

## How to Look for Events on Campus

- From the CC homepage, click on the **Events** link (the **Events** link is at the top right of every CC web page).
- Click on **R25 calendar** or the Thunderbird graphic. The current day's schedule of events opens.
- By default, **Special Events** are displayed. To see regular or continuing education/upper division classes, choose a **filter** on the right side of the page, under the calendar.
- Click on any date in the calendar to the right to see that day's events, or
- To search for a specific event, use the **Event Quick Search\*** at the top right corner of the page:
  - Event **Name** is the default in the first box
  - Choose the appropriate option in the second drop-down menu
  - Type in the full or partial event name
  - Click **Go**
  - Click on your event from the **Results** list to see details

\*Clicking on **Lookup** at the top of the page opens the same search box
- To search by location, click on **Locations** at the top left corner of the page.
- Click one of the alphabet categories under the calendar.
- Click on the room you wish to view.
- White space indicates time not yet reserved. Shaded blocks are times that have been reserved. Clicking on a block displays the details.
- Events are displayed by week. Click on the calendar to select date ranges as necessary.