

Install Sheet

cta.org/calendar

Subscribe, Export, Copy Link Functionality

Jump to:

- [Subscribe](#)
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CURRENT CALENDAR

All CTA Events

[Subscribe](#) | [Copy Link](#) | [Export](#)

SUBSCRIBE BY EVENT TYPE:

Awareness	Subscribe Copy Link Export
Conferences	Subscribe Copy Link Export
Meetings	Subscribe Copy Link Export
Scholarships/Awards	Subscribe Copy Link Export
Virtual Trainings	Subscribe Copy Link Export

[+ Add To Calendar](#)

How to Subscribe to CTA Calendar

Subscribe will automatically update your default personal calendar in real time. For example, if a workshop is postponed or moved to a different time, you will be able to see that in your own calendar. If new events are added, those will also appear. These details are synced automatically (settings on your device permitting). Please note that syncing times could vary by user depending on the calendar you use.

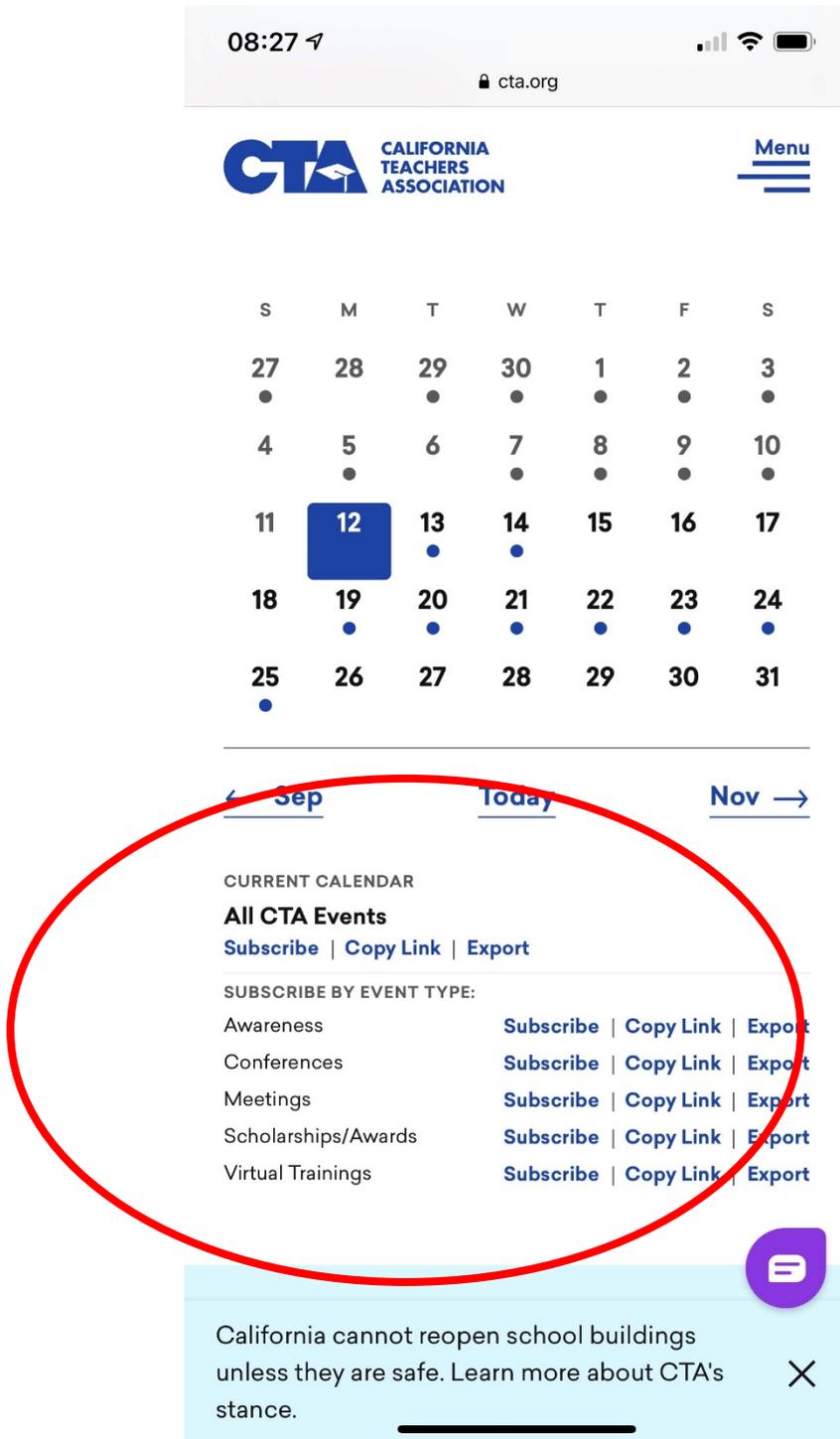
How to Subscribe on desktop:

1. While on your desktop, hover over “Add to Calendar”

The screenshot shows a desktop calendar for October 2020. At the top, there are navigation arrows, a 'Today' button, and the month/year 'October 2020'. Below this is a 'Show Filters' button. Underneath, there are 'Awareness Holidays' for 'Filipino American History Month' and 'Breast Cancer Awareness Month'. The calendar grid shows dates from 27 to 30. A red circle highlights a subscription menu that appears over the date 30. The menu includes 'CURRENT CALENDAR' with 'All CTA Events' and a 'Subscribe' link. Below this, it lists 'SUBSCRIBE BY EVENT TYPE' with categories: Awareness, Conferences, Meetings, Scholarships/Awards, and Virtual Trainings, each with its own 'Subscribe | Copy Link | Export' options. At the bottom of the menu is a blue '+ Add To Calendar' button. A blue arrow points from the 'Subscribe' link in the menu to the text in step 2.

2. Select “Subscribe” on the content you would like to add to your calendar. You can choose to subscribe to our full calendar OR choose certain event types to subscribe to (ie Conferences, Meetings, etc).
3. Your browser may prompt you to authorize the site to allow it to open your default calendar application. Continue through the prompt until your calendar opens. You should see the calendar added.

How to Subscribe on mobile:



1. On cta.org/calendar, scroll down. The “Add to” options appear beneath the month and list views of events.
2. Select “Subscribe” on the content you’d like to add to your calendar. You can choose to subscribe to our full calendar OR choose certain event types to subscribe to (ie Conferences, Meetings, etc).

- Follow the prompts on your device to add the calendar. Your device will choose which calendar app to open based on your device settings. If you would like to add the information to another calendar, you can use the “Copy Link” functionality.

How to Export

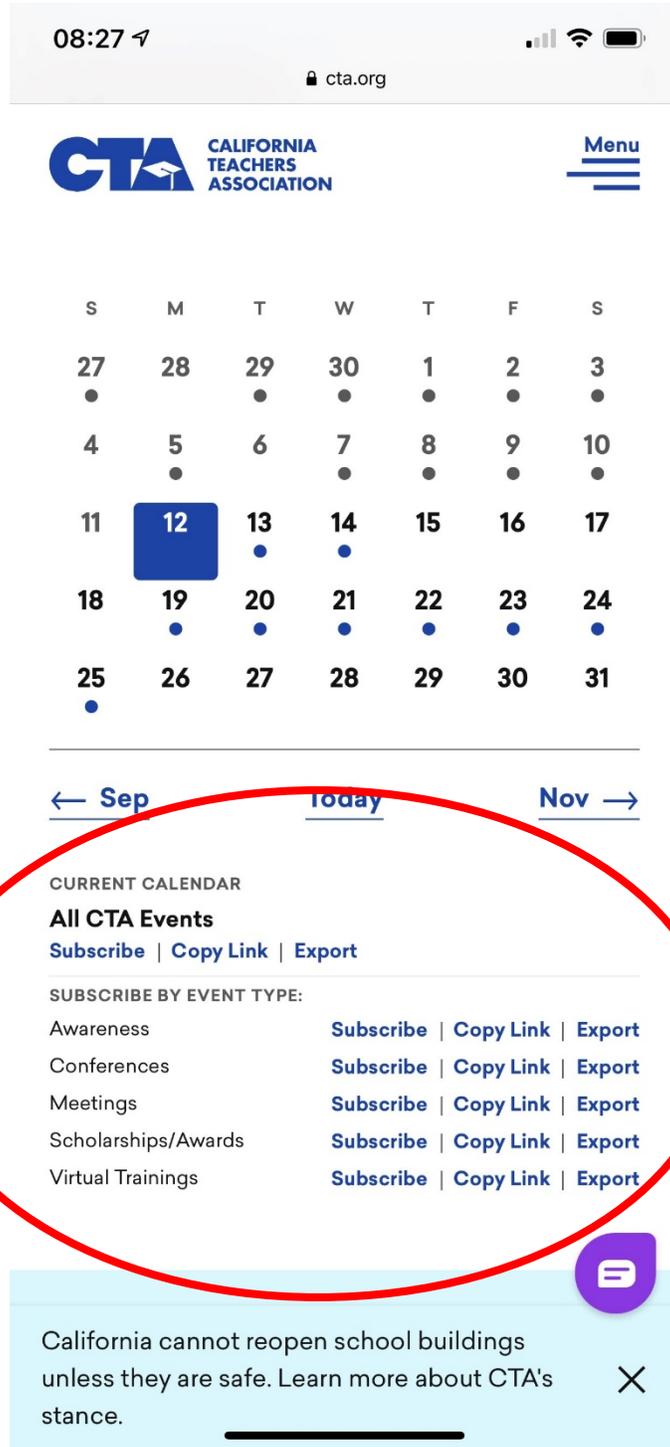
Export gives you full control of calendars and events once they are added to your personal calendar. Exported events will not be updated by CTA. You can choose to export the full calendar or specific events and edit them on your personal calendar. For example, you would export if you want to be able to add notes about a specific conference session you’re interested in, or any other details that would be helpful for you.

How to Export on desktop:

The screenshot shows a desktop calendar for October 2020. At the top, there are navigation arrows, a 'Today' button, and a dropdown for 'October 2020'. Below this is a 'Show Filters' button. Under 'Awareness Holidays', there are buttons for 'Filipino American History Month' and 'Breast Cancer Awareness Month'. The calendar grid shows dates from 27 to 30. Events are listed in colored bars across the days. A red circle highlights a dropdown menu that appears when hovering over the 'Add to Calendar' button. The menu has two sections: 'CURRENT CALENDAR' with 'All CTA Events' and 'Subscribe | Copy Link | Export' options; and 'SUBSCRIBE BY EVENT TYPE!' with options for 'Awareness', 'Conferences', 'Meetings', 'Scholarships/Awards', and 'Virtual Trainings', each with 'Subscribe | Copy Link | Export' options. An arrow points from the 'Export' option in the 'CURRENT CALENDAR' section to the 'Export' option in the 'SUBSCRIBE BY EVENT TYPE!' section.

- While on your desktop, hover over “Add to Calendar”
- Select “Export” on the content you’d like to add to your calendar. You can choose to export our full calendar OR choose certain event types to export (ie Conferences, Meetings, etc)
- To export one event only, simply click on that event and export from the detailed event page.

How to Export on mobile:



1. On cta.org/calendar, scroll down. The “Add to” options appear beneath the month and list views of events.
2. Select “Export” on the content you’d like to add to your calendar. You can choose to export our full calendar OR choose certain event types to export (ie Conferences, Meetings, etc)
3. To export one event only, simply click on that event and export from the detailed event page.

How to Copy Link

Copy Link if you'd like to subscribe to a CTA calendar on a different calendar application than your default personal calendar. For example, if you would like to see CTA Calendars on your Google and/or Apple calendar in addition to your Outlook calendar.

How to use Copy Link

< > Today **October 2020** v

Show Filters

Awareness Holidays

Filipino American History Month Breast Cancer Awareness Month

SUN	MON	TUE	WED	THU	FRI	SAT
27 SCTA Executive Bo... SCTA Executive Bo...	28	29 Thrively: A Strengths-Driven Approach to Learning	30 Region II Leadership Conference	1 CTA/ABC Meeting	2	3
4	5 Distance Learning Support Series: Mindful Mondays	6	7 CCA Fall Conference	8	9 Communications A...	10
11	12	13 CTA Board of Directors Meeting	14	15	16	17
18	19 Virtual CTA State Council - October 2020 Distance Learning Support Series: Mindful Mondays	20	21	22	23 SCTA Executive Board Meeting LGBTQ+ Issues Con...	24
25 SCTA Executive Bo... Good Teaching Co... Equity & Human Rig... + 1 More	26	27	28	29	30	

CURRENT CALENDAR

All CTA Events

Subscribe | Copy Link | Export

SUBSCRIBE BY EVENT TYPE:

Awareness: Subscribe | Copy Link | Export

Conferences: Subscribe | Copy Link | Export

Meetings: Subscribe | Copy Link | Export

Scholarships/Awards: Subscribe | Copy Link | Export

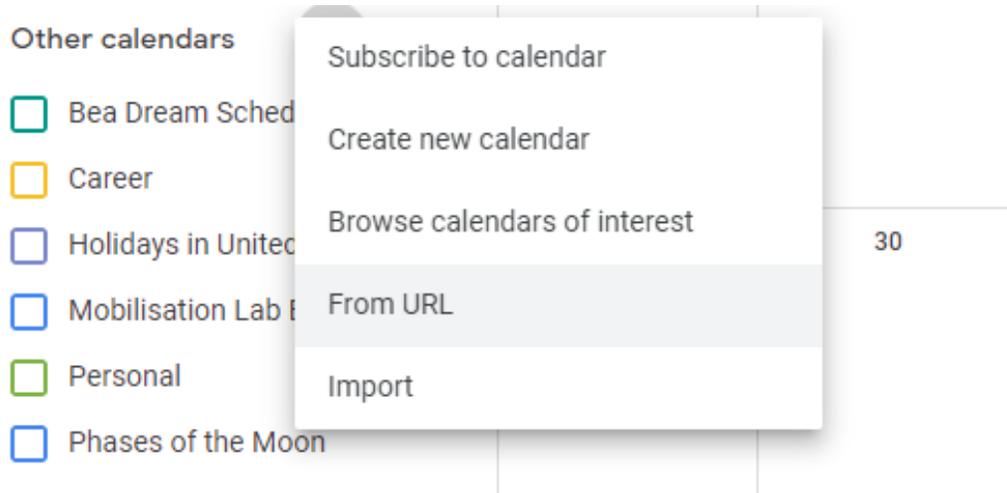
Virtual Trainings: Subscribe | Copy Link | Export

+ Add To Calendar

How to add your selection to a Google calendar using "Copy Link"

1. Click "Copy Link" to copy the URL for your selection (either full CTA Calendar or an event type calendar)
2. Open Google Calendar in your browser

3. Select “Add Other Calendars From URL” and then add the copied URL on that screen.



Tip: be cautious when adding the full CTA calendar with this method. It's easy to add every CTA event to your own personal calendar.