



Blue Star Calendar

The Colon Cancer Alliance's (CCA) Blue Star Calendar is a comprehensive resource of upcoming colorectal cancer programs and events. If there is a colorectal cancer program or event happening, we want it on this calendar. If it's not here, click "Submit Your Event."

Blue Star Calendar events are also viewable on CCA's online colorectal cancer community, [My CRC Connections](#).

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."
- **Add a Featured Event to the Blue Star Calendar**
Is part of the profit from your event going to the Colon Cancer Alliance? Then your event may be a Featured Event, which means the event will appear in a colored box with larger text. This will allow your event to stand out from the others. Please e-mail Katie Matusik at <mailto:katie@ccalliance.org> if you think your event qualifies as a Featured Event.
- **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.
- **Choose a time zone**
You can pick the time zone that applies to you by clicking the drop down menu on the left hand side of the page that says "Time Zone Picker." Once you choose the appropriate time zone, the entire calendar will change the times to accommodate your settings.
- **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.

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Instructions and Guidelines

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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