The APM Event Calendar contains the same weekly schedule of meetings, seminars & conferences previously published in the APM Weekly Bulletin. As an online calendar, Trumba allows users to interactively subscribe to selected events and then receive this data via email, online calendar programs, and/or SMS in the various ways described below.

Structure

The APM Event Calendar may be accessed in the following two formats:

- **Webpage**: This format offers the greatest flexibility for filtering sub-calendars, accessing individual standalone calendars and other information you may find useful.
- **Standalone**: This format is more streamlined and is mobile-friendly.

This online calendar incorporates 3 sub-calendars, each which may be accessed separately as needed. You will see widgets for a couple of these on the APM Home Page and elsewhere online.

**APM sub-calendars:**

- **Grand Rounds**: Dedicated feed of APM Grand Rounds events (Wednesday’s from 6:30am-7:30am).
- **CME**: For HMC users, this calendar imports the Grand Rounds sub-calendar, while also adding HMC-specific CME events.
- **National Meetings**: Lists annual meetings related to Anesthesiology.

Those who choose to may safely ignore these sub-calendars and only access the parent calendar without missing any information.

Functions

There are many ways to use Trumba. Some people may prefer to simply bookmark the APM Event Calendar (and/or another APM sub-calendar) to their web browser and go to that webpage from time to time. Others may wish to receive customized delivery of specific calendar content to their calendar programs and email. The following functions explain these interactive options further.

**Subscription Toolbar**: Calendar events may be subscribed to via this blue toolbar located at the top of the calendar:
**Calendar Subscriptions**: You can subscribe to an entire calendar’s content by clicking the **Subscribe** button shown below:

- **Subscribe**: Clicking this button provides you with different ways to receive weekly updates of the entire event calendar. This option most closely resembles the format of the *Weekly Bulletin*.
- **My Events**: Allows you to access and manage those calendar events you have already subscribed to.

**Event Subscriptions**: The blue buttons shown below allow you to subscribe to a custom selection of events that may be added directly to your calendar and/or emailed to you or even forwarded to colleagues.

(Note: You must first select events by checking the boxes to the left of their descriptions before subscribing to them.)

- **Add to My Calendar**: After selecting those events of interest to you, this button allows you to have these events added to your calendar.
- **Email Reminder**: Allows a selection of events you have chosen to be emailed to you or others in various formats.
- **More Event Actions**: This dropdown selector is just another way to have events added to your calendar or emailed to you or others.

**Navigation**

In the upper left section of the calendar page you’ll find a cluster of tools for filtering what events show up in your calendar view. In addition to the calendar widget, the **Search** box lets you narrow listings by keyword (e.g., “HMC” or “CME”).

- **View Options**: Select your preferred view format by selecting **Table**, **List** or **Compact** view where indicated.
- **Mix-in Selector**: Filter by sub-calendar as needed. ([Webpage calendar](#) only.)
- **Event Types**: Selecting/unselecting by Event Type narrows your search criteria by these options. ([Webpage calendar](#) only.)