The FBS Calendar System is a web-based program that allows users to view and register for FBS events. The website is: http://provider.usc.edu/calendar/. This calendar system could be integrated into all of the other FBS systems, including email.

Public Section
Opens to a calendar displaying the current month’s events, the calendar can display by selected criteria.

The links at the bottom of the window toggle from:
- The Events Calendar View which is the default. The List View displays a listing of events, allowing more events to be viewed at one time. The Search function is used to find specific events. If no criteria is selected the default is “ALL”, with all events being displayed.
- Select the Previous Month
- Select the Next Month
- Select by Department Default is All Events
- Search by Event Title, Date Range, Location or Topic
- Go to List View
- Select an Event by Date
- Links at the bottom of the window link to the Calendar View, the List View, the Search function, and the Calendar Help.
The Events List View window allows users to view a listing of all the events currently scheduled in the calendar. Select criteria to view only specific events. Choose criteria by department or event type and click on the view button. Further filtering can be done by Sorting By Event Title, Event Date, Event Site, Event City, or Event State. The Add An Event button is only used by the Calendar Administrator to enter new events. Click on a listed event to view all of the event details and register for that event.
Clicking on an event in the Events List View opens this screen, providing a complete list of event details. This window allows users to access the next registration window for events and to receive email confirmations from the event scheduler. Only event schedulers are allowed to enter new Calendar Events, by clicking on the Add an Event Button. To start the registration process, select an event by department or event type. Then click on the Register For button to proceed to the next screen to continue to register.
To register, enter all required * information fields. Enter the registrant’s name as they would like it to appear on a name tag, since this listing is using when name tags are created from the Calendar system. The entered email address will be used to send registration confirmations. The Special Notes section appears as a reminder field in the email confirmation. When all of the information has been entered, click the Register button. An email confirmation will be sent to the registrant, with all of the user entered information. To cancel a registration, use the email reply function to inform the Calendar Administrator.