



# **DTSC EVENTS CALENDAR USER GUIDE**



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## About the Calendar

DTSC has launched a new Events Calendar offering more features and functions. This guide provides information about navigating and using the calendar.

## Getting Started

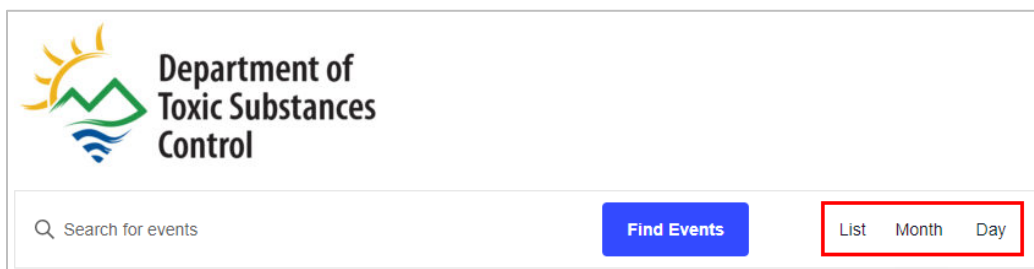
The new calendar can be accessed from the “Calendar” link in the top navigation panel on any web page:



The direct link is: <https://dtsc.ca.gov/events>.

## Event Views

As shown in the following screenshot, there are three ways to view events: List, Month, or Day.



# List View



The **List** view displays the events, by dates in ascending order, e.g., soonest first. This is the default view of the calendar. To view the event details, simply click the title of the event.

The screenshot shows the Department of Toxic Substances Control (DTSC) calendar interface. At the top left is the DTSC logo. Below it is a search bar with the text "Search for events" and a "Find Events" button. To the right of the search bar are three view options: "List" (which is selected and underlined), "Month", and "Day". Below the search bar are navigation arrows and a "Today" button, followed by a dropdown menu showing "Upcoming". The calendar header indicates "June 2021". The events are listed as follows:

- WED 23** June 23 @ 9:00 am - 1:00 pm  
**Chemicals in Hair Straightening Products Workshop - Day 1**  
The Department of Toxic Substance Control (DTSC) has been evaluating hair straightening products containing Candidate Chemicals for potential future regulation under the Safer Consumer Products Program.
- THU 24** June 24 @ 9:00 am - 1:00 pm  
**Chemicals in Hair Straightening Products Workshop - Day 2**  
The Department of Toxic Substance Control (DTSC) has been evaluating hair straightening products containing Candidate Chemicals for potential future regulation under the Safer Consumer Products Program.
- FRI 25** June 25  
**Zeneca/Former Stauffer Site Comment Period End**  
The public comment period for the Prospective Purchaser Agreement is May 7, 2020 to June 25.



## Month View

The **Month** view displays the events in a traditional calendar style (see the following screenshot). Events that are displayed with light purple shading are all day events.

The screenshot shows a calendar for June 2021. The days of the week are labeled at the top: SUN, MON, TUE, WED, THU, FRI, SAT. The dates are arranged in a grid. Events are listed in light purple shaded boxes. The following table summarizes the events shown in the calendar:

Date	Event
June 2	Gardena 141st & Nor... New LA Charter Schoo...
June 7	Zeneca Comment Peri...
June 16	Magnolia Tank Farm C...
June 18	Colusa Former PG&E ...
June 23	9:00 am - 1:00 pm Chemicals in Hair Straightening Products Workshop - Day 1
June 24	9:00 am - 1:00 pm Chemicals in Hair Straightening Products Workshop - Day 2
June 25	Zeneca/Former Stauff...
June 30	8:00 pm - 8:00 pm Pacific Scientific Energetic Materials Co. Public Meeting

Using the following screenshot as an example, click the event title (#1) in the calendar. A small window opens with some event details. Click the event title link (#2) to open the details page.

June 23 @ 9:00 am - 1:00 pm

**Chemicals in Hair Straightening Products Workshop - Day 1**

The Department of Toxic Substance Control (DTSC) has been evaluating hair straightening products containing Candidate Chemicals for potential future regulation under the Safer Consumer Products Program.

June 23 @ 9:00 am - 1:00 pm

**Chemicals in Hair Straightening Products Workshop - Day 1**



## Day View

The Day view lists the item(s) for that day in a list view with options to move to the previous or next day's event. Select the title of the event to view the event details.

< > Today June 23, 2021 ▾

9:00 am

June 23 @ 9:00 am - 1:00 pm

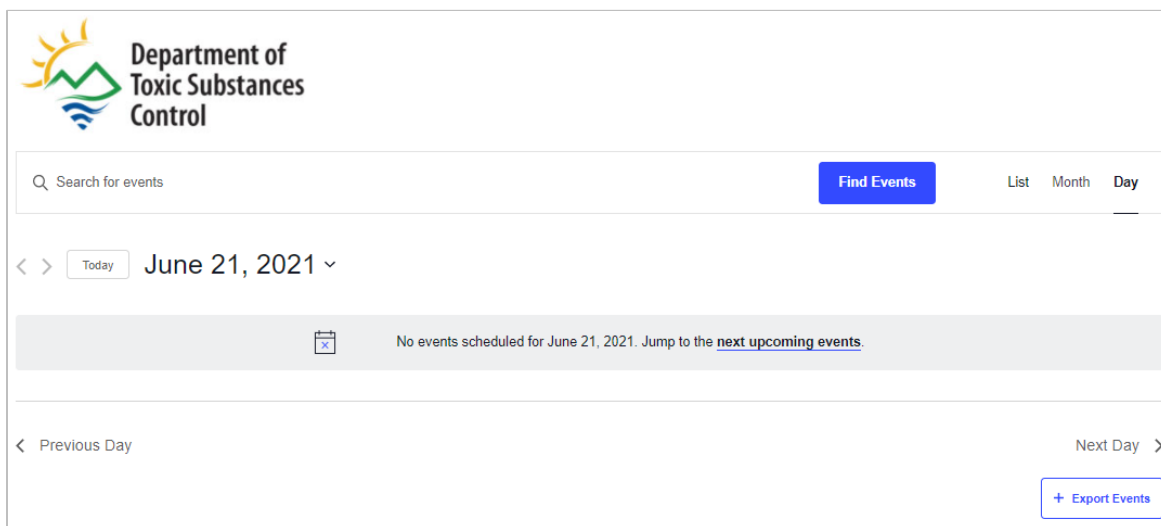
**Chemicals in Hair Straightening Products Workshop - Day 1**

The Department of Toxic Substance Control (DTSC) has been evaluating hair straightening products containing Candidate Chemicals for potential future regulation under the Safer Consumer Products Program.

< Previous Day Next Day >

[+ Export Events](#)

If there are no events that day, an option to “jump to the next upcoming events” is available.



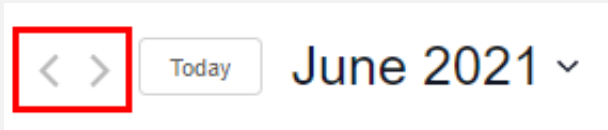
An option to export the event to one’s calendar is available. Select the **Export Events** button.

You can search for events by entering keyword(s) in the field to the left of the **Find Events** button and then selecting the button. Events containing the keyword(s) will be returned.

## Navigating the Calendar

There are a variety of ways to find events:

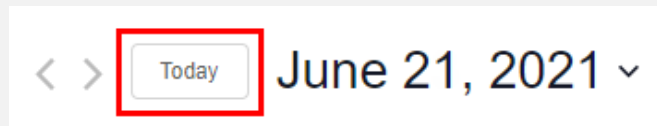
## Previous & Next Arrows



Depending on the view you are using (e.g., List, Month, or Day), the previous and next arrows work differently. For **List** views, it moves back and forth in chunks of time (approximately one to two weeks). For **Month** views, the arrows show the previous and next months. For **Day** views, it takes you to the previous or next day.

If the next or previous view has no events, you have to select the dropdown next to the date to select the year, month, and/or date you wish to view.

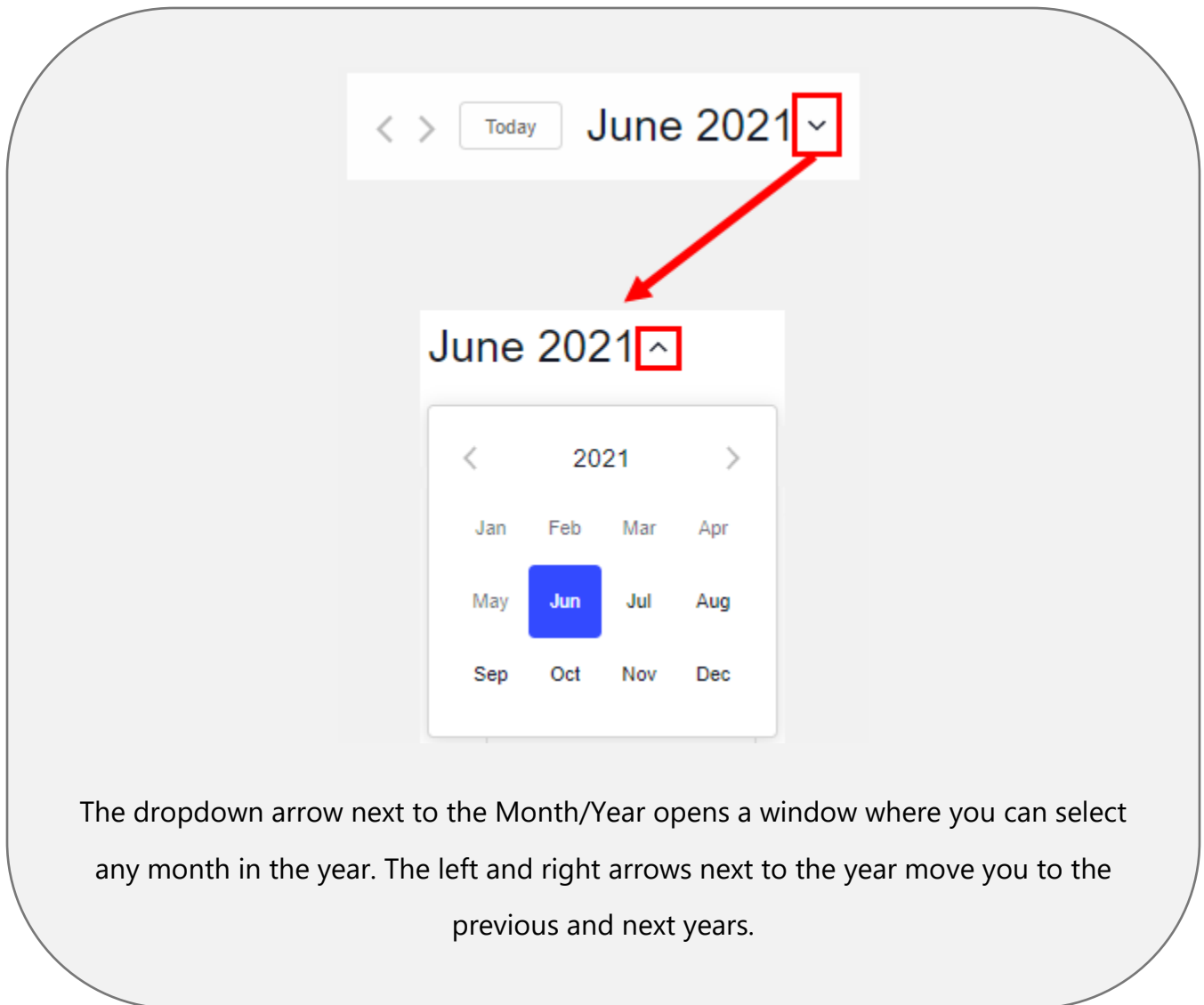
## Today Button



The **Today** option displays events for that day (if any).



## Month/Year Dropdown



The dropdown arrow next to the Month/Year opens a window where you can select any month in the year. The left and right arrows next to the year move you to the previous and next years.

# Event Details

Following is an example of an events detail page in the calendar. Detailed information about the event is provided, along with some additional features (described below).

[« All Events](#)

## Chemicals in Hair Straightening Products Workshop – Day 1

June 23 @ 9:00 am - 1:00 pm

### Public Workshop for Chemicals in Hair Straightening Products

#### Virtual Public Workshop Information

The Department of Toxic Substance Control (DTSC) has been evaluating hair straightening products containing Candidate Chemicals for potential future regulation under the Safer Consumer Products Program.

- Day 1 – [June 23, 2021, Registration](#) – Speaker Presentations
- Enter Meeting ID **829 7346 7724**, Passcode: **111111**

For additional information please visit the [SCP Workshop and Events page](#).

[+ Google Calendar](#)      [+ iCal Export](#)

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DETAILS	ORGANIZER
<b>Date:</b> <a href="#">June 23</a>	Christine Papagni, Safer Consumer Products, Sacramento
<b>Time:</b> 9:00 am - 1:00 pm	<b>Phone:</b> 818-717-6541
<b>Event Category:</b> <a href="#">Public Workshop</a>	<b>Email:</b> Christine.Papagni@dtsc.ca.gov

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[← Colusa Former PG&E MGP Comment Period Ends](#)      [Chemicals in Hair Straightening Products Workshop – Day 2 >](#)

## Additional Features

Below are descriptions of the additional features provided on the Events Details page:

- **<< All Events:** This is a link to view all the events. It displays a **List** view of the events by dates in ascending order, e.g., soonest first.
- **+ Google Calendar:** Opens a Google Calendar browser window to save and share the event.
- **+ iCal Export:** Downloads an .ics file to your computer. Open the file to save to your Outlook calendar.
- **Details:** The Details section displays the event date and times and the Event Category.
- **Event Category:** Displays all events that use the event category associated to the event. For example, if the event category is “Public Meeting,” clicking the link will display all public meeting events.
- **Organizer:** This section displays the organizer’s name, phone number, and email address. To send an email, copy the email address to paste into an email since the address is not a clickable link.
- **Venue:** Displays the venue information if held at a location (i.e., not a remote meeting).
- **Map Links:** If the meeting is held at a venue, the venue information is provided along with a map and a map link.
- **< and > Links:** Each Events Details page has previous (<) and next (>) links at the bottom of the page. The text located next to the < and > symbols are titles of the events.