

Detailed Instructions for New & Returning CE Calendar Users

From the Idaho AHEC home page lower left under CE Calendar, you will have two options: **View CE Calendar** or **Instructions for New Users** (for viewing and posting). Click on **View The Entire CE Calendar**. Be patient as it takes time load all elements and display. Watch the line at the bottom of your screen to see progress.

The calendar you first see will be the **current month** with the category **All** showing for discipline and location. You can view **All** the events in **All** locations or click on the down arrow and scroll on either the **Location** or **Discipline** and pick what you want. You can also click on the Month or Year to select a different month or year to view. If you see an event that interests you, click on it and wait a few seconds. Details

SUN	MON	TUE	WED	THU	FRI	SAT
29 NAO 2008 Conference	30 NAO 2008 Conference	1 NAO 2008 Conference	2 NAO 2008 Conference	3	4	5
6	7	8	9	10	11	12
13	14	15 Western Regional Preparedness Conference	16 Western Regional Preparedness Conference	17 Western Regional Preparedness Conference	18 Western Regional Preparedness Conference	19
20 Intro & Advanced Hospice Workshops	21 A Better Way Coalition Annual Meeting 2008 Dying Well in Idaho Conference	22 2008 Dying Well in Idaho Conference Interlocking Pieces: We're All in This Together	23 Interlocking the Pieces: We're All in This Together	24 Oncology Nursing Society Chemotherapy & Biotherapy Course	25 Oncology Nursing Society Chemotherapy & Biotherapy Course	26
27	28	29	30	31	1 To Err is Human: Ethical Approaches to Disclosing Medical Errors	2

for that event will appear, such as times, speakers, content, cost, continuing education units, etc. To go back, click on the **back** button in your browser.

You can also search by **Discipline** or by **location**. If you click on one of the discipline choices, the calendar will show you *only* the events for that discipline i.e., click on Social Work and

you will only see events for social workers. The same is true for location. Just select a location and you will only see events for that location. If you prefer to see a list of events, go to **Search** on the bottom left of calendar. Select month and year and click on

submit, and you will see a written list of events for that date. If this all seems confusing, try going back to the “All” categories until it becomes easier. You will also get a good feel for the type of events available for your future

1. To post a CE event, click on the middle selection and be patient as it can take time to load all elements and display. Watch the line at the bottom of your screen to see progress.
2. At the bottom right of the calendar, click on the “Log in” tab.
3. For new users, click on “here” to register as a user and obtain a username and password. Retain this information so you can simply “log in” for future use. If you need assistance with your username or password, click on Forgot username or password and a reminder will be sent to the e-mail you provided when you first registered.
4. Please provide the account information requested. A valid e-mail address is needed to receive the confirmation email with username and password. This information will not be used for any other purpose nor will it be sold or transferred for any reason. We

Username:
 Password:

To add, edit, or delete events on the AHEC calendar, enter your username and password, then click on Log In. Need a account to enter events? [Click here.](#)

Thank you. [Return to calendar](#)

ACCOUNT INFORMATION

The Idaho Area Health Education Center (AHEC) is dedicated to improving the health of individuals and communities by transforming health care through education. To help coordinate the many opportunities throughout the state of Idaho, we have created this interactive calendar to help you connect between education and the community and health care.

Please fill in the information below and click the "send" button. You will receive an email shortly containing your username and password. Fields marked with an * are required fields. The information sent to the AHEC program will remain confidential and only be used for the AHEC program. Thank you.

* Organization Name:
 Org. Abbreviation: (i.e. AHEC)
 * Address:
 * City:
 * State:
 * ZIP:
 * Phone:
 Fax:
 Organization Contact:
 Type of Org.: (i.e. Education)
 Web Site:
 * Email Address:

NOTE: This is the email address where your account information will be sent.


- need this to confirm you are a legitimate organization for purposes of posting CE events.
5. Once you have entered the information, click **send** and you will receive an email confirming your username and password. Keep this email for future use. Using your assigned username and password, you can officially log in by entering your username and password and clicking **log in**.
 6. The next screen you will see is for Calendar Administration. You'll have 3 options: add and event, edit an event, delete an event. Only the

individual logging in and posting an event can edit or delete an event with the exception of our staff, who will retain full administrative privileges.

7. To add an event, click on **Add Event**. Select the “Start Date” (this will be the date the event will appear on the calendar). **Please note that if this is a reoccurring event, you will need to enter each date you want this event to appear.**
8. Enter the title of the event (this will be used to search for subject). Provide as much description as you desire up to a maximum of 150 words. We

Calendar Admin

[Add Event](#)



[Edit Event](#) [Delete Event](#)

[Calendar](#) [Logoff](#)

encourage you to include at a minimum: all dates, time, exact location, cost, number of continuing education credits, who to contact for registration both phone and email address.

9. Next, choose a location by selecting a city. If the city location is not available, select “Other” and add the city location. If the location is out of Idaho, please type in “City, State”. This information will be automatically added and will appear in future selections in the pull-down menu.
10. Check up to three primary disciplines this event is targeting.
11. If you have a website with event information you would like to link to, enter the URL in the box provided. **Make sure it is in the format *http://www.your url* or it may not work properly.**
12. Important – enter the name of the person entering this information.
13. Once you have all the information completed, click on “Add Event” or if you want to start over, click on “Clear”.

To edit an event, click on “**Edit Event**” and select the event from the calendar by clicking on it. Only if you are the individual/organization that added this event, will you be able to edit all the information listed above in the “Add Event” function. To finalize edits, click on “Update” or to cancel edits, click on “Cancel”.

The screenshot shows a web browser window titled "Edit Event - Mozilla Firefox". The address bar shows the URL "http://www.idahoahec.org/calendar/admin/editEvent.asp?ID=". The page content is titled "EDIT EVENT" and displays the following information:

- Date: October 21, 2008
- Subject: Secure Your Future
- Description: The University of Idaho Extension is sponsoring an estate planning program entitled "Secure Your Future". The program will be held October 14 & 21 in Boise. The program will teach: how to organize personal records, write and communicate Advanced Directives for Health Care and how to plan your estate so that your property will be distributed as you desire. The seminars will be held at the Ada County
- Location: Boise
- Type of Event: Class
- Discipline: (choose up to three (3) disciplines)
 - Administrators
 - Advanced Practice Nurses

To delete an event, click on “Delete Event” and select the event from the calendar by clicking on it. Only if you are the individual/organization that added this event, will you be able to select “Delete” to remove this event or “Cancel” to get back to the administrative options screen. The two remaining options are to view the calendar and logoff. It is always a good idea to view the calendar to make sure your event appears as

you wanted prior to logging off. If you log into the Calendar Administration page and allow your computer to sit idle for approximately 15 minutes, you will have to log in again (**all session variables are discarded after 15 minutes of non-use**). Please note that we retain the right to remove any event we deem as potentially bogus or offensive. We would also appreciate notification if you find something that doesn't look right or appropriate. If anyone has problems or questions using this website, please contact [Sue Rhodes](#) or call Sue at 208-336-5533 ext. 278.