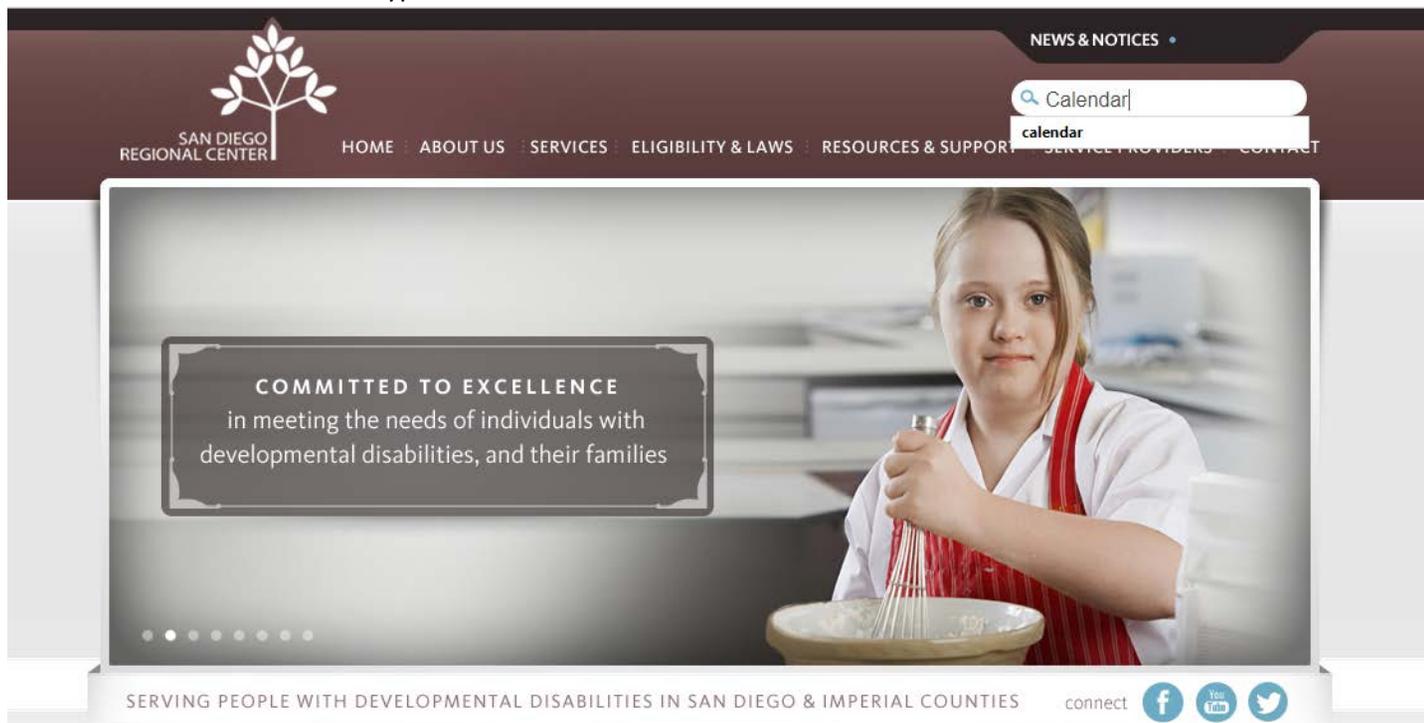


How to Receive Notifications for New SDRC Trainings Available to the Public

This tutorial is intended to assist you with adding the SDRC Public Training calendar to a Google account, so anyone interested (SDRC employees, clients, families, etc.) can receive email notifications of any new trainings or changes to existing trainings. This tutorial also explains how to register for a FREE Google (AKA Gmail) account, if you do not already have one.

Let's begin...

- 1) In your browser, navigate to SDRC's website at sdrc.org (you can also click or Ctrl click this link)
- 2) Click into the "Search" bar and type "Calendar"



3) On the following page, you will be presented with your search results. Please click on “Public Training Calendar”

The screenshot shows the top portion of a website. On the left is the logo for the San Diego Regional Center, featuring a stylized tree. To the right of the logo is a navigation menu with links: HOME, ABOUT US, SERVICES, ELIGIBILITY & LAWS, RESOURCES & SUPPORT, SERVICE PROVIDERS, and CONTACT. Further right is a search bar with a magnifying glass icon and the word "Search". In the top right corner, there is a link for "NEWS & NOTICES". Below the navigation is a large banner image showing two young boys smiling and interacting. Overlaid on the left side of the banner is a dark grey box with white text that reads: "COMMITTED TO EXCELLENCE in meeting the needs of individuals with developmental disabilities, and their families". Below the banner is a white bar containing the text "SERVING PEOPLE WITH DEVELOPMENTAL DISABILITIES IN SAN DIEGO & IMPERIAL COUNTIES" and social media icons for Facebook, YouTube, and Twitter. At the bottom of this bar is a breadcrumb trail: "Home > Resources & Support > Public Training Calendar".

Search Results for: calendar

[PUBLIC TRAINING CALENDAR](#)
[TRAINING CALENDAR](#)

[calendar]

- 4) After clicking on “Public Training Calendar,” the following page should load, displaying the trainings for the current month. You may need to scroll down through the page before you can see the calendar.

The screenshot shows a web browser window displaying the San Diego Regional Center website. The page features a navigation menu with links for Home, About Us, Services, Eligibility & Laws, Resources & Support, Service Providers, and Contact. A search bar is located in the top right corner. Below the navigation is a banner image of a woman smiling with a child, accompanied by the text: "COMMITTED TO EXCELLENCE in meeting the needs of individuals with developmental disabilities, and their families". Below the banner is a social media section with icons for Facebook, YouTube, and Twitter, and the text "SERVING PEOPLE WITH DEVELOPMENTAL DISABILITIES IN SAN DIEGO & IMPERIAL COUNTIES". The breadcrumb trail reads "Home > Resources & Support > Public Training Calendar".

The main content area is titled "PUBLIC TRAINING CALENDAR" and shows a calendar for March 2018. The calendar is set to "Month" view and displays the following events:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	Mar 1	2	3
		3:30pm Self Determinati	9am Self Determination			
4	5	6	7	8	9	10
	9am SDRC Billing Proce					
11	12	13	14	15	16	17
Daylight Saving Time					8am Involved Exceptior	

5) Please scroll down to the bottom of the calendar and click the “+ Google Calendar” button.

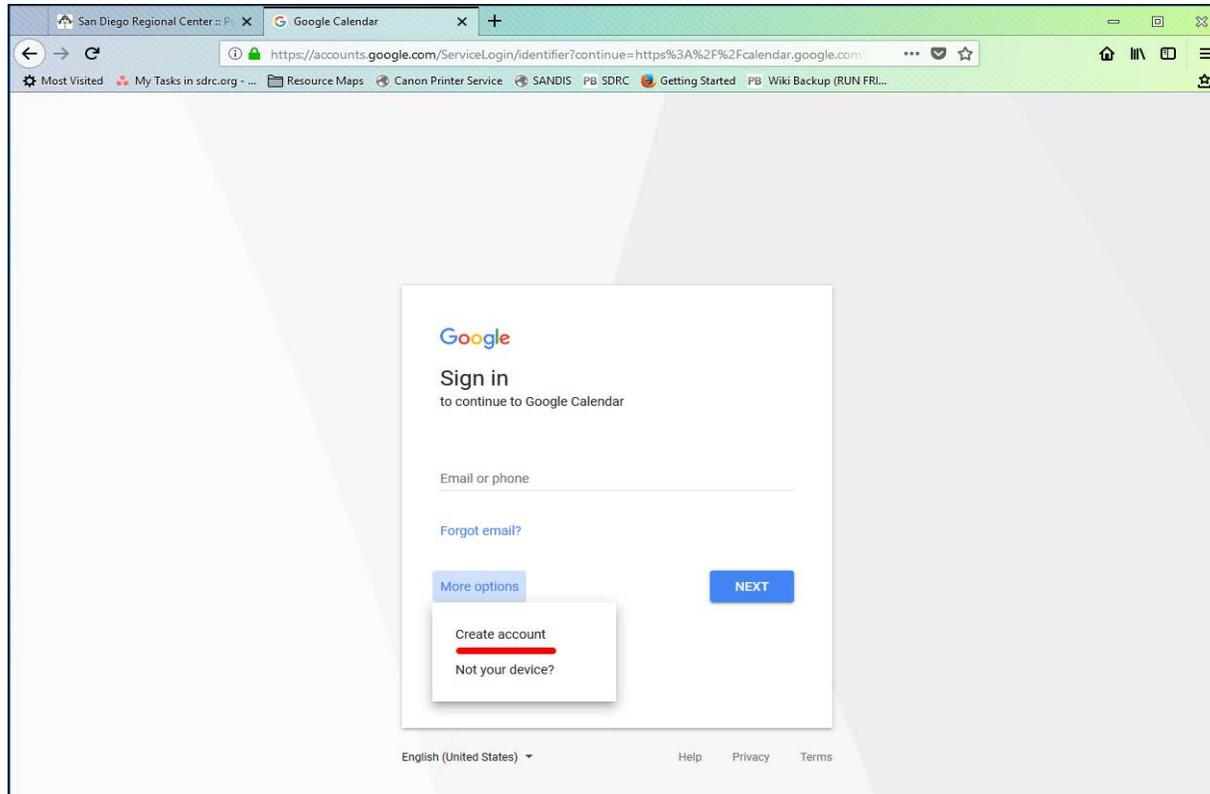
PUBLIC TRAINING CALENDAR

The screenshot displays a calendar interface for March 2018. At the top, there are navigation controls including 'Today', left and right arrows, 'March 2018', and view options for 'Week', 'Month', and 'Agenda'. The calendar grid shows the following events:

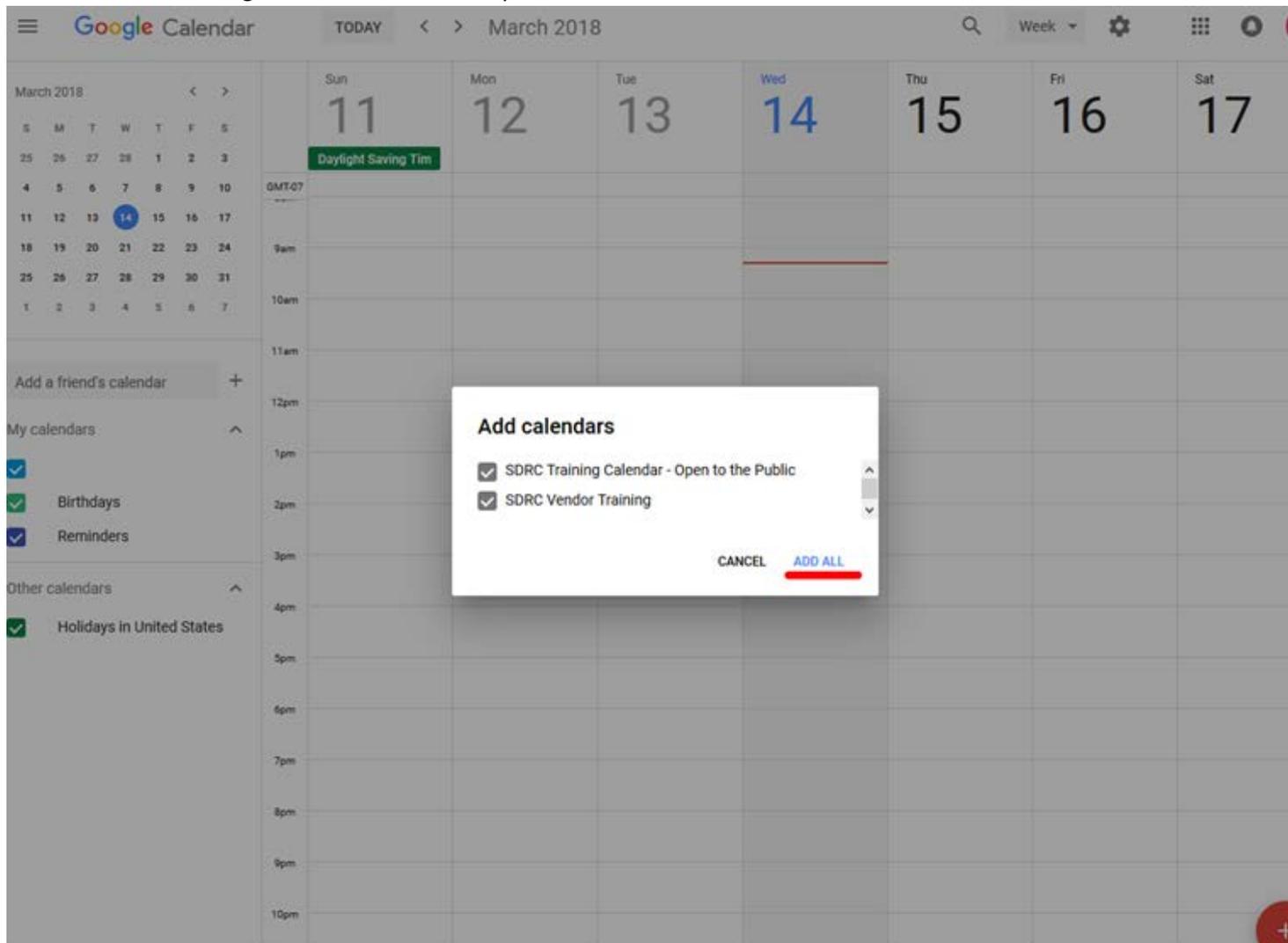
- Tuesday, March 27: 3:30pm Self Determination
- Wednesday, March 28: 9am Self Determination
- Friday, March 5: 9am SDRC Billing Process
- Sunday, March 11: Daylight Saving Time s
- Saturday, March 17: 9am Involved Exception

A red rectangular box highlights the '+ Google Calendar' button located in the bottom right corner of the calendar interface.

- 6) If you already have a Google account that you would like to add the calendars to, sign in with that account email address and password. If you do not have one, please create a FREE account by clicking “More Options” and then “Create account” from the menu that follows. ***If you are a board member, we will create a free Google account for you, using your first and last names. That Google account address will be firstName.lastName@sdr.org (for example, John Doe’s Google address would be john.doe@sdr.org). You can call the SDRC Help Desk at 858.576.2847 to get the password to this Google account.*



- 7) Once signed into your Google account, or if you are already signed in, you will be prompted with an “Add calendars” menu. Click “ADD ALL” to add the training calendars about which you would like to receive notifications.



8) You have successfully added the SDRC training calendars to you profile.

Google Calendar interface showing a weekly view for February 25 - 3, 2018. The interface includes a navigation bar with 'Google Calendar', 'TODAY', and date navigation. A left sidebar shows a monthly calendar for February 2018 and a list of calendars. The main calendar grid shows two events: 'Self Determination Information Session (English, Spanish) (SDRC-9am - 12pm)' on Wednesday, Feb 28, and 'Self Determination 3:30 - 5pm' on Tuesday, Feb 27. The 'SDRC Training Calendar - O...' and 'SDRC Vendor Training' are highlighted with a red box in the sidebar.

February 2018	Sun	Mon	Tue	Wed	Thu	Fri	Sat
< >	25	26	27	28	1	2	3
S M T W T F S							
28 29 30 31 1 2 3							
4 5 6 7 8 9 10							
11 12 13 14 15 16 17							
18 19 20 21 22 23 24							
25 26 27 28 1 2 3							
4 5 6 7 8 9 10							

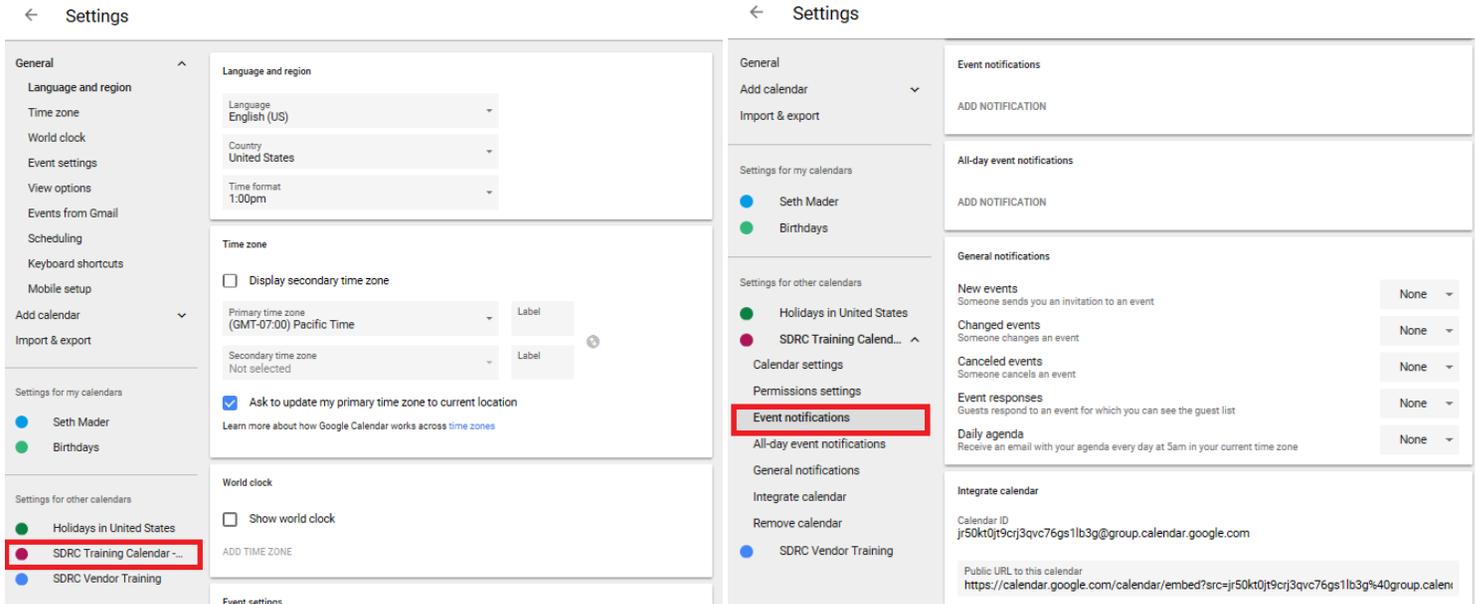
My calendars

- Seth Mader
- Birthdays
- Reminders

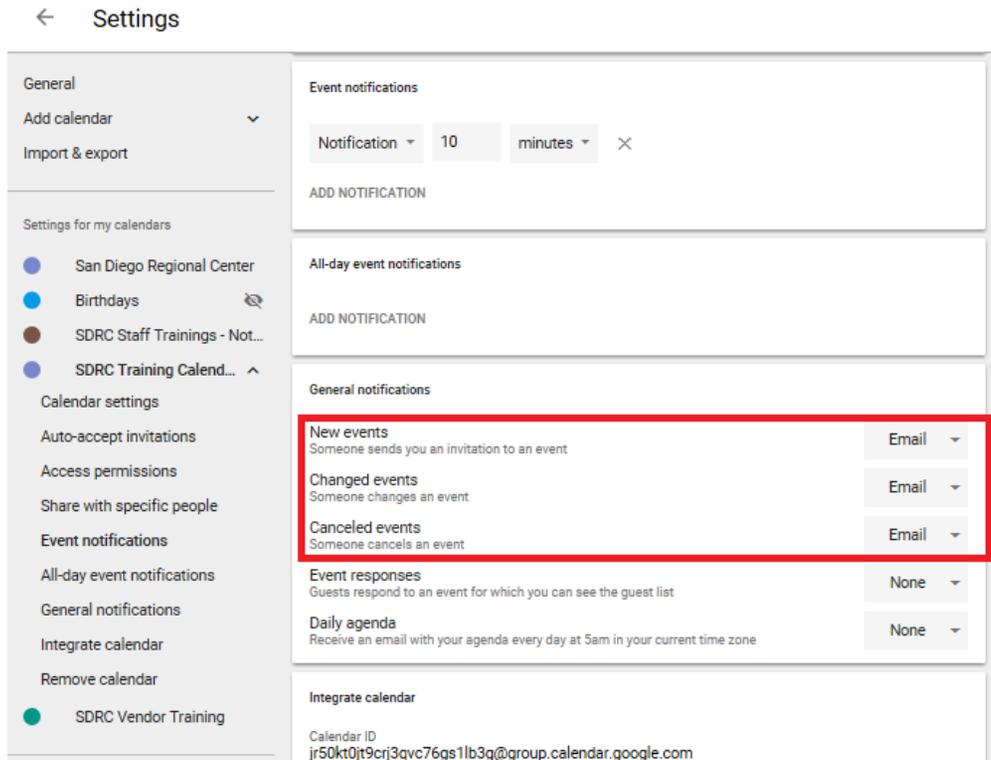
Other calendars

- Holidays in United States
- SDRC Training Calendar - O...
- SDRC Vendor Training

9) To receive updates via Gmail or from your new SDRC Board Member email account regarding new trainings as they are posted, as well as notifications of changes to current trainings, click on the  icon at the top right-hand portion of the screen, then click “Settings.” While in Settings, click on the calendar named SDRC Training Calendar to highlight it. Then click on “Event notifications” in the group of calendar settings that now shows.



10) In the “General notifications” box, click on the dropdown marked “None” and change it to read “Email” next to the notification event you’d like to receive email notifications about. In the below example, all the calendar event types have been selected.



If you want to receive notifications for vendor trainings, repeat this procedure after clicking on the “SDRC Vendor Training” calendar icon on the left-hand menu. You can now exit Google and will receive email notifications anytime there is a change to the respective calendar.