

Training Calendar How-To Guide

Any event hosted by UC Learning, or that uses UC Learning to register, will be automatically populated to the training calendar on the first of each month. If you need your UC Learning event published to the calendar before the monthly update cycle, please send a request to training@ucsd.edu.

The training calendar currently has the following categories for events:

- Academic Personnel
 - Advancement & Events
 - Business & Financial Services
 - General
 - Human Resources
 - Information Technology & Business Intelligence
 - Research Administration
 - Student Services
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How Google calendar users can add an event to the training calendar:

- Create an event on your Google calendar. Be sure to include the following:
 - Event title
 - Date(s) and Time(s)
 - Recurrence, if any
 - Location
 - Event description, including details on how to register if registration is required, zoom info, and more.
- On the event, invite the training sub-calendar ID that you would like your event to be posted to:
 - Academic Personnel:
c_646dd76f5512874a6d342febd36ac477b0696f95e9c3cc3b3a80d9ff99d10ee4@group.calendar.google.com
 - Advancement & Events:
c_94e9d339cebf30077535ebba02cb19a317b098c41950e42f013f888a9f6ccc5f@group.calendar.google.com
 - Business & Financial Services:
c_5adcf38ae2b45a23e1ee9bc8b46b25c8d08e97dfb8c799d63e800e8a1dff01b7@group.calendar.google.com
 - General: training@ucsd.edu

- Human Resources:
c_89a69174578f9abb667f550d45e76a91e349d7349bb0d0e35b791b03e510a6e@group.calendar.google.com
 - Information Technology & Business Intelligence:
c_62782709c409a98e1ac9f68080c379add2b0bd9aba7b4f57acfd2f0eabcef817@group.calendar.google.com
 - Research Administration:
c_183c6ce10d61ff86682ad9772169fe88494e1ed00830e052f473259f73f42190@group.calendar.google.com
 - Student Services:
c_e8343ae2ce1865cf5130bc03b53db5db77051619c7484c50ee8383b4eced302f@group.calendar.google.com
 - Once your event sends the event invitation or update, it should appear on the training calendar within 12 hours.
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How Outlook calendar users can add an event to the training calendar:

- Create an event on your Outlook calendar. Be sure to include the following:
 - Event title
 - Date(s) and Time(s)
 - Recurrence, if any
 - Location
 - Event description, including details on how to register if registration is required, zoom info, and more.
- On the event, invite the training calendar: training@ucsd.edu
 - This will automatically add the event to the **General** category of the calendar. If you would like it to appear in a different category (complete list above), please list which category you would like at the top of the event description.
 - Once your event is moved over to the category that you requested, you will receive a new event invitation from the category sub calendar. Please be sure to update this new event (vs. the original one you sent) if updates are needed.
- Once your event sends the event invitation or update, it should appear on the training calendar within 12 hours.