ARR BOARD OF

AMERICAN RADIOLOGY

Volunteer Event Management (BOT Calendar) **Quick Start Guide**

Created 11/22/2022

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Purpose

The Volunteer Event Management system (calendar) is a tool for viewing your ABR activities. Meetings and calls for all your committees are displayed here. As you schedule other work or personal activities, you can use this tool to see scheduled ABR activities. The calendar is frequently updated. As new events are added and existing events updated, those changes will be reflected on the calendar. We hope you will find this tool to be intuitive and simple to use. This guide has been created to explain all the calendar's features and functions.

Access the Calendar

Easily access the calendar by visiting myABR. https://myabr.theabr.org/

Recommended Web Browser: GOOGLE CHROME



Calendar Overview

- 1. Local Time your calendar presents in your computer's time zone
- 2. View Type view as a traditional calendar or a list of events
- 3. Search look for specific meetings or events
- 4. Filter options select one or more committees, a type of activity, or a meeting location
- 5. Calendar Date options choose the time frame you want to see
- 6. Event symbols a reminder of what each shape represents
- 7. **Print** generate a paper copy of the calendar
- 8. **Staff** see who to contact for help with each committee

Calendar	ar	3 3	ocal Time: America/Denver ପ୍
COMMITTEES 5 of 132 selected	ACTIVITY TYPE	LOCATION ~ All	4
Last Year This Year Rest of Yea	r Next Year 5		Print Staff
Meeting/Event	Vork 6	2022	
November 2022	Decem	mber 2022 Started in	

Select your committee(s)

- 1. Click in the Committees box to see which committees are currently displayed in the calendar (defaults to 'My Committees').
- 2. You can deselect or select more committees from the list. The calendar view refreshes after you select or deselect a committee. If you deselect all committees, only exam events will display on the calendar.
- 3. Symbol colors on the calendar match the colored dots in the committee list

			9	COMMITTEES
COMMITTEES				4 of 132 selected
4 of 132 selected	~			- on ourdide ringon
4 01 132 36160160	•			DR Certifying Breast
Search			_as	DR Certifying Cardiac
Coulon			0	DR Certifying Essentials of DR
s My Committees		•		□● DR Certifying General Radiology
	Unselect all			DR Certifying GI
 Board of Trustees (BOT) 				DR Certifying GU
_				DR Certifying IR/DR
DR Certifying Pediatric				DR Certifying MSK
DR Core Pediatric				DR Certifying Thoracic
				DR Certifying Ultrasound
DRCertWorkingGroup			1	DR Certifying/Core NIS
Board			1	DR Certifying/Subspecialty Neuro
bound	Select all		_	DR Certifying/Subspecialty Nuclea Radiology
AED				OR CORE ANGOFF
BeamPlanningCommittee				□ ● DR Core Breast
BeamrianningCommittee	7			□ ● DR Core Cardiovascular
Board of Governors (BOC	ā)			DR Core GI

Viewing Options:

Calendar vs List view

Calendar List	Calendar List
COMMITTEES ACTIVITY TYPE LOCA 9 of 132 selected V All All	COMMITTES ACTIVITY TYPE LOCATION 9 of 132 selected Image: All imag
Last Year This Year Rest of Year Next Year	Print Staff This Month Next Month 3 Months 6 Months 1 Year Print S
Meeting/Event Exam Work	2022 Meeting/Event Exam Work
January 2022 February 2022	January Y Started in October 2022
S M T W T F S S M T W T F S 1 1 2 3 4 5	April May DR Certifying IR/DR Saturday. Oct 15 to Monday. Nev 7 Write Content
2 3 4 5 6 7 8 6 7 8 9 10 11 12 9 10 11 12 13 14 15 13 14 15 16 17 18 19	July August DR Certifying MSK Tuesday, Oct 18 to Friday, Nov 11 Write Content
16 17 18 19 20 21 22 20 21 22 23 24 25 26	September V October V November 2022
23 24 25 26 27 28 29 27 28 30 31	November Work Activities UR Certifying Thoracic Urite Content Urite Content
March 2022 April 2022 SMTWTFSSMTWTFS	November 1 - 14 DR Certifying GU Tue Nov 1 Content Review
1 2 3 4 5 1 2	Content Review November 1 UR Certifying GU Uuesday, Nov 1 to Monday, Nov 14 Write Content Unesday, Nov 1 to Monday, Nov 14 Write Content
6 7 8 9 10 11 12 3 4 5 6 7 8 9 13 14 15 16 17 18 19 10 11 12 13 14 15 16	November 1 - 14

Selecting date ranges

• Full Year options (Last Year, This Year, Next Year) - shows the entire calendar year

Last	Yea	r 1	This Ye	ar	Rest of	f Year	Next Ye	ear																						
• N	leeti	ng/E	vent	♦ Б	am	■ Wo	ork		Last Ye	ar	This Ye	ar F	Rest of	Year	Next Year															
s		м	Janu	uary w	202 T	21 F	s	s	Mee	eting/E	vent	♦ Ex	am	Wo	rk	Ī	.ast Ye	ar 1	This Yea	ar R	est of '	Year	Next Yea	ar						
3		м		**	'	F	3	3			Jan	uary	202	2			 Mee 	eting/E	Event	♦ Ex	am ∣	Wo	k							
						1	2		S	М	т	w	т	F	S	s			Janı	lary	202	3				Febr	uar	y 20:	23	
3		4	5	6	7	8	9								1		S	М	т	W	т	F	S	S	М	т	w	т	F	S
									2	3	4	5	6	7	8	6	1	2	3	4	5	6	7				1	2	3	4
																	8	9	•	11	蝍	13	14	•	6	7	8	9	10	11
																	15	16	17	18	19	20	21	12	13	14	15	16	17	18

• Rest of Year – The current month is the first month in the view, and the remaining months follow.



Calendar Sidebar List

- Collapsible/Expandable
- Always has the current month expanded by default
- Only displays months in which there are events
- Lists events in order of importance to the volunteer
 - o Individual work activities
 - Committee calls/meetings
 - o Exams
- Titles are links to more details about the event



<u>Print</u>

- Open a print dialog to print the calendar or list view
- In print view, the calendar sidebar list is expanded by default
- Use caution when printing; new events are added frequently. A printed calendar will quickly become obsolete.

/22/22, 4:56 PM											myABR			1		
/22/22, 4:56 PM								Volunte	er Cal	endar i	myABR					Print
Volun	te	er	Ca	len	dar											
Please visi activities.	t you	r Volu	untee	r Caler	ndar pa	ige ir	n my	ABF	to	view	the n	ost up-to-date list of ABR				Destination
Meeting	/Ever	nt 🕘	Exa	m ≡	Work							2022				Pages
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2 3	4	56	7	8	6	7	8	9	10	11	12	A DR Nuclear				Margins
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30 31												Online				
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tps://myabruat.theabr.or	g'volun	teer-cale	ndar#										1/7			

View/Contact committee staff:

- Click the Staff link to access the support staff for each of your committees
- Cycle through your committees to view the staff developers
- Use the link to send an email

CATION				
1		~	Support Staff	×
	Print	Staff	DR Certifying GU	
		otan	Name	Email
2023			Amaris Castellanos	acastellanos@theabr.org
2023			Anyalisa Samaniego	asamaniego@theabr.org
January		~		
Work Activities	;		←● Board of Trustees (BOT)	DR Certifying IR/DR

Calendar Colors

The calendar contains color coding to help you view events for multiple committees. If you are a member of more than one committee, you may see gray coloring on some dates. This indicates that there are multiple committee events on that date. You can hover over the date to see all events that occur on that date.



Meeting Details

• Click the title of a meeting to see more details



Monting

- 1. You can access the Outlook invitation to join the meeting as usual.
- 2. You can also join a Teams meeting directly from this calendar.

	Wednesday, November 30, 2022 11:00am - 3:00pm
	Location Virtual
	Description ABI: RO Oral Breast Annual Meeting call #1 Hello RO Oral Breast Committee, Below is the log in information for our Annual Meeting call scheduled Wednesday, November
DR CERTIFYING GU: EXAM ASSEMBLY	30 th , at 1:00PM Eastern Time. The call is scheduled to last 4 hours. The call details and links/phone numbers are below. If you have any questions or concerns, please feel free to contact me.
Meeting Tuesday, January 31, 2023 12:00am - Thursday, February 2, 2023 12:00am	Breast Oral Annual Meeting Call #1 Wed 11/30/22 10:00 AM Pacific 11:00 AM Mountain/AZ
Location Chicago	1:00 AW Mountain/v2 1:00 AW Central 1:00 PM Central 1:00 PM Eastern *Additional information about joining a Teams call is attached. *Friendly Reminder: Many items reviewed on calls will become live exam material and
Original Invitation Inters://outlook.office.com/calendar/item/AAMkADZkZjk5ZTdhLTAwNzYtNDVhMS05ZjY4LTA0ZmRjZWUxNTMwNwBGAAAAAABC_8Y4wpPQQYGDErkGvEnUBwAkvYf_N3UHQlePcLe6IExtAAAAAB4AAC	therefore calls should be attended from a private space by committee members only*
0jwRFWtzfQqE6tU8GFcfnAATf6VibAAA%3D	Microsoft Teams meeting Join on your computer, mobile app or room device Click here to join the meeting

<u>List View</u>

- The same information, displayed in an easy-to-read format
- Links to events in the list view work the same as in the calendar view, showing you additional details

Calendar List			
COMMITTEES	ACTIVITY TYPE	LOCATION	
DR Certifying GU	✓ All	✓ All	
nis Month Next Month 3 Mon	ths 6 Months 1 Year		Print St
Meeting/Event 🔶 Exam	Work		
lovember 2022			
DR Certifying GU	Content F		
DR Certifying GU	Tuesday, Write Con	Nov 1 to Monday, Nov 14 Intent	
DR Certifying GU	Content F		
ecember 2022			
DR Certifying GU	Content F		
DR Certifying GU	Tue Dec 2 Content F		
anuary 2023			
DR Certifying GU	Wed Jan Content F		
DR Certifying GU	Tue Jan 1 Content F		
DR Certifying GU		Jan 31 at 12:00 AM to Thursday, F RSNA Chicago	Feb 2 at 12:00 AM

Terminology

Activity Types:

- Meeting/Event can be a Teams call or an in-person meeting
- Exam any exam administered by the ABR
- Work any activity done independently (e.g., writing items or performing content review)