How to use the calendar

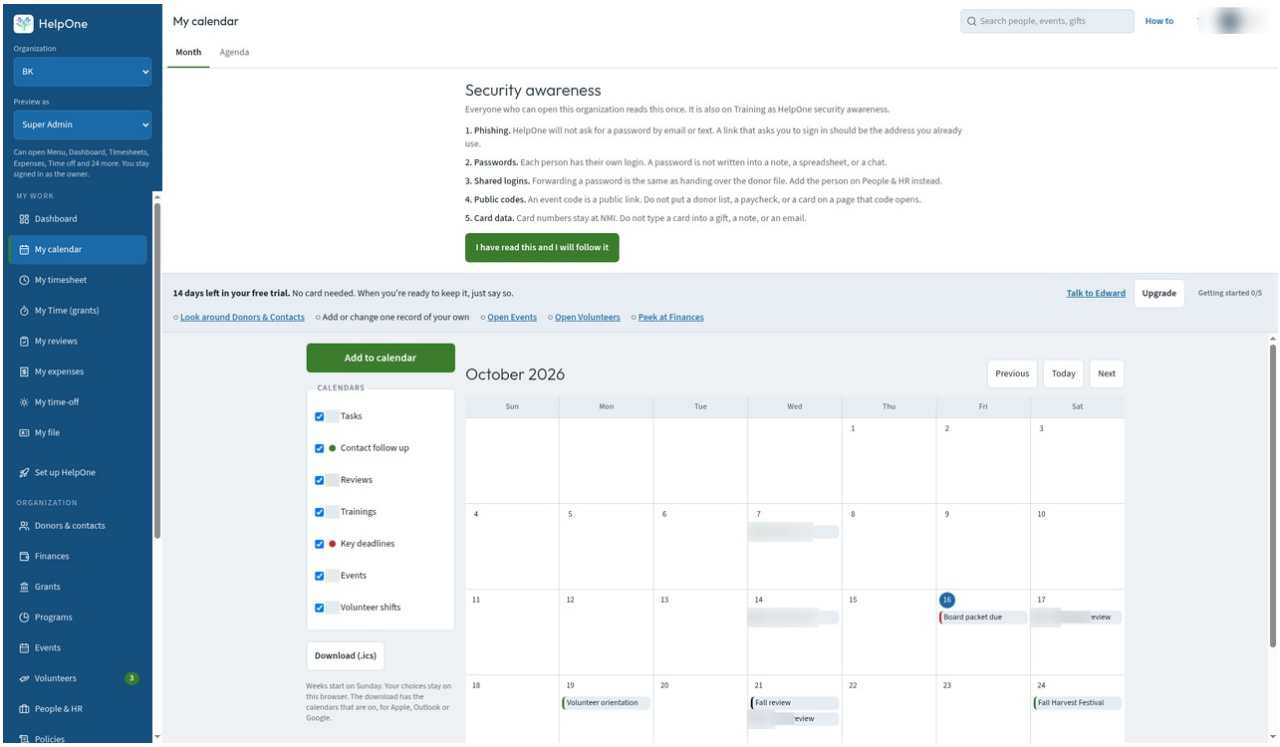
Last Modified on 10/16/2026 7:08 am EDT

Your calendar is at My work > My calendar.

Views

- Month: the whole month at a glance.
- Agenda: a list of what's coming up.

Use Previous, Today, and Next to move around.



Pick what you see

Check or uncheck the calendars on the left: Tasks, Contact follow up, Reviews, Trainings, Key deadlines, Events, and Volunteer shifts. Your choices are saved in this browser.

Add an entry

Click Add to calendar, or click a day.

Use it in another calendar

Click Download (.ics). The file has the calendars you have turned on, for Apple, Outlook, or Google.