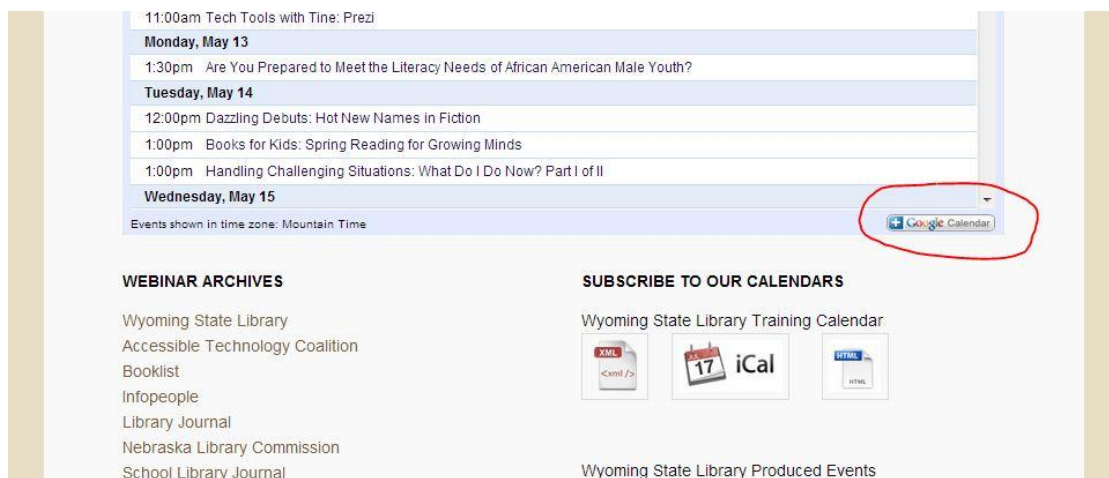


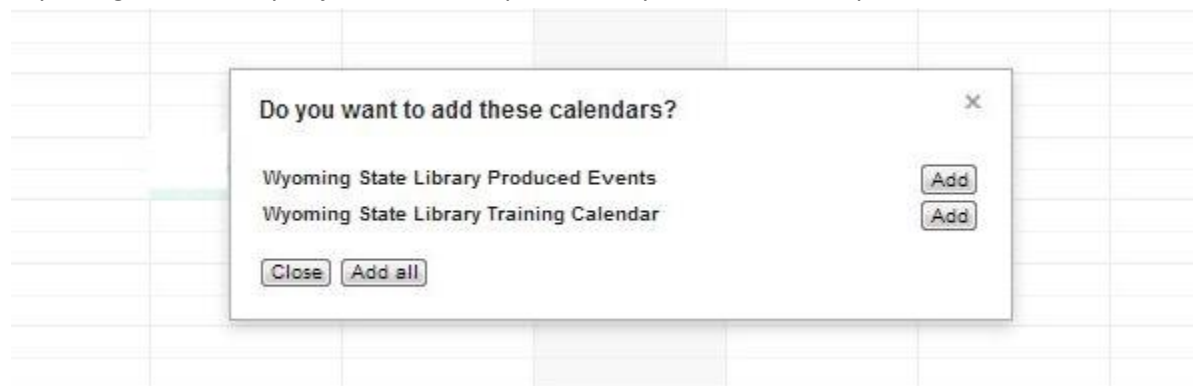
Searching The Wyoming State Library's Training Calendars

The Wyoming State Library uses Google Calendar to manage our training calendars. This allows us to utilize Google's indexing capabilities as well as to share our calendars easily.

The best way to search the calendars for past or future events is to subscribe to them using a Google account. When you are signed into your Google account go to www.wyominglibraries.org/calendar, scroll to the bottom of the calendar and click on the "+ Google Calendar" button.

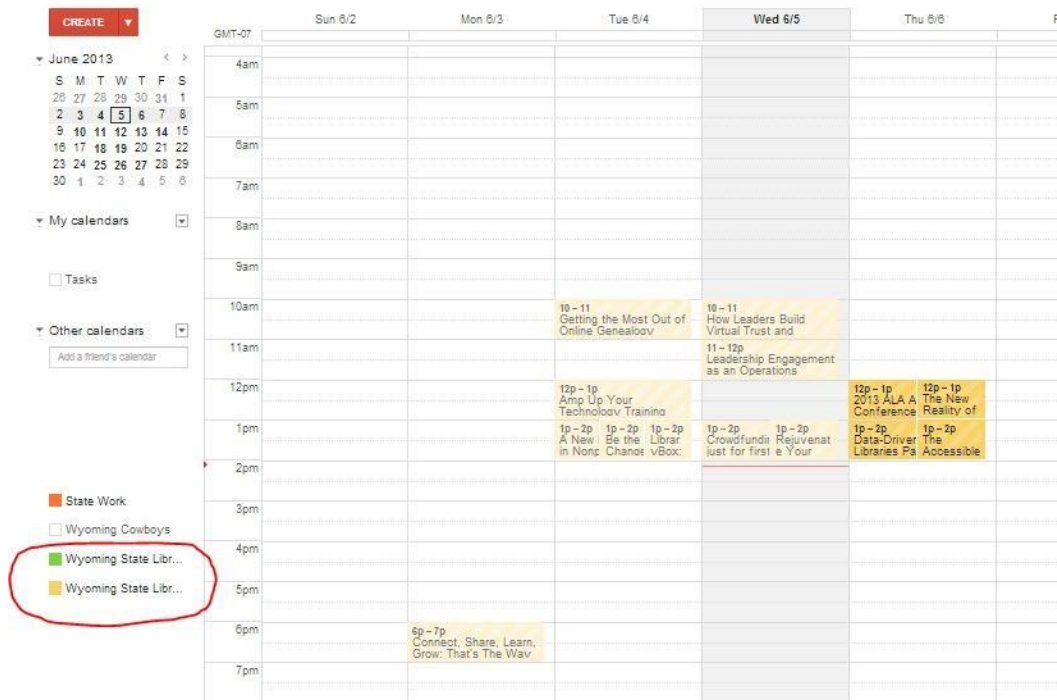


After you have clicked that button, you will be taken to your calendar and prompted to add our calendars. You can choose to add our entire list of calendar events, just the events produced at the Wyoming State Library or just the events produced by outside content providers.



Please note that this does not grant you access to change or modify any of the calendar events, nor will it affect any of your other calendars in any way. This is simply a read only subscription that allows you to view all of the events inside of your calendar. This live view of the calendars will automatically be updated as events are added.

Once you add the calendars they will appear inside your Google Calendar under “Other Calendars” as noted below.



These calendars can be toggled on and off with a simple click of their title.

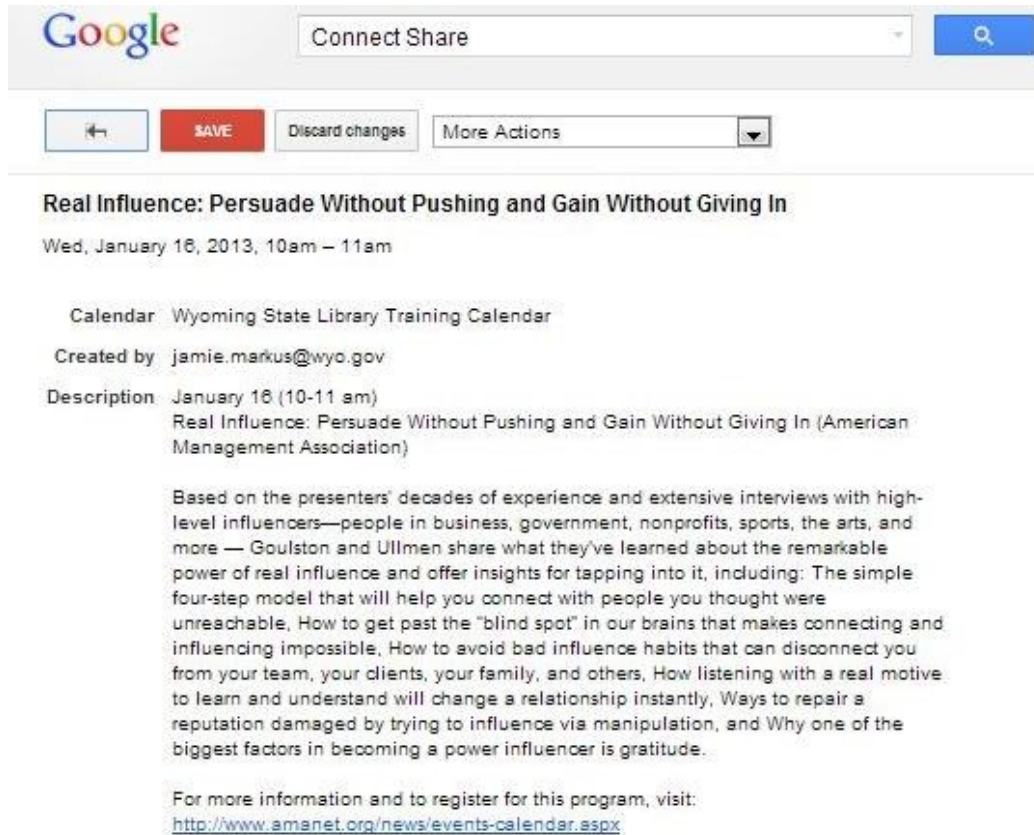
Once the calendars are added, they are fully searchable from the search bar at the top of the page.



Search queries in this box will return a list of events in the calendars that match your search terms. For example, searching “Connect Share” returns results from both Jan 16th and June 3rd. Clicking on the result title will expand the result.



Once the result is expanded click the “more details” link and you’ll be taken to the full description of the event.



The screenshot shows a Google Calendar interface. At the top, there is a search bar with the text "Connect Share" and a blue search button. Below the search bar are several action buttons: a back arrow, a red "SAVE" button, a "Discard changes" button, and a "More Actions" dropdown menu. The main content area displays the event title "Real Influence: Persuade Without Pushing and Gain Without Giving In" in bold, followed by the date and time "Wed, January 16, 2013, 10am – 11am". Below this, the event details are listed: "Calendar: Wyoming State Library Training Calendar", "Created by: jamie.markus@wyo.gov", and "Description: January 16 (10-11 am) Real Influence: Persuade Without Pushing and Gain Without Giving In (American Management Association)". The description text reads: "Based on the presenters' decades of experience and extensive interviews with high-level influencers—people in business, government, nonprofits, sports, the arts, and more — Goulston and Ullmen share what they've learned about the remarkable power of real influence and offer insights for tapping into it, including: The simple four-step model that will help you connect with people you thought were unreachable, How to get past the "blind spot" in our brains that makes connecting and influencing impossible, How to avoid bad influence habits that can disconnect you from your team, your clients, your family, and others, How listening with a real motive to learn and understand will change a relationship instantly, Ways to repair a reputation damaged by trying to influence via manipulation, and Why one of the biggest factors in becoming a power influencer is gratitude." At the bottom of the description, there is a link: "For more information and to register for this program, visit: <http://www.amanet.org/news/events-calendar.aspx>".

You can use the information in the description to find the content provider that may still be hosting an archived version of the webinar.

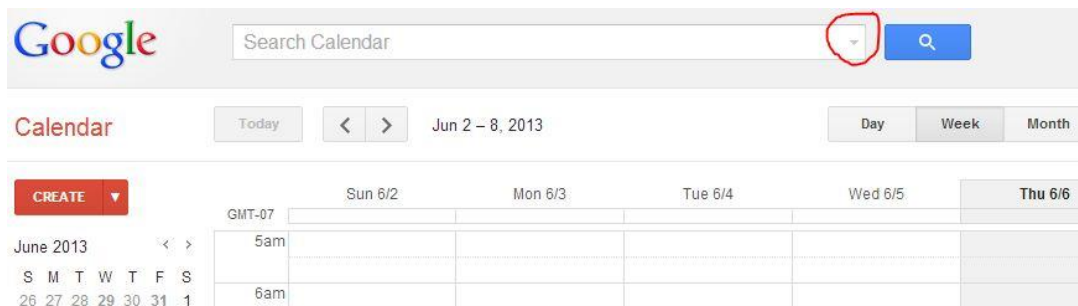
Special Notes

The calendars contain all events from January 1, 2013 to the present.

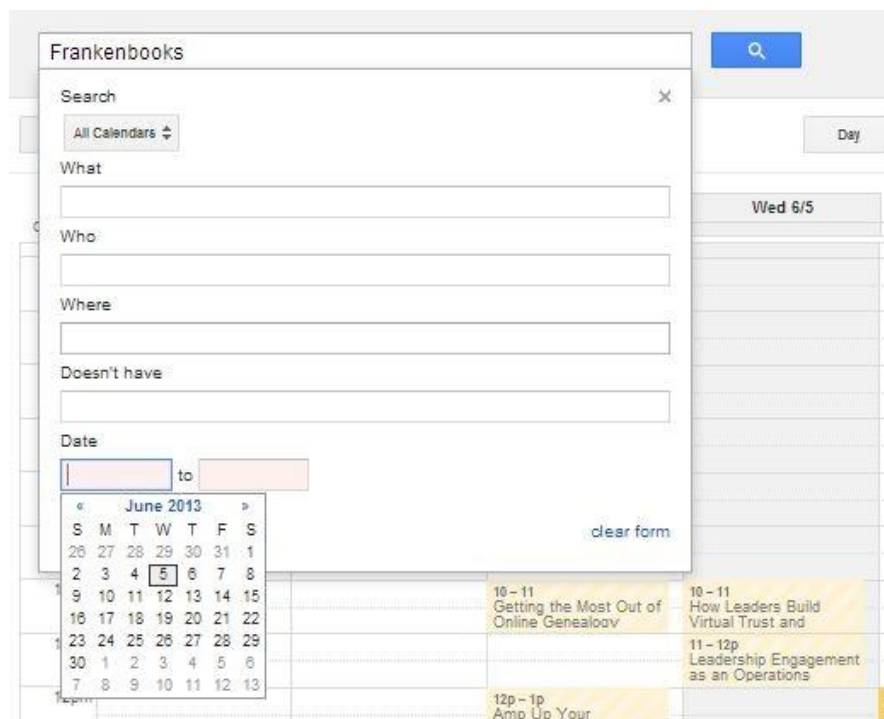
The calendar search is different from a normal Google search. It does not accept wildcards or other special search characters. For example, catalog* will not return results of catalogs, cataloging, etc.

Advanced Search

Google Calendar also offers advanced search functionality. If you want to search for events that took place during a certain time period you can do that through the advanced search dropdown on the right edge of the search box.



When you click the arrow you get this view.



From here you can specify a time range and further modify your search query.

Google Calendar search often returns a truncated list of results. You can remedy this by opening the advanced search and setting the date range from 1/1/2013 (the start of the events on this calendar).