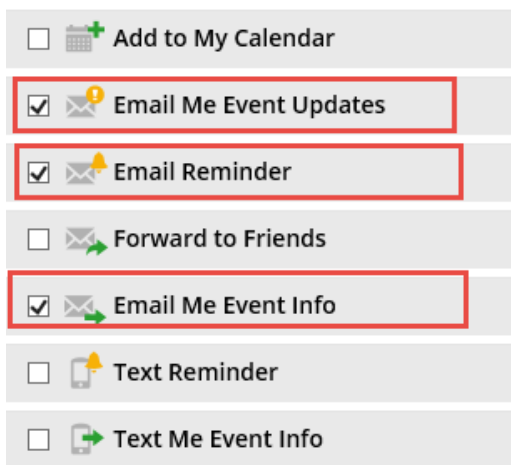


Calendar How To and Features

Email Event information

This is to receive one time event information only. To receive event reminders and updates you must also select those options. See below.

1. Select an event by clicking the check box next to its title.
2. Click the **Event Actions** dropdown.
 - a. Select **Email Me Event Info**.
 - b. Type your name, email address and a note, and then click **Submit**.



- Add to My Calendar
- Email Me Event Updates
- Email Reminder
- Forward to Friends
- Email Me Event Info
- Text Reminder
- Text Me Event Info

Email Event updates and reminders

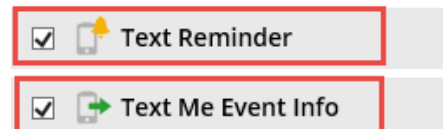
1. Select an event by clicking the check box next to its title.
2. Click the **Event Actions** dropdown.
3. To arranged to be notified if an event time or location changes or if the event is cancelled:
 - a. In the **Event Actions** list, select **Email Me Events Updates**.
 - b. Type your name and email address, and then click **Submit**.
4. To receive an email reminder
 - a. In the **Event Actions** list, select **Email Reminder**.
 - b. Type your name and email address, and the time before the event you would like to be notified and then click **Submit**.
5. Close the **Event Actions** window.

Text Event information and reminders

This is to receive one time event information and event reminders only. This option does not send update information. To receive update information for an event sign up for Email Me Event Updates or sign up for My Events.

1. To receive a mobile phone text message information:
 - a. In the **Event Actions** list, click **Text Me Event Info**.
 - b. Type your mobile phone number.
 - c. Choose your wireless carrier.
 - d. Click **Submit**.

2. To receive a mobile phone text message reminder:
 - a. In the **Event Actions** list, click **Text Reminder**.
 - b. Type your mobile phone number.
 - c. Choose your wireless carrier.
 - d. Select the time from the drop-down menu when you which to have a reminder sent, and then click **Submit**.











- Text Reminder
- Text Me Event Info

Calendar How To and Features

Add events to your personal calendar

1. Select an event by clicking the check box next to its title.
2. Click **Add to My Calendar** button at the top of the calendar.
3. The **Event Actions** window opens with the **Add to My Calendar** event action select.
4. To add the selected event to your personal calendar, select the personal calendar program that you use (e.g. Outlook), and then follow the on-screen instructions.
5. Close the **Event Actions** window.

-  **Add to My Calendar**
-  Google Calendar
 -  Microsoft Outlook
 -  Apple Calendar
 -  Windows Live Calendar
 -  Yahoo! Calendar
 -  Meeting Request Email
 -  All Others

Sign in to save and manage events with My Events

1. Select an event by clicking the check box next to its title.
2. Click **My Events** button at the top of the calendar.
3. The **My Events** window opens.
4. Select your sign-in choice at the top of the window.
5. Follow the on screen instructions.
6. Close the **Event Actions** window.

- Save your own personalized list of events of interest that you find on website calendars. Store personal information and preferences, such as your account time zone.
- Manage reminders and event update notifications for saved events.
- Monitor and manage registration for events you sign up to attend.
- Track and manage calendar email subscriptions.
- View the status of, cancel, or withdraw events you submit.
- What information from my sign-in account does this app access?
 - The Event Actions web app accesses only your sign-in name and email address.

  **My Events**

Add to My Calendar	Email Reminder	More Event Actions ▼	
Wednesday	Thursday	Friday	Saturday
4	5	6	7

Calendar How To and Features

See more information about an event

1. Hoover your mouse over an **Event**.
2. The detail event window will pop-out.
3. To close the pop-out window just move your mouse off the event.
4. Select the **More Info** button to see all the information about this event.

Board of Supervisors Meeting at the Domes

Tuesday, January 10, 2017, 9am

The Domes

Board of Supervisors

The Placer County Board of Supervisors' meeting AGENDA will be available online 72 hours prior to the meeting.

To view the agenda at that time, please select the following link

www.placer.ca.gov/bos/Agenda.aspx/

The Board of Supervisors meeting is held at:

The Domes

County Administrative Center

175 Fulweiler Avenue

Auburn, CA

To confirm date, time, and location, please call the Board of Supervisors at 530-889-4010.

If you have any questions, contact the Board's office at...

[www.placer.ca.gov/...](http://www.placer.ca.gov/)

MORE INFO ADD TO CALENDAR

Searching for Events

1. To search by **Search by Event** drop down:
 - a. Select the Search by Event drop down.
 - b. Select an event from the list.
 - c. View your results.
 - d. To see all the default values again select the drop down again and select **All Values**.

Search by Event

Search by Keyword

2. To search by **Search by Keyword**:

- a. Select the **Search by Keyword** field.
- b. Enter the keyword to search by i.e. Domes, Fulweiler, Tahoe, Sheridan, 175.
- c. Select **Go**.
- d. View your results.
- e. To see all the default values again clear the **Search by Keyword** field and select **Go**.

Filtering by Event Category

Some calendars will display an event category legend that has the ability to filter on the events you want to see.

1. To filter by **Event Category**
 - a. Select the checkboxes next to the categories you want to view.
 - b. To select all of the events select **All**.
 - c. To clear all of the check boxes select **None**.

Events

- Board Meetings Domes BOS
- Board Meetings Tahoe BOS
- County Holiday All
- Donner Summit MAC
- North Tahoe RAC
- Squaw Valley MAC
- Tahoe Coffee

Select: **All**, **None**