Instructions for Using the Calendar of Events

In the header section of the page are links to the Department for Behavioral Health, Developmental and Intellectual Disabilities home page, to these Instructions, and “Log in” and “Recover Password” for authorized administrators.

The Legend box in the top left corner explains the meaning of different-colored dates on the calendar.

To the right of the Legend box are three dropdown lists. These lists will help you select the category of events whose dates you wish to see, or the entity (branch, group, commission, program, etc.) whose dates you wish to see, or the type of event whose dates you wish to see.

You can make selections from all three lists, or from a combination of two of the three, or from only one list. If you select from more than one list, you should do it in the order in which they appear on the page.

If you do not select a category or an entity, then all types of events will be shown in the “Select an event type” dropdown list, even if an event of that type is not scheduled.

If you select a category, then the “Select an entity” dropdown list will only contain selections for entities that have events scheduled in that category, and the Event Type dropdown list will only contain selections for types of events that are scheduled in that category. Likewise, if you make a selection from only the “Select an entity” list, then the “Select an event type” dropdown list will contain all the types of scheduled events for that entity.

If you select both a category and an entity, then only event types scheduled for the selected entity within the selected category will appear on the “Select an event type” list. If no events are scheduled that meet those criteria, then only “Show all events” will appear in the “Select an event type” dropdown list.

You might notice as you make selections that the calendar cells change color, indicating when events within your criteria are scheduled, if any.

To change your dropdown list choices, either make other choices from the dropdown list(s), or click the “Reset” button next to a dropdown, or click the “Reset all” button to reset all three lists.

Beneath the Legend box are five buttons labeled “Today,” “Month List,” “Year List,” “Year View,” and “Calendar Year.” The Today button resets the calendar to the current month with today’s date selected, and displays a list of today’s events. From the list, click on an event to display its Event Details.

Clicking the “Month List” button will display a list of scheduled events for the month you have selected, within any criteria that you have selected from the three dropdown lists. If you select the current month, only events that are scheduled from today’s date forward will be listed.

Clicking the “Year List” button will display a list of scheduled events for the current year, from today’s date forward, within any criteria that you have selected from the three dropdown lists, or it will display all events for the year, if you have made no selections from the dropdown lists.

Clicking the “Year View” button will display a 12-month calendar from the current month forward, with a dark blue background on any date that has an event scheduled within any criteria that you have selected from the three dropdown lists.

Clicking the “Calendar Year” button will display a 12-month calendar for the current calendar year, with a dark blue background on any date that has an event scheduled within any criteria that you have selected from the three dropdown lists.

You can also display a list of events for a particular date that has a dark blue background on any calendar by clicking on the date.

To view the Event Details for any event shown on the list of events, click on the event name link.