

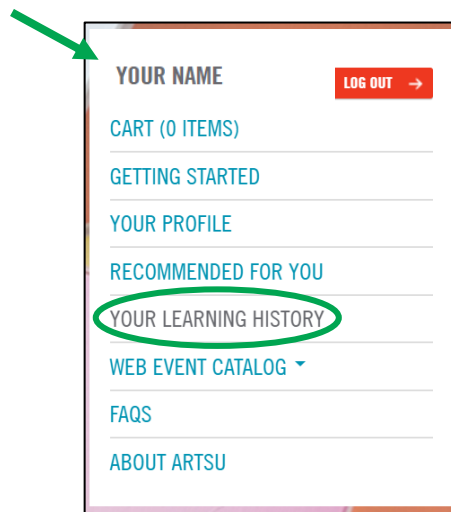
How to Add an ArtsU Activity to your Calendar

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.

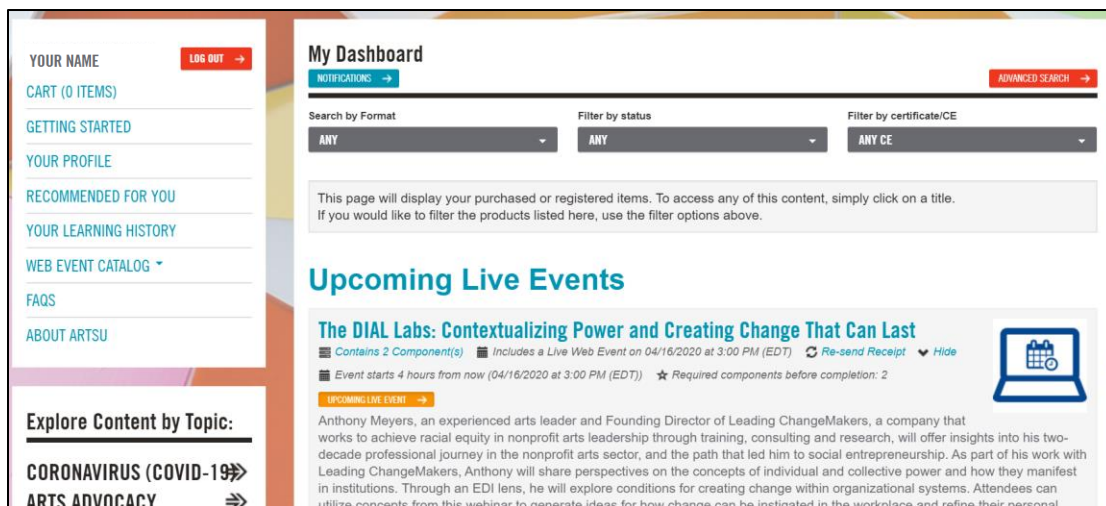
Today, we will be reviewing how to add an ArtsU Activity to your Calendar.

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.



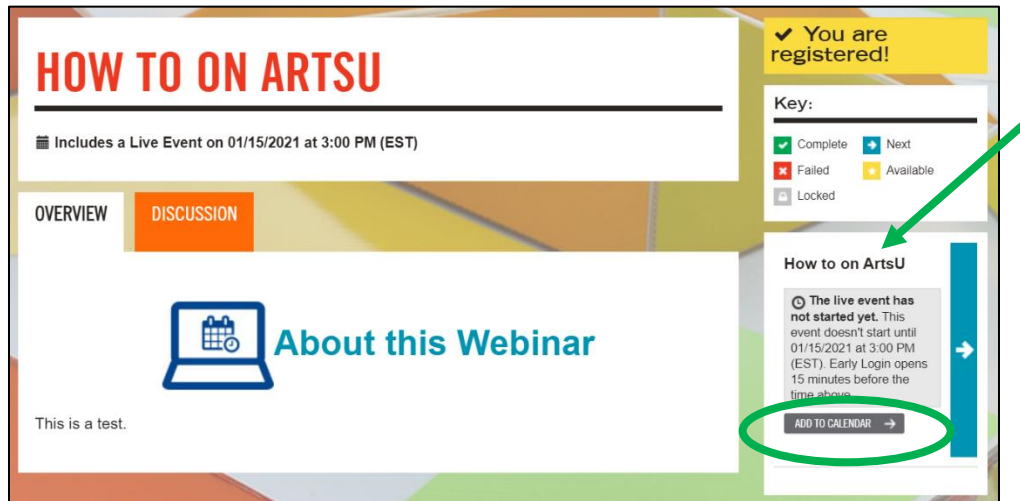
On this page, you can see every event you have registered for on ArtsU, including both upcoming and on-demand webinars.



Once you locate the event you wish to add to your calendar, click on the title to be brought to the event page.

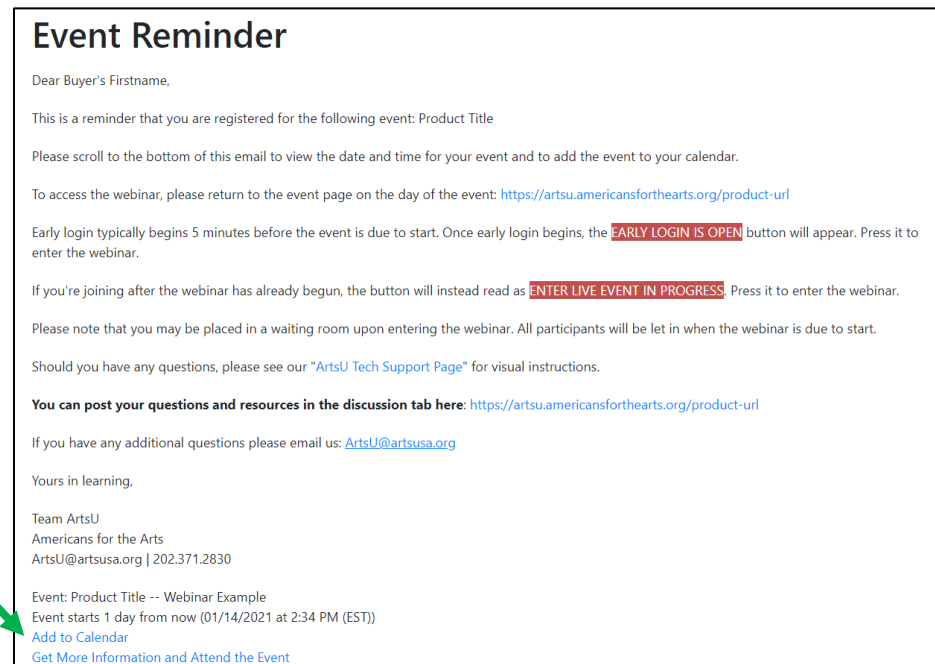


On the event page, locate the box on the right side with the title of the webinar. And press the grey ADD TO CALENDAR button.



A download 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.

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



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