

## **Introduction - VCE Unit Office Calendar System**

In this module, we will cover the following topics:

- What are the guidelines for using the calendar system?
- Who can make entries into the calendars?
- Where is the calendar and how do you access it?
- What resources are there to assist you in learning to use the calendar and to answer any follow-up questions?

### **What are the guidelines for using the calendar system?**

The calendar is intended for the posting of VCE and AREC programs that are open to the public. This would include any type of workshop, demonstration, field day, 4-H camp, etc. It can also be used for other events where the intent is to market VCE or the ARECs and their programs, such as local festivals.

The calendar is not intended for personal events of unit staff, internal meetings of VCE or AREC faculty and staff that are not open to the public, meetings of individual 4-H club or other VCE volunteer groups unless they are specifically intended for the public, or for non-VCE or AREC events unless it is a collaborative effort between another organization and VCE or the ARECs.

### **Who can make entries into the calendars?**

All faculty and staff with a valid Virginia Tech PID in unit, district, and AREC offices have the ability to enter events into the calendar system. Each VCE Unit Office and VAES AREC has its own calendar.

Everyone with access to the calendar system is allowed to post events to any other calendar in the system. This is necessary and desirable because of the large number of programs that are designed and delivered for audiences across multiple units.

This power of access requires thoughtful consideration of how you use the calendars of other units. Before placing an event on another unit's calendar, you should be realistic about who the intended audience is and how far they will travel to attend your program. Just because the event may be useful for every unit in the district or the state does not mean that it is practical to list it there. If you are unsure about listing an event on another unit's calendar, it is best to speak to the UC of that unit first. However, if your event is clearly understood as an area program for multiple units, then you should feel comfortable listing the event on the calendar of all applicable units.

At the local level, UCs will be responsible for managing their unit calendars.

## **Where is the calendar and how do you access it?**

The address to your specific unit calendar can be accessed at [http://calendar.ext.vt.edu/your\\_unit](http://calendar.ext.vt.edu/your_unit), for example [http://calendar.ext.vt.edu/prince\\_william](http://calendar.ext.vt.edu/prince_william). From this screen, you can click the Login link in the lower right to log into the system. Alternatively, you can go to <http://calendar.ext.vt.edu/> and click Login at the top.

Login using your Virginia Tech PID and password.

## **What resources are there to assist you in learning to use the calendar and to answer any follow-up questions?**

You have a number of resources to assist you in learning about the VCE calendar system. In addition to these modules, there is an FAQ section that you can reference for frequently asked questions.

Your district AIT staff can also answer questions about the calendar system. Feel free to email or call them.

Finally, the Ag Help Desk is also available to answer your questions.