

## Adding an event to your calendar (Trumba – Events Calendar)

1. Go to the [calendar](#)
2. Select the “Event” you want to add

Friday, Dec 2, 2016		
Time	Event	Location
8 a.m.	<a href="#">SCH Grand Rounds: Laura S. Kastner</a>	Seattle Children's Hospital: 4800 Sand Point Way NE
12 p.m.	Psychiatry Grand Rounds: Grayson Norquist	Harborview Medical Center
5 p.m.	Real Women, Real Voices: Where the People Meet the Policy	William H. Gates Hall (LAW)

Saturday, Dec 3, 2016		
Time	Event	Location
8 a.m.	UW PACC Training: Bipolar, Suboxone, Collaborative Care	www.google.com...

3. Select “add to calendar”

**List** Summary Month Tile

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### SCH Grand Rounds: Laura S. Kastner

**WHEN** Friday, Dec 2, 2016, 8 – 9:20 a.m.

**WHERE** Seattle Children's Hospital: 4800 Sand Point Way NE

**CAMPUS ROOM** Wright Auditorium, River Entrance

**EVENT TYPES** Lectures/Seminars

**DESCRIPTION** Helping parents of Adolescents: Stringing Pearls from Developmental Science, Family Systems Theory, and Dialectical Behavior Therapy.  
Laura S. Kastner, PhD, is a Clinical Professor with the University of Washington's Department of Psychiatry and Behavioral Sciences.

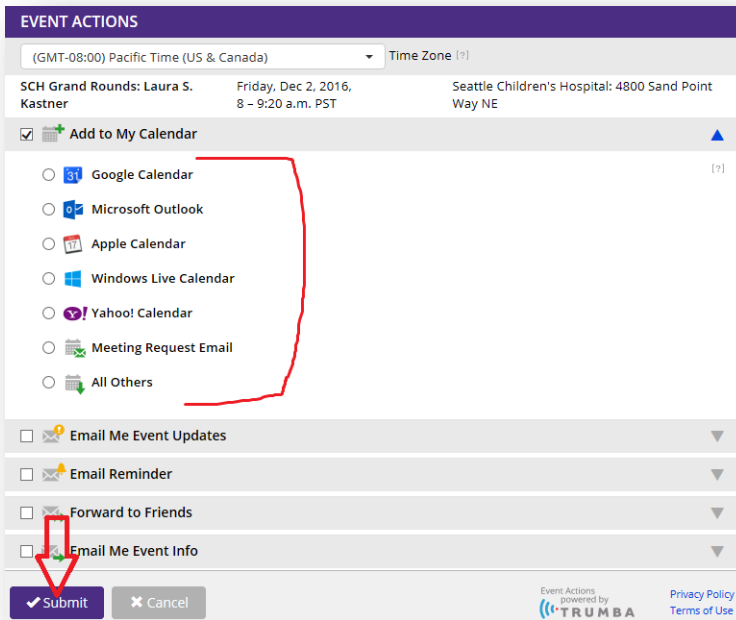
**Add to My Calendar** [Forward to Friends](#)

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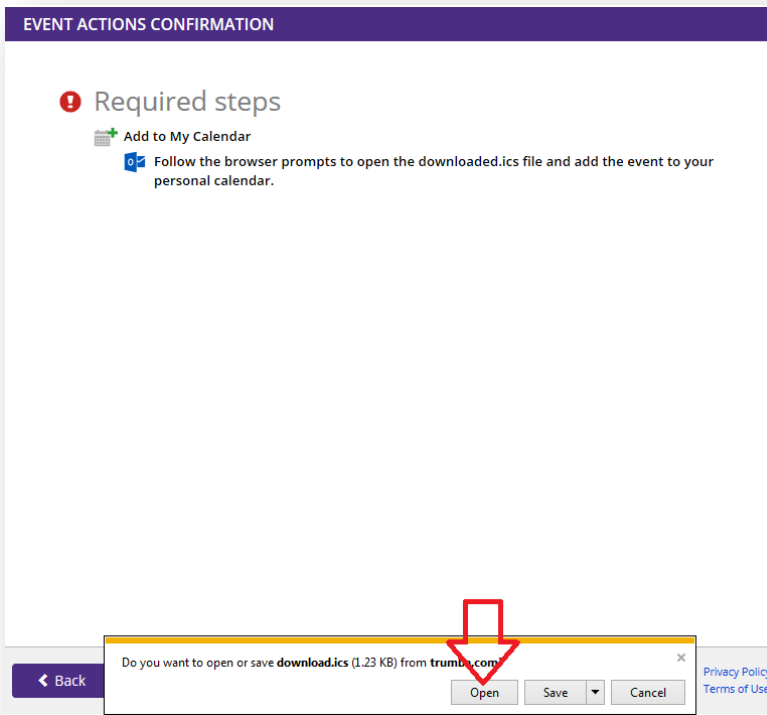
Events calendar powered by Trumba

Time zone: (GMT-08:00) Pacific Time (US & Canada) ▼

4. Select the type of calendar you use and then select “submit”



5. Select “open”



6. It will open up in your calendar and have placed the details on the meeting in your calendar. Example below, is Outlook, after seeing the information select “save/close” and it is now on your calendar.

The screenshot shows the Outlook 'Appointment' window. The 'File' tab is active, and the 'Save & Close' button is circled in red. The appointment details are as follows:

- Subject:** SCH Grand Rounds: Laura S. Kastner
- Location:** Seattle Children's Hospital: 4800 Sand Point Way NE
- Start time:** Fri 12/2/2016, 8:00 AM
- End time:** Fri 12/2/2016, 9:20 AM
- All day event:**

**Campus room:** Wright Auditorium, River Entrance  
**Event types:** Lectures/Seminars

Helping parents of Adolescents: Stringing Pearls from Developmental Science, Family Systems Theory, and Dialectical Behavior Therapy.  
Laura S. Kastner, PhD, is a Clinical Professor with the University of Washington's Department of Psychiatry and Behavioral Sciences.  
Event information provided by University of Washington.