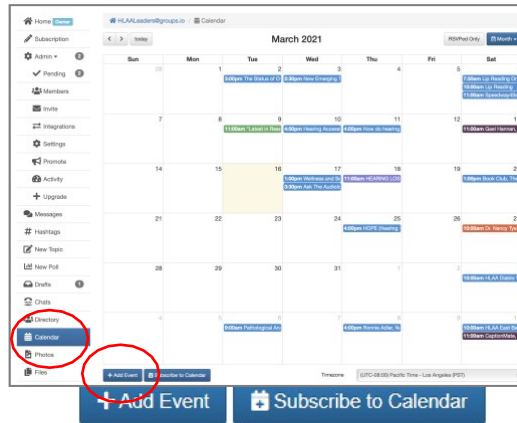
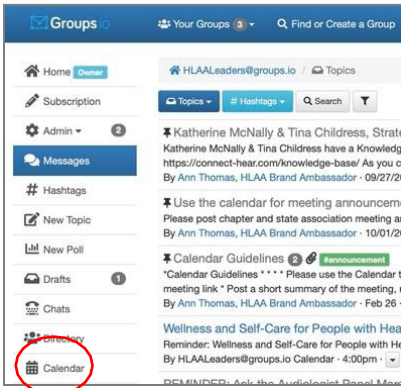


HAAA Leaders Groups.io

Entering Meeting Information Calendar

You must be in the **online** HAAA Leaders groups.io version to view the Calendar editing feature. The online version can be accessed from your email notifications or directly: <https://groups.io/g/HAAALeaders/>



1. Click on the Calendar option toward the bottom of the left-hand menu
2. The calendar window will open
3. Click on + Add Event at the bottom to begin entering information

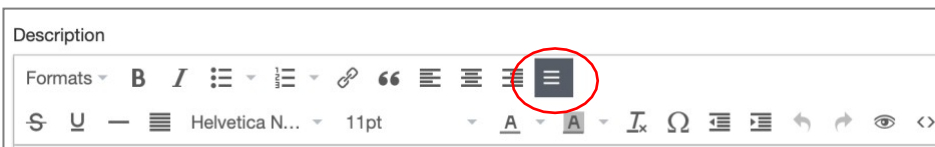
Entering Event Information Guidelines

A screenshot of the 'Event Information' form in the HAAA Leaders Groups.io calendar interface. The form includes fields for 'Event Name', 'Date and Time' (Start and End), 'Timezone', and 'Repeats'. The 'Start' date is set to 03/16/2021 at 4:00pm, and the 'End' date is 03/16/2021 at 5:00pm. The 'Timezone' is set to '(UTC-08:00) Pacific Time - Los Angeles (PST)'. The 'Repeats' section has 'Event Repeats' checked.

- **Event Name:** the title of the presentation, not the chapter name, except as a place holder
- **Date and Time:** to access the Time, make sure All Day isn't checked
- **Timezone:** select the time zone for the Event.
- **Repeats:** Click Event repeats if same Time each month

More tips:

- Please use the Calendar to post meetings rather than as a new Message.
- Post the Registration link for security, not the virtual meeting link. See [Zoom support - Setting up registration](#)
- Post a short summary of the meeting, no flyers or photos
- Use the Arial font
- You don't need to post the Date and Time in the summary
- Editing—if you click the hamburger menu (3 horizontal lines) at the end of the top line, more editing options will open.



- Click on Reminders. Please use 1 day before.

Add Reminder

- Click on: Send Notice To Group When Event Happens (tagged with #cal-notice)

- Click on + Add Event or + Add Event and Invite Group

+ Add Event

+ Add Event & Invite Group

Sample Calendar Event

Use links for bios, registration, and chapter websites

Dr. Nancy Tye-Murray, Up and Coming Hearing Loss Treatments

By: [Tim Browning, HLAA LA](#)
When: Saturday, March 27th, 2021
10:00am to 11:30am
(UTC-08:00) Pacific Time - Los Angeles (PST)
Where: [Virtual Meeting](#)
Organizer: Los Angeles Chapter info@hlaa-la.org 310.292.6362, text only
Description: [Dr. Nancy Tye-Murray](#), Professor of Otolaryngology-Head & Neck Surgery, Washington University School of Medicine
Join us for what should be a fascinating and engaging presentation about hearing loss with new hope for up-and-coming treatment options.

[Register for meeting](#)

Hearing loss challenges don't stop at the ears. Co-morbidities of hearing loss include social isolation and loneliness, depression, increased risk of falls, and cognitive decline and related dementias.

In our upcoming Chapter meeting, Dr. Nancy Tye-Murray will describe how digital therapeutics are changing the face of healthcare, and then present an example of how digital therapeutics may be used to treat hearing loss and its downstream effects.

View more information from the HLAA-LA [website](#).

For help, contact:

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