



Volunteer Event
Management
(BOT Calendar)
Quick Start Guide

VEM Quick Start Guide

Created 11/22/2022

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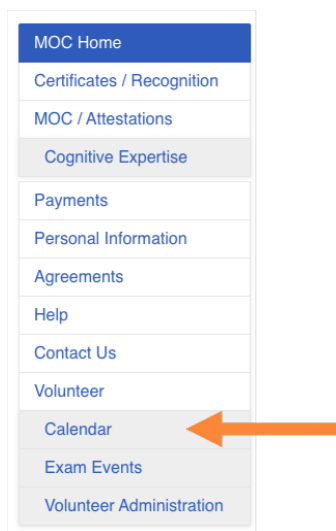
Purpose

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**



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Calendar Overview

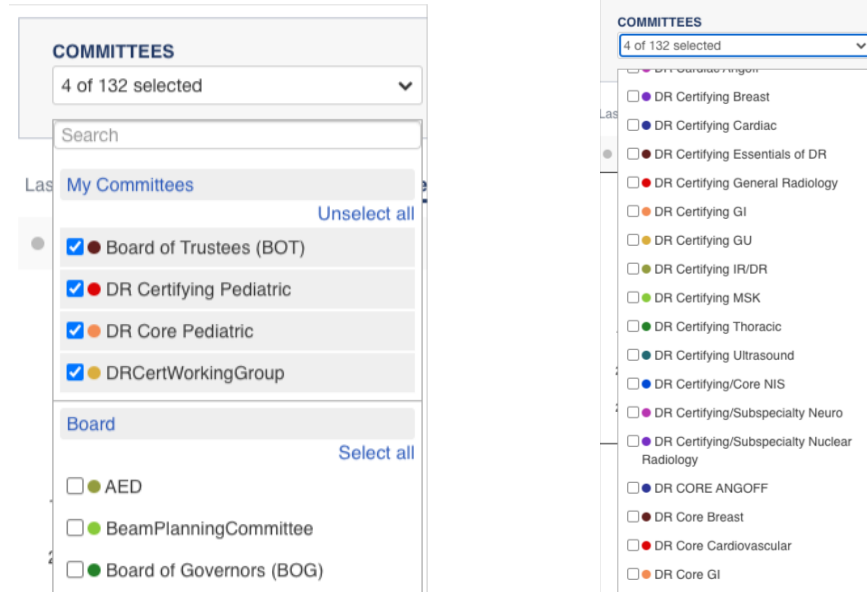
1. **Local Time** – your calendar presents in your computer's time zone
2. **View Type** – view as a traditional calendar or a list of events
3. **Search** – look for specific meetings or events
4. **Filter** options – select one or more committees, a type of activity, or a meeting location
5. **Calendar 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

The screenshot shows the 'Volunteer Calendar' interface. At the top right, it displays 'Local Time: America/Denver' (callout 1). Below the title, there are two tabs: 'Calendar' and 'List' (callout 2). To the right of the tabs is a search bar (callout 3). Below the search bar are three filter dropdowns: 'COMMITTEES' (showing '5 of 132 selected'), 'ACTIVITY TYPE' (showing 'All'), and 'LOCATION' (showing 'All') (callout 4). Below the filters are four date range buttons: 'Last Year', 'This Year', 'Rest of Year' (which is selected), and 'Next Year' (callout 5). To the right of these buttons are 'Print' and 'Staff' links (callout 7,8). Below the date range buttons are three event type icons: a circle for 'Meeting/Event', a diamond for 'Exam', and a square for 'Work' (callout 6). At the bottom, there are three calendar views for 'November 2022', 'December 2022', and '2022 Started in October'.

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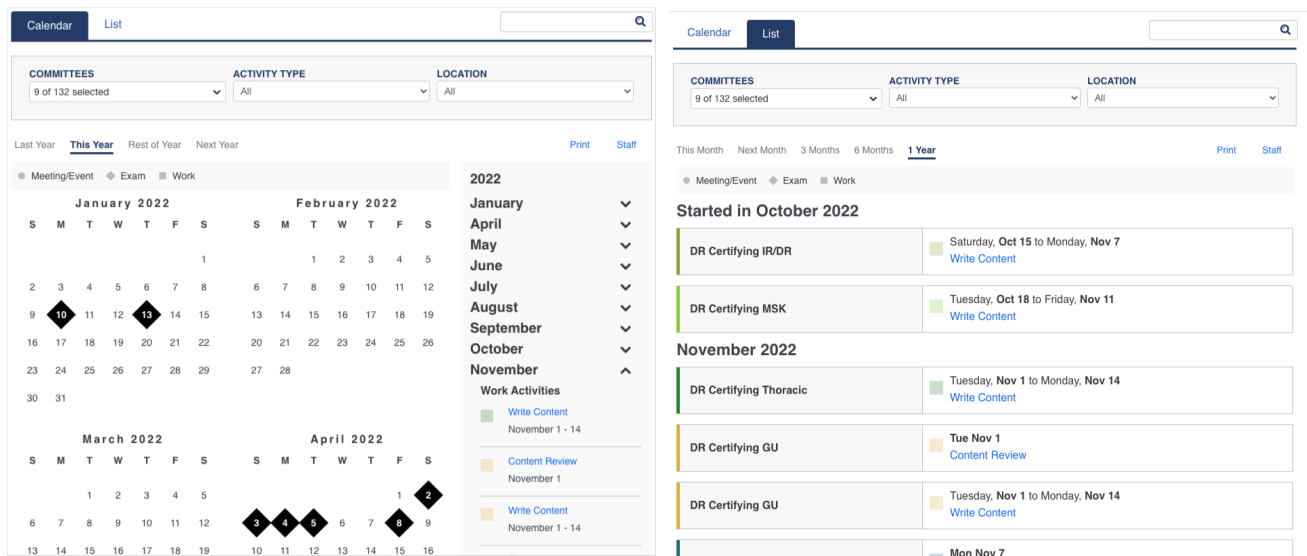
Select your committee(s)

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



Viewing Options:

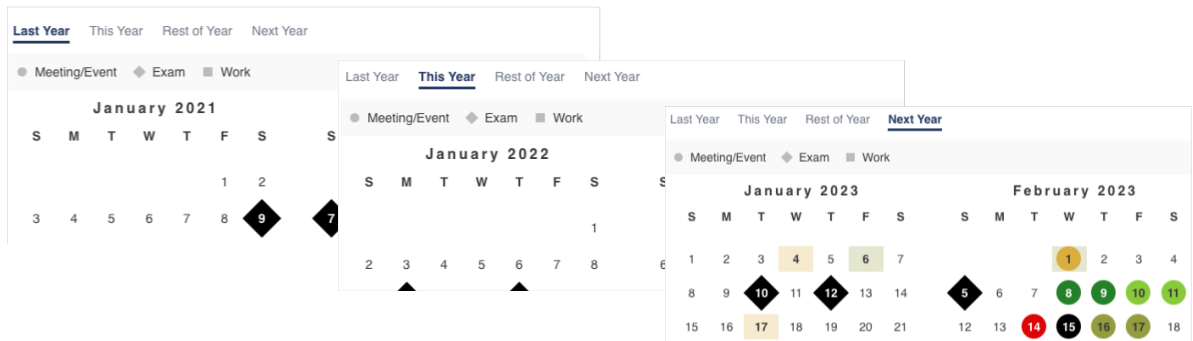
Calendar vs List view



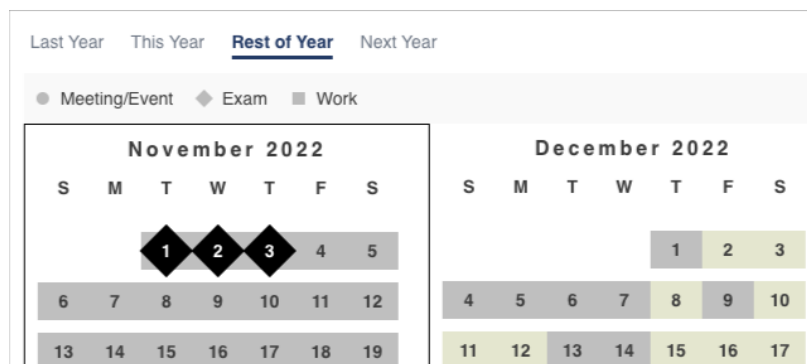
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Selecting date ranges

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

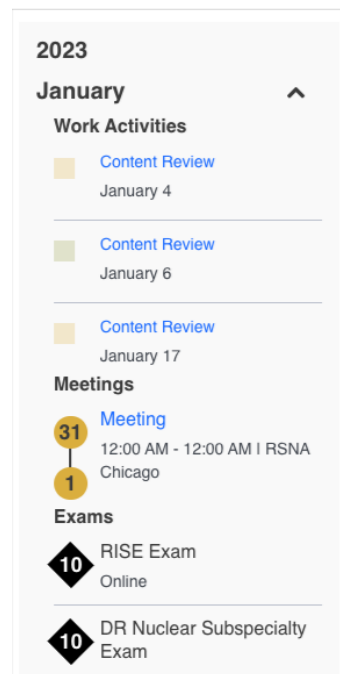


- Rest of Year – The current month is the first month in the view, and the remaining months follow.



Calendar Sidebar List

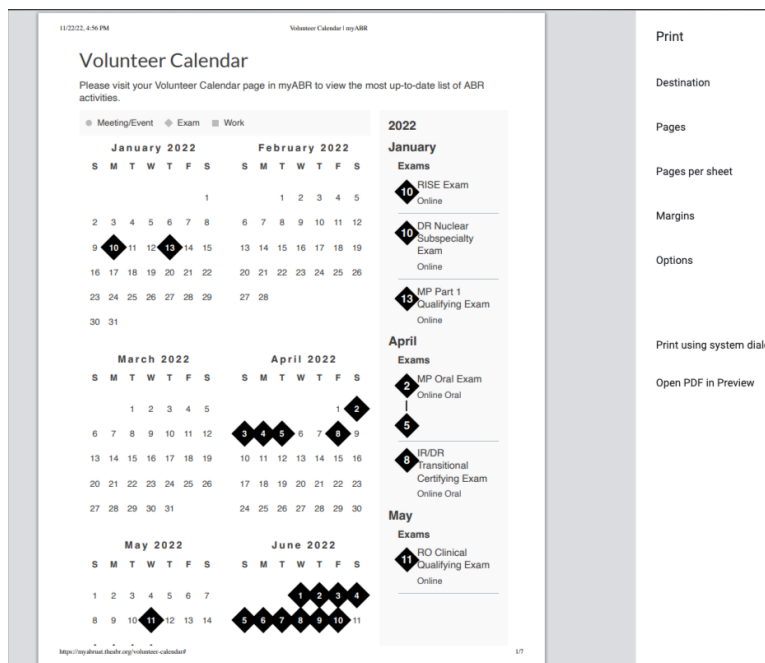
- Collapsible/Expandable
- Always has the current month expanded by default
- Only displays months in which there are events
- Lists events in order of importance to the volunteer
 - Individual work activities
 - Committee calls/meetings
 - Exams
- Titles are links to more details about the event



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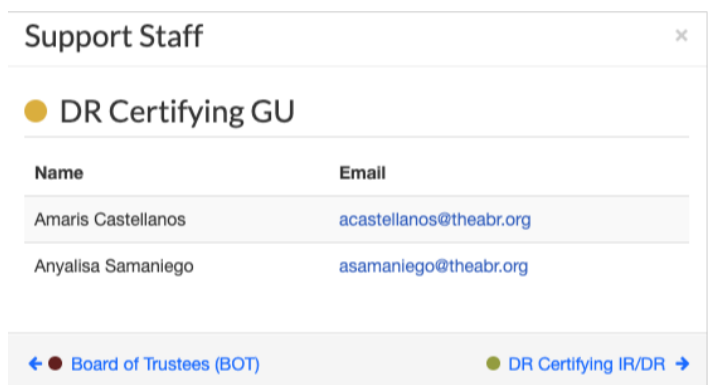
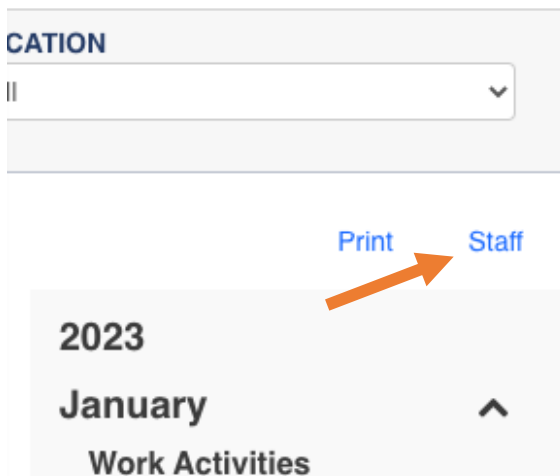
Print

- 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.



View/Contact committee staff:

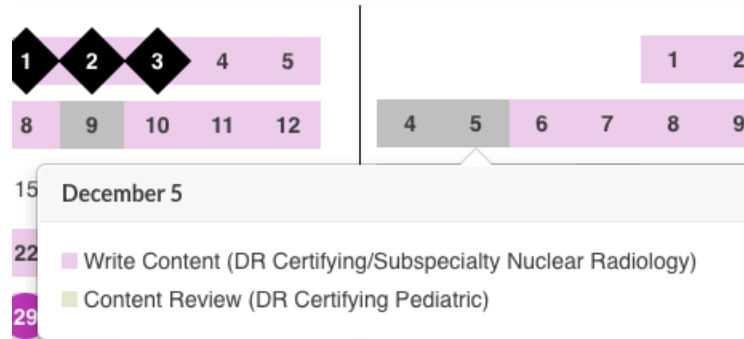
- Click the Staff link to access the support staff for each of your committees
- Cycle through your committees to view the staff developers
- Use the link to send an email



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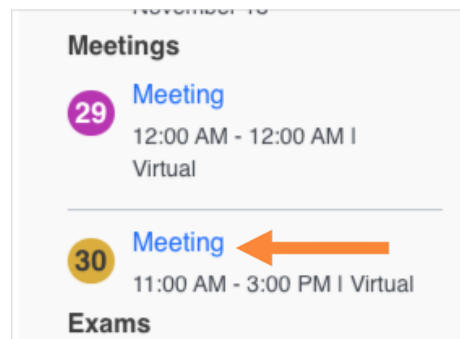
Calendar Colors

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.

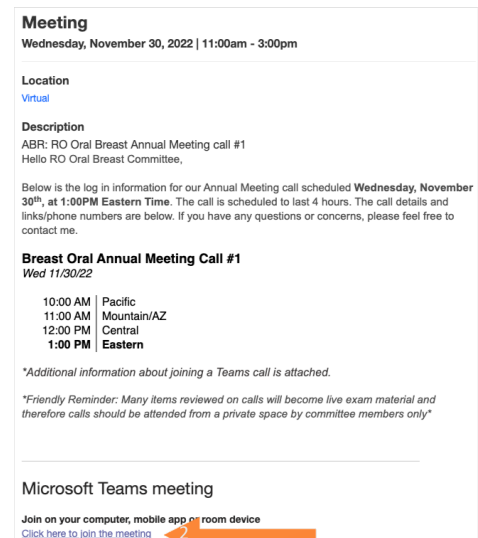
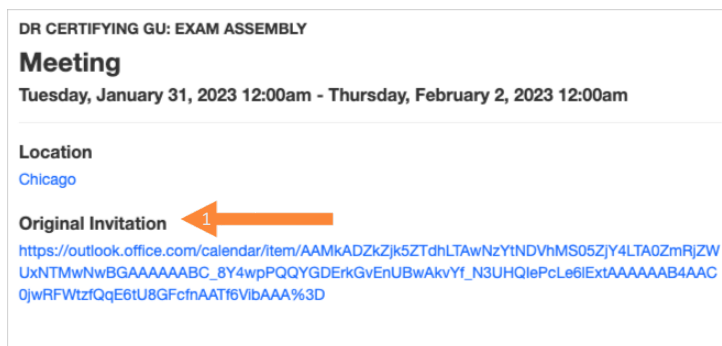


Meeting Details

- Click the title of a meeting to see more details



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



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List View

- 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

DR Certifying GU

ACTIVITY TYPE

All

LOCATION

All

This Month

Next Month

3 Months

6 Months

1 Year

Print

Staff

Meeting/Event

Exam

Work

November 2022

DR Certifying GU	<div>Tue Nov 1</div> <div>Content Review</div>
DR Certifying GU	<div>Tuesday, Nov 1 to Monday, Nov 14</div> <div>Write Content</div>
DR Certifying GU	<div>Tue Nov 15</div> <div>Content Review</div>

December 2022

DR Certifying GU	<div>Tue Dec 6</div> <div>Content Review</div>
DR Certifying GU	<div>Tue Dec 20</div> <div>Content Review</div>

January 2023

DR Certifying GU	<div>Wed Jan 4</div> <div>Content Review</div>
DR Certifying GU	<div>Tue Jan 17</div> <div>Content Review</div>
DR Certifying GU	<div>Tuesday, Jan 31 at 12:00 AM to Thursday, Feb 2 at 12:00 AM</div> <div>Meeting RSNA Chicago</div>

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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)