

PATHFINDER DISABILITY CALENDAR

The Pathfinder Disability Calendar is an Internet calendar of training and other disability-related events. Organizations post events to this calendar, the most comprehensive listing of Tennessee disability events.

To enter training events on the calendar, contact Melissa Fortson at (615) 936-5121 or melissa.fortson@vanderbilt.edu to establish a specific *user name* and *password*. When you have received your user name and password, follow these directions.

1. Go to the Homepage at <http://kc.vanderbilt.edu/tnpathfinder/calendar/>
2. Click on *Login* from the links at the top of the screen.
3. Enter your *User Name and Password* where indicated.
4. Click on *Login*
5. Click on *Add a New Event* then choose an option listed:

Edit: Add new information to the calendar

Delete: Delete information listed

Duplicate: Used when listing multiple events with minor changes needed

6. Complete the "*Event Information*" form.
7. When finished completing the form, select *Save* located at the bottom of screen.
8. The screen will return to *Add a New Event* allowing you to add, delete, and/or duplicate additional events.
9. When finished entering event information, select the *Logout* button at the top of the screen.
10. The screen will return to the Tennessee Disability Pathfinder homepage.

If you have any questions, please contact Melissa Fortson at (615) 936-5121 or by email at melissa.fortson@vanderbilt.edu .