



How to use the ONLINE BOOST Calendar

WHAT IS THE BOOST CALENDAR?

The BOOST Calendar is an online-based calendar that is regularly updated by BOOST staff. Please refer to the calendar often so that you are aware of the time and location of Science Saturdays, field trips, volunteer opportunities, and other important events. If you have any questions about the calendar or experience any issues, please email us at boostatduke@gmail.com.

VIEW THE CALENDAR

If you just want to look at the calendar, simply visit <https://sites.duke.edu/boost/field-trips/>.

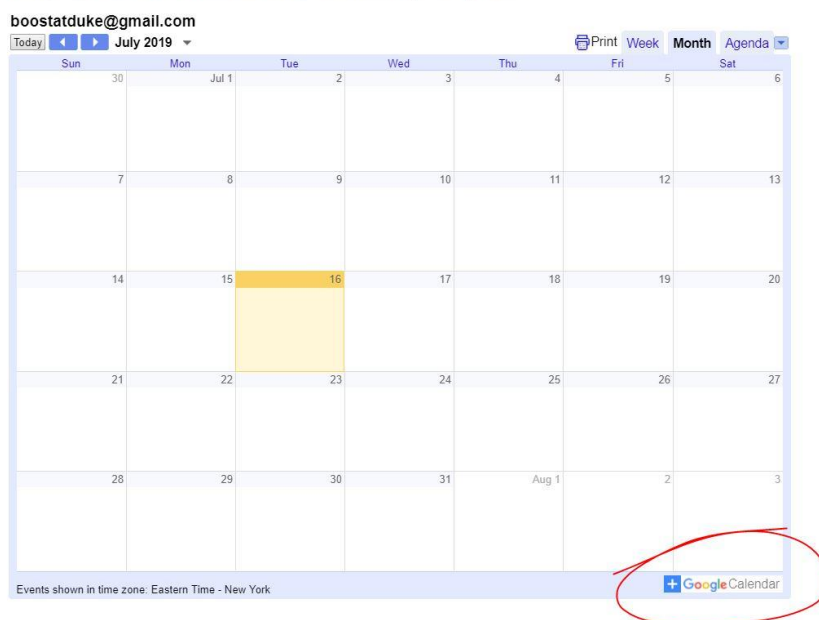
SYNC THE BOOST CALENDAR TO YOUR PERSONAL GOOGLE CALENDAR

Syncing the BOOST calendar to your personal calendar means that BOOST events will show up on your personal calendar, and you'll get automatic notifications before each event. We recommend this option so that you're always up to date.

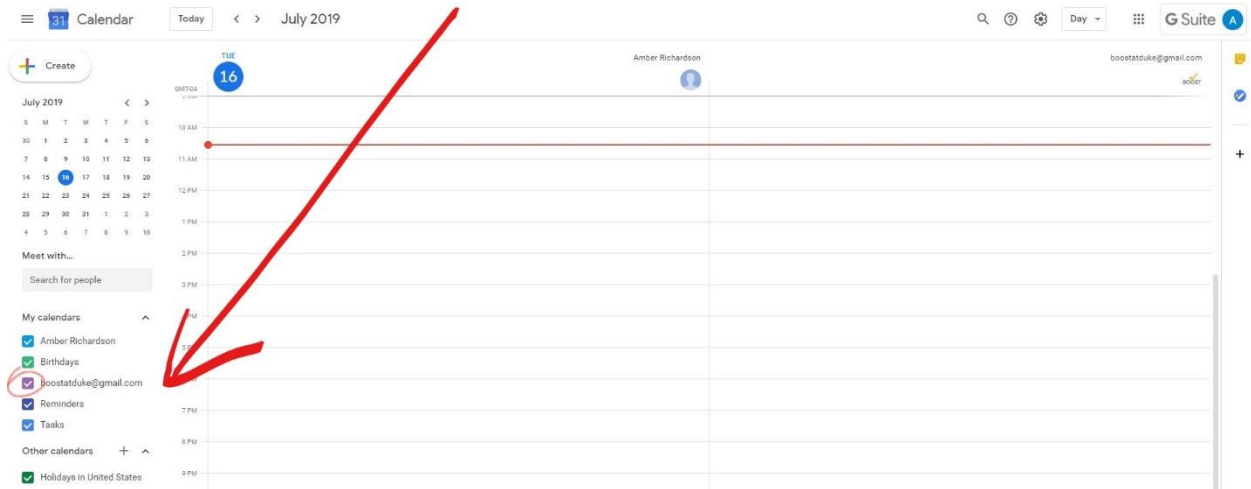
1. Visit the BOOST Google Calendar on our website: <https://sites.duke.edu/boost/field-trips/>.
2. Scroll down and click the Google Calendar icon, at the bottom right.

TRIPS & EVENTS

Visit the Duke BOOST Calendar for information about upcoming events.



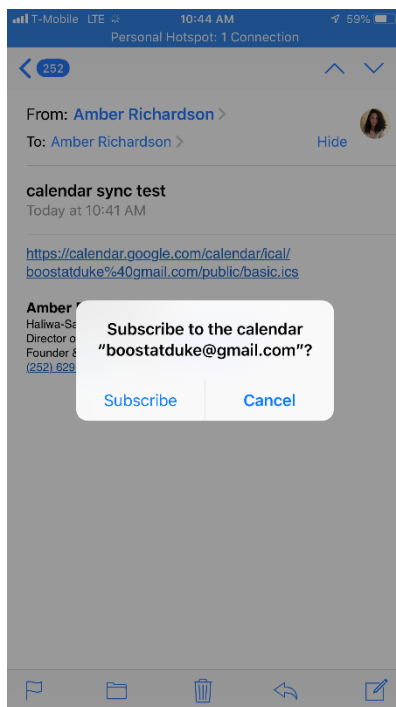
3. Your personal calendar should appear. Look to the panel on the left and make sure the box beside the **boostatduke** calendar is checked.



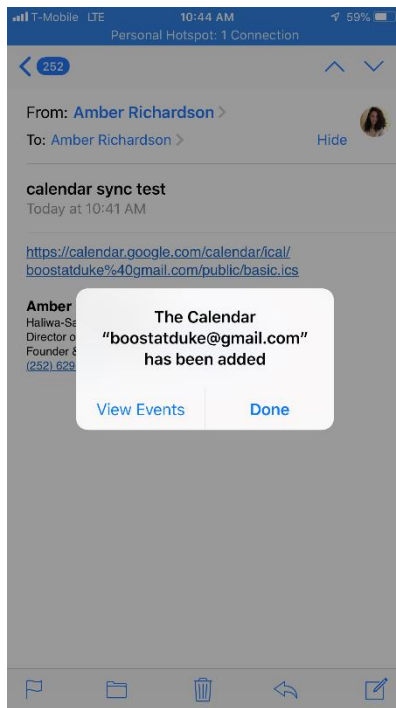
Note that we've set up automatic reminders for all our events, so you'll get an email or other notification the day before each event is scheduled to occur.

SYNC THE BOOST CALENDAR TO ANOTHER TYPE OF CALENDAR (OTHER THAN GOOGLE)

1. Click this link:
<https://calendar.google.com/calendar/ical/boostatduke%40gmail.com/public/basic.ics>
2. Press Subscribe



3. Click View Events



4. Choose how you want to view the BOOST Calendar on your phone or other device.

