

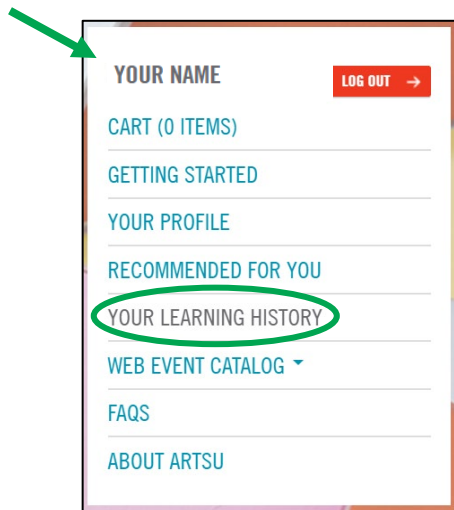
How to Add an ArtsU Activity to your Calendar

Welcome to ArtsU! ArtsU is the Americans for the Arts online education forum for arts professionals to gain new skills, knowledge, and connections to further their personal and organizational goals.

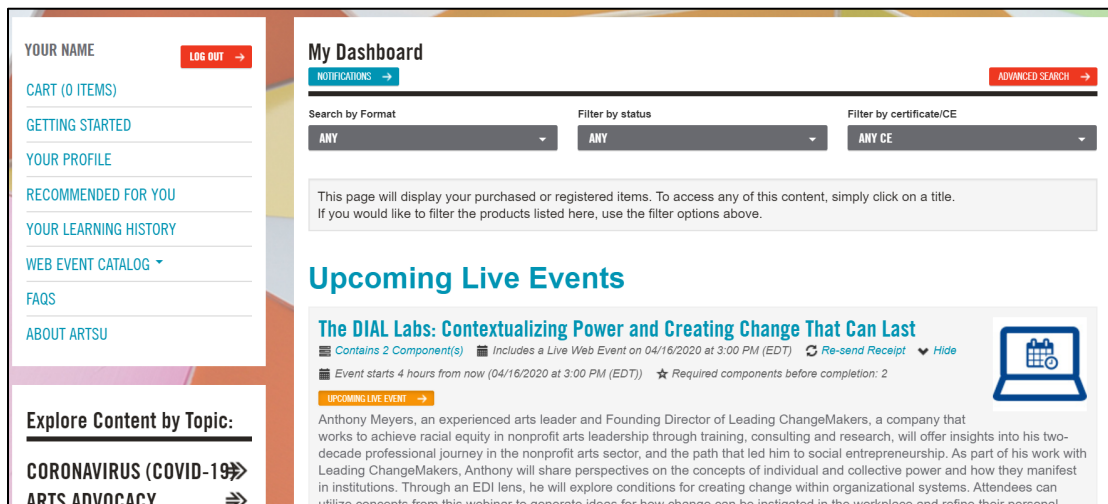
Today, we will be reviewing how to add an ArtsU Activity to your Calendar.

To add an activity to your calendar, you must be registered for it. Please view the “How to Register for an Event on ArtsU” user guide if you need assistance registering.

Press the red LOG IN button on the left side of the page. Enter your username and password when prompted. Once logged in, your name will appear on the left-hand navigation bar. To access an activity you have already registered for, you can click YOUR LEARNING HISTORY.

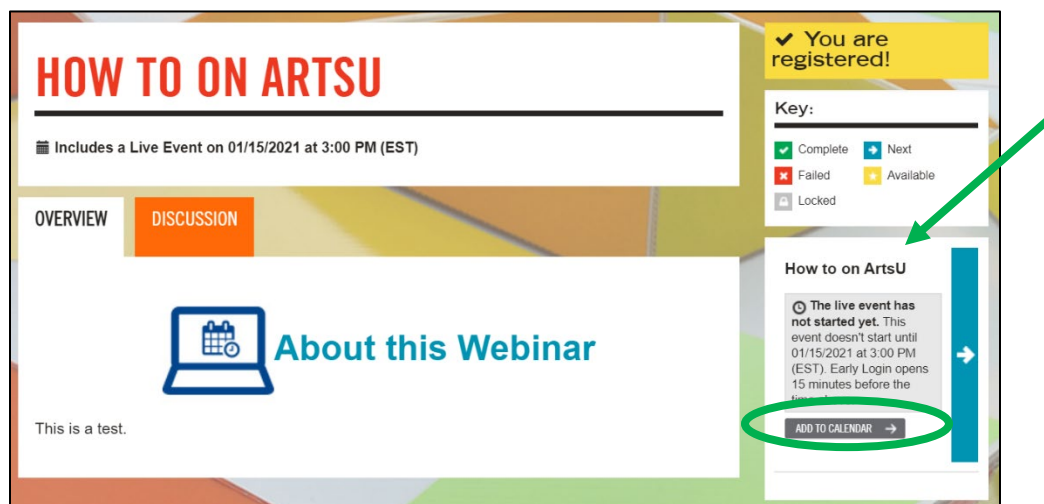


On this page, you can see every activity you have registered for on ArtsU, including both upcoming and on-demand webinars.





On the activity page, locate the box on the right side with the title of the webinar. And press the grey ADD TO CALENDAR button.



A download of an .ics or .csv file should automatically start. If it does not, right click the ADD TO CALENDAR button and select "OPEN LINK IN NEW TAB" and the download should start. Open the downloaded file to add the event to your **Outlook** or **iCal** calendar.

For Google Calendar:

Please take the following steps to import an .ics or .csv file to your **Google Calendar**:

1. Open Google Calendar
2. In the top right, click the SETTINGS gear symbol and select "SETTINGS"
3. Click "IMPORT & EXPORT"
4. Click SELECT FILE and select the downloaded .ics or .csv file.
5. Choose which calendar to add the imported event to.
6. Click import.

[Instructions Continue on Next Page]

You can also add the activity to your calendar by clicking the link in the automatic reminder email you will receive a few days before the activity.

Event Reminder

Dear Buyer's Firstname,

This is a reminder that you are registered for the following event: Product Title

Please scroll to the bottom of this email to view the date and time for your event and to add the event to your calendar.

To access the webinar, please return to the event page on the day of the event: <https://artsu.americansforthearts.org/product-url>

Early login typically begins 5 minutes before the event is due to start. Once early login begins, the **EARLY LOGIN IS OPEN** button will appear. Press it to enter the webinar.

If you're joining after the webinar has already begun, the button will instead read as **ENTER LIVE EVENT IN PROGRESS**. Press it to enter the webinar.

Please note that you may be placed in a waiting room upon entering the webinar. All participants will be let in when the webinar is due to start.

Should you have any questions, please see our "[ArtsU Tech Support Page](#)" for visual instructions.

You can post your questions and resources in the discussion tab here: <https://artsu.americansforthearts.org/product-url>

If you have any additional questions please email us: ArtsU@artsusa.org

Yours in learning,

Team ArtsU
Americans for the Arts
ArtsU@artsusa.org | 202.371.2830

Event: Product Title -- Webinar Example
Event starts 1 day from now (01/14/2021 at 2:34 PM (EST))
[Add to Calendar](#)
[Get More Information and Attend the Event](#)

If you need any assistance, please email us at artsU@artsusa.org. We hope to see you on ArtsU Soon!