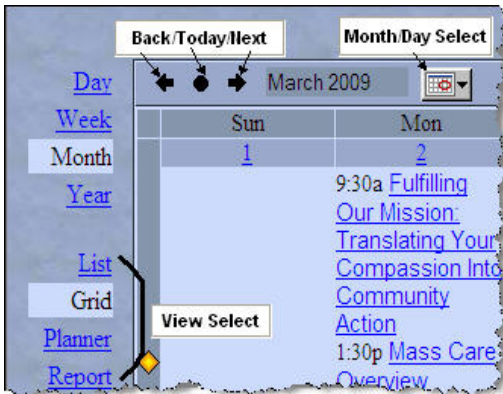
Viewing Courses/Training

On any of the five calendars, viewing information is straightforward. Simply select the date you're interested in to see all events for that date, or click the event of your choice to view them one at a time. For more information or special instructions about a specific training, click on its entry to view any notes, represented by a blue musical note icon 🎵, about the class and to see any related contact information.

Note: Individuals can only view courses and cannot edit any of the information.



This calendar website is designed to be very user friendly. If you ever have any difficulty using it or locating information, try the [helpful hints](#) found later in this document. If you still need assistance, try the help files available using the question-mark icon on the calendar you're using. If you still can't find your answer, email the address at the top of the calendar.



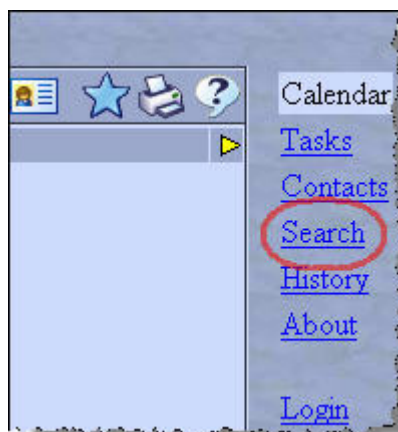
Once you're viewing an event, you can easily navigate to other events in the same calendar. You can change the calendar view, choose to see events on previous or subsequent days, or change to a different month. Choose the view that works best for you. Experiment with the 'list', 'grid,' 'planner' and 'report' options to see how the calendar information is presented.

The 'report' view, for example, allows you to see a list of events with the date, course and host chapter name showing. Select your time period (day, week, month or year) and then choose "report." To sort by any of the columns shown, click on the column title. An example of this view is shown below.

Date/Time	Course Name	Course Level	Chapter Name
May 3, 9a-5p	Serving People with Disabilities Following a Disaster	Basic	NY - ARC in Greater New York
May 4, 6p-9p	Psychological First Aid	Basic	CT - Charter Oak Chapter of Connecticut
May 5, 6p-9p	Fundamentals of Instruction and Facilitation	Basic	NY - ARC in Greater New York

Finding a Training Class

If you're having difficulty finding a training event, or if you wish to search for a specific class, the calendar provides a search button at the right side of the page.

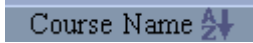


Clicking the 'Search' option brings up a form that allows you to specify what you're looking for. You can search by state, by date and time, by the name of the course you're looking for, by course length and by any combination of these criteria. If you need to run a second search, *be sure to hit the 'reset form' button at the bottom of the search screen, because the calendar always remembers the last search you performed.*

If you can't find what you're looking for, the event may not have been listed, or it may have been entered under another name. Try your search again using a different combination of search items and you may

have better luck. Calendar administrators are asked to use the course titles that are listed on [CrossNet](#) so that information will be easier to find for everyone.

Helpful Hints

- Use the Report view to see events for the entire month along with their location.
- Most events contain a weblink and all contain a contact name, email address and phone number for further information.
- If you find a link that isn't working or see a class that you believe was cancelled, please let the event contact know so that the calendar can be updated.
- On some calendar views, columns can be sorted by using  the arrow next to the name of the column

For any questions or for technical issues with the calendar, please write to the email address at the top of each calendar. Additional helpful information may be found on CrossNet at:

https://crossnet.redcross.org/chapters/services/disasters/train/train_disaster_workers.asp