
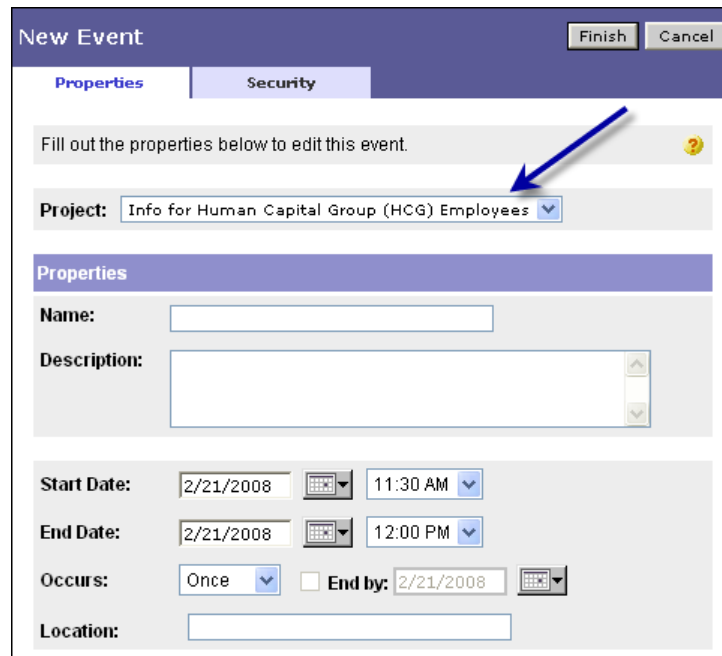


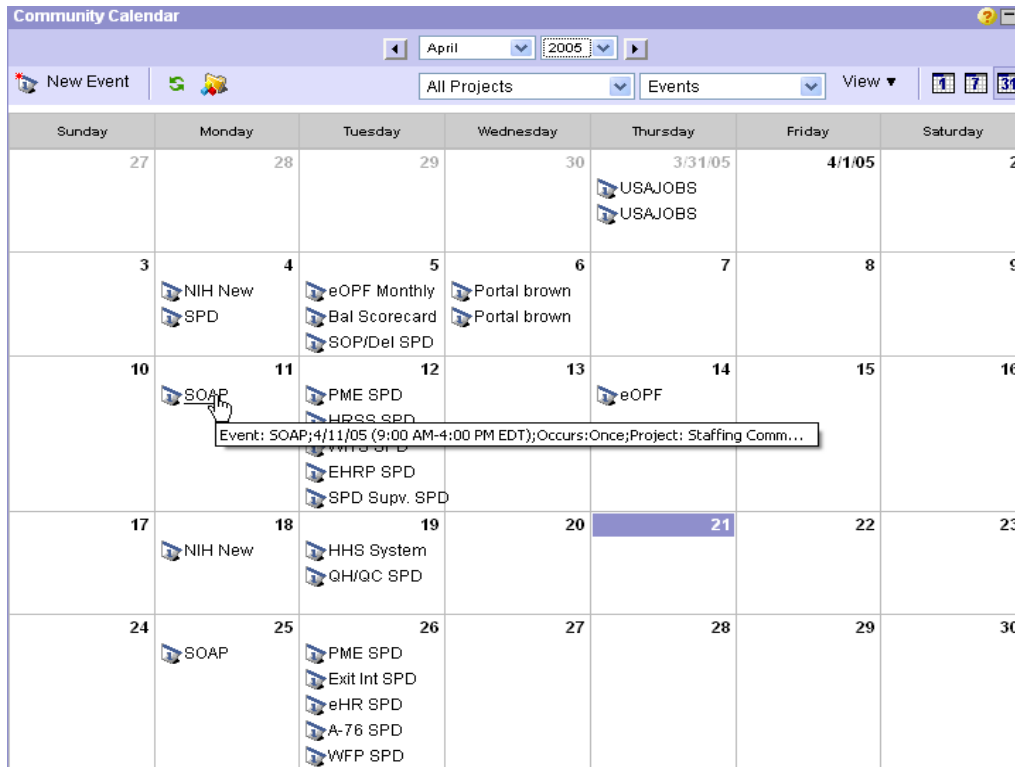
The [Human Resources Community](#) on the NIH Portal has a calendar that can be used as a consolidated group calendar for all HCG staff and can help reduce scheduling conflicts within HCG. All branch chiefs have access to add their upcoming staff meetings or any other standing meetings or training to the HCG calendar. This calendar can also be used to advertise events to everyone at NIH. Please submit NIH-wide events to [HR Systems Support](#) to be added to the calendar.

How to add an event to the HCG Calendar

1. Go to the HR Community – <http://hr.od.nih.gov/hrcalendar.htm>
2. Logon to the NIH Portal
3. Click on the **New Event** icon 
4. Fill out relevant date, times, recurrence, etc. for your event
5. Be sure to set the associated project as **Info for Human Capital Group (HCG) Employees**, this will ensure that all HCG employees will be able to view the event



6. If your event is recurring (i.e., more than one day) use the recurrence fields to set the end date. Otherwise, the event will only appear on the calendar for the start date.
7. Click **Finish** and the event will now be displayed on the HR Community, visible only to HCG staff.



You will also be able to see events from any Projects you belong to.

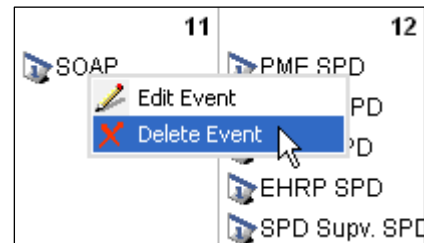
How to add a multiple-day event

1. Follow the same directions as above, but use the recurrence fields to set the end date, otherwise the event will only appear on the calendar for only the start date.

Start Date:	4/21/2005		9:00 AM	
Due Date:	4/21/2005		9:30 AM	
Recurrence:	Once	<input type="checkbox"/>	End by: 4/21/2005	
Location:	<input type="text"/>			

How to edit/delete an event

1. Go to the Community Calendar
2. Find the event you need to edit or delete, and **right-click** on that event
3. The Edit Event and Delete Event options will appear



If you need assistance, please contact [HR Systems Support](#).