

Accessing a Calendar of Events

The Webcast platform allows easy access to a calendar of events to help keep your team organized. The calendar allows you to view a list of Live and Simulated Live events, along with additional event details, sorted by date.

To access the calendar of events, click on the **Calendar** link in the top right of the Webcast platform.

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This will launch a monthly calendar view, with the number of events (organized by event type) listed under each day. Click on a day to open a list of scheduled events.

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The day view of the calendar will show the events broken down by event type, along with helpful details on the event. Click on the **Event ID** in the left column to access the event.

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