

How to Navigate and Operate MAMe's New Online Events Calendar and Registration

These are the basic navigational features of the new interactive calendar. There is also a search box and an RSS feed option in the upper right corner of the calendar.

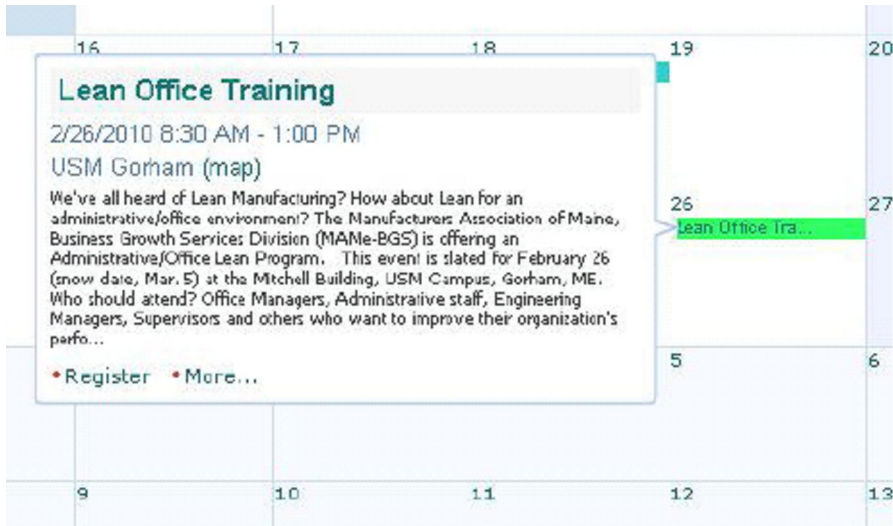
The screenshot shows the MAMe website's navigation menu at the top, including Home, About MAMe, Legislative Affairs, **Calendar of Events**, Member Services, Scholarship, and Links. Below the menu is a breadcrumb trail: "You are here > Calendar of Events".

The main content area is titled "Calendar of Events" and features a dropdown menu for "All Categories" (circled in red). To the right of the calendar are controls for the month (set to "Feb"), the year (set to "2010"), and a view toggle (set to "Site").

The calendar grid displays events for February 2010. Several events are highlighted with colored boxes: "MEAA Forum - Qu..." on Feb 4 (red), "Learn Round table" on Feb 10 (yellow), "Monthly Meeting..." on Feb 18 (teal), "Learn Round table" on Feb 24 (yellow), and "Learn Office Tr..." on Feb 26 (green). The event on Feb 24 is circled in red.

Four red callout boxes provide instructions:

- To narrow the calendar by event type**: Points to the "All Categories" dropdown menu.
- To change the month being displayed**: Points to the "Feb" month selector.
- To change the calendar to list view**: Points to the view toggle.
- Click on the event name to open the event detail and**: Points to the "Learn Round table" event on Feb 24.



When you click on the event title (in this case "Lean Office Training", it will pop open a new window with a summary of the event. At the top are all the basic details about the event. At the bottom of this screen will be the option to register or read more about the event.

Clicking on "Register" will open a window similar to the one below. The fields marked with a red asterisk are required. After completing the form, select "Register" at the bottom of the screen. You will receive a confirmation email and invoice (if there is a cost).

You are here [Calendar of Events](#)

Calendar of Events

Event Information

Event Title: Lean Office Training
 Event Date: 2/26/2010 8:30 AM - 1:00 PM
 Venue: USM Gorham

Attendees Information

First Name: *

Last Name: *

Type of Fees:

Email: *

Phone: *

Fax:

Company:

Address:

Comments:

[Add Another Attendee](#)

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