



Blue Star Calendar

Instructions and Guidelines

Instructions:

The Blue Star Calendar is easy to use. You can –

Add an event to the Blue Star Calendar

Add your event to the Blue Star Calendar. In the blue panel on the left side of the page, click "Submit Your Event". Complete the event submission form and click "Next". Verify your event details are correct and click "Submit".

Download events to your personal calendar

You can add these events to your calendar. Just check off the events you are interested in and click "Add To My Calendar". A window opens that contains a list of calendar programs, such as Google Calendar, Apple iCal, and Microsoft Office Outlook. Select the calendar program you use and then follow the instructions to add the event to your own personal calendar.

Receive reminders about upcoming events

Use the "Remind Me By Email" button to send yourself reminders of upcoming events. In the window that opens, choose when you want to receive the email reminder, type your name and email address, and then click "Set Reminder".

In the same window, under Event Actions on the left hand side, click "Remind me by txt msg". Choose when you want to receive the text reminder, type your cell phone number, select your carrier, and then click "Set Reminder".

Use the "Subscribe" button to sign up to receive updates of Blue Star Calendar events.

Tell your friends about upcoming events

You can quickly forward information about events. In the "Other Event Actions" drop down list, select "Forward to Friends". Type your name and email address, your friend's email address, the note you want to send them, and then click "Send Email".

Guidelines:

Anyone can submit an event to the Blue Star calendar.

Each submission to the calendar must meet the following criteria:

- Program or event must be related to colorectal cancer
- Content must use appropriate language

If you have any questions regarding the Blue Star Calendar, please contact:

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