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1. The Calendar is a separate software package than OmniUpdate.
2. Select **Event Calendar**.
3. Select **Manage Events**.
4. Use your Active Directory UserID and Password to login. UserID and Password are case sensitive. If you encounter problems with login, contact Becky Bridges at bbridges@uaex.edu or 501-671-2118.
5. From the *Main Menu* screen, select **Add Event**.

6. From the **Event Information** screen, enter the necessary information.
7. In the above example, the contact person (BeVerly J Sims) is not listed. Select any name and save the information. Record cannot be saved if required field is blank. The new contact and/or location will need to be added.
8. From the Location and Contact option, user can select Preferred or All. Selecting Preferred will only displayed the locations or contacts the users have created. Selecting All will displayed all the locations or contacts within the system.

9. Select a **Topical Area**.
10. Select **Add Event**.

11. Return to the **Main Menu** to add new contact.
12. From the **Main Menu** select **Add Contact**.
13. From the **Contact Information** screen, enter the necessary information.
14. Select **Add Contact**.

![Contact Information Screen]

15. Return to the Main Menu to add new location.
16. From the Main Menu select **Add Location**.

![Main Menu with Add Location Option]
17. From the Add Location screen, enter the necessary information
18. Select **Add Location**.

19. Return to the Main Menu to edit existing events.
20. From the Main Menu, select **Manage Events**.
21. From the **Manage Events** screen, note the start date and the number of days after the start date. It may be necessary to change the number of days so that your event will be displayed.

![Manage Events Screen](image)

22. Select the event and the Event Information screen is displayed.

![Event Information Screen](image)

23. Edit Location and contact to reflect the newly added location and contact.

![Location and Contact](image)

24. Select **Update Event**.

![Update Event Options](image)

25. The new event has been added and updated.
To search the Calendar

1. From the Advanced Calendar Search box enter word or phrase to search on.
2. From the left side of the screen, under Calendars, select the +(plus sign) next to Location.
3. The Locations are displayed.
4. Select a County.
5. The Events for that week for that county are displayed.
6. From the calendar in the top left, select Month and all the events for that month for that county are displayed.
7. The calendar always default to week.