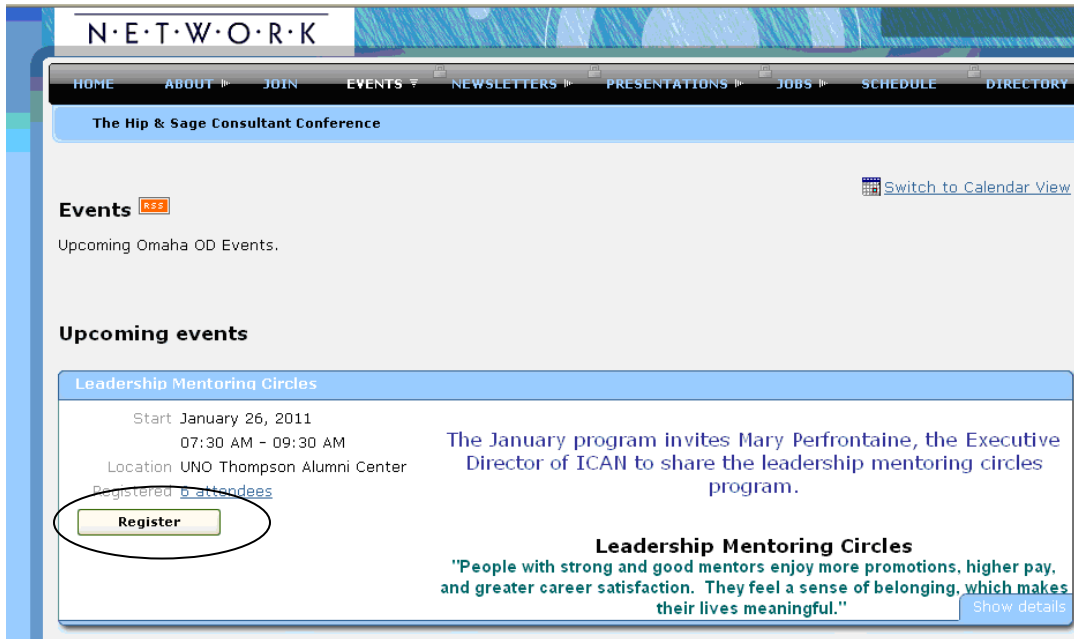


Add Your Event Registrations to your Outlook Calendar

The online registration process allows members to save event information to their Outlook Calendar.

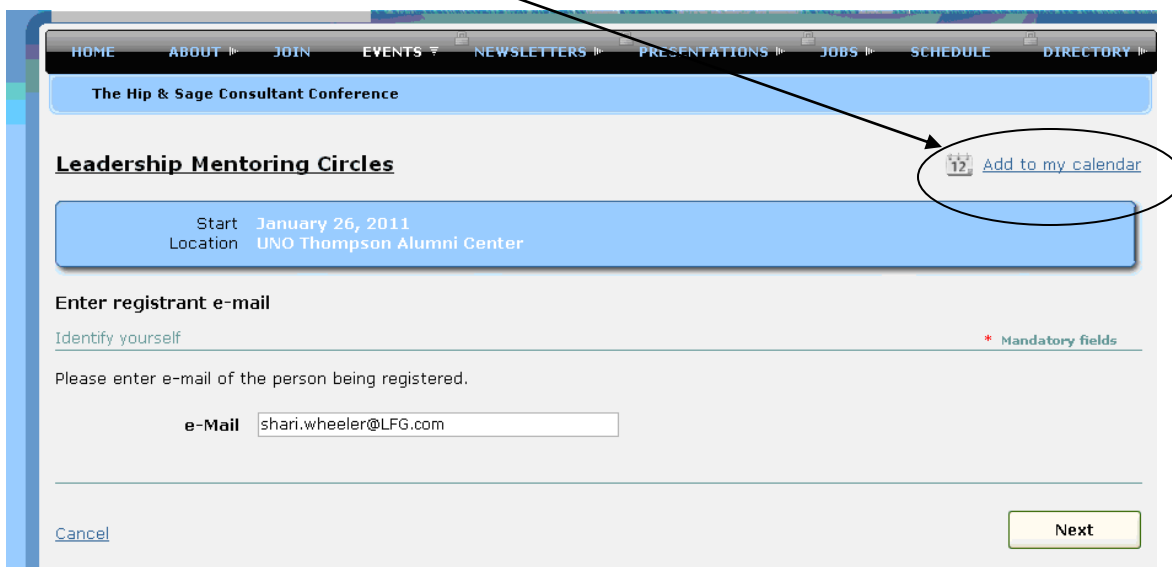
Here are the steps to take if you would like to take advantage of this option:

From the Omaha OD Network home page, select the event for which you wish to register.



The screenshot shows the Omaha OD Network website. The navigation bar includes links for HOME, ABOUT, JOIN, EVENTS, NEWSLETTERS, PRESENTATIONS, JOBS, SCHEDULE, and DIRECTORY. The main content area is titled "The Hip & Sage Consultant Conference" and features an "Events" section with a "Switch to Calendar View" link. Under "Upcoming events", the "Leadership Mentoring Circles" event is highlighted. The event details include: Start: January 26, 2011, 07:30 AM - 09:30 AM; Location: UNO Thompson Alumni Center; and a "Registered by attendees" link. A yellow "Register" button is circled in red. To the right of the event details, there is a description: "The January program invites Mary Perfrontaine, the Executive Director of ICAN to share the leadership mentoring circles program." Below this is a quote: "Leadership Mentoring Circles: 'People with strong and good mentors enjoy more promotions, higher pay, and greater career satisfaction. They feel a sense of belonging, which makes their lives meaningful.'" and a "Show details" link.

Once you click on the Register button from the main Events page, you will see an option to add the event to your calendar

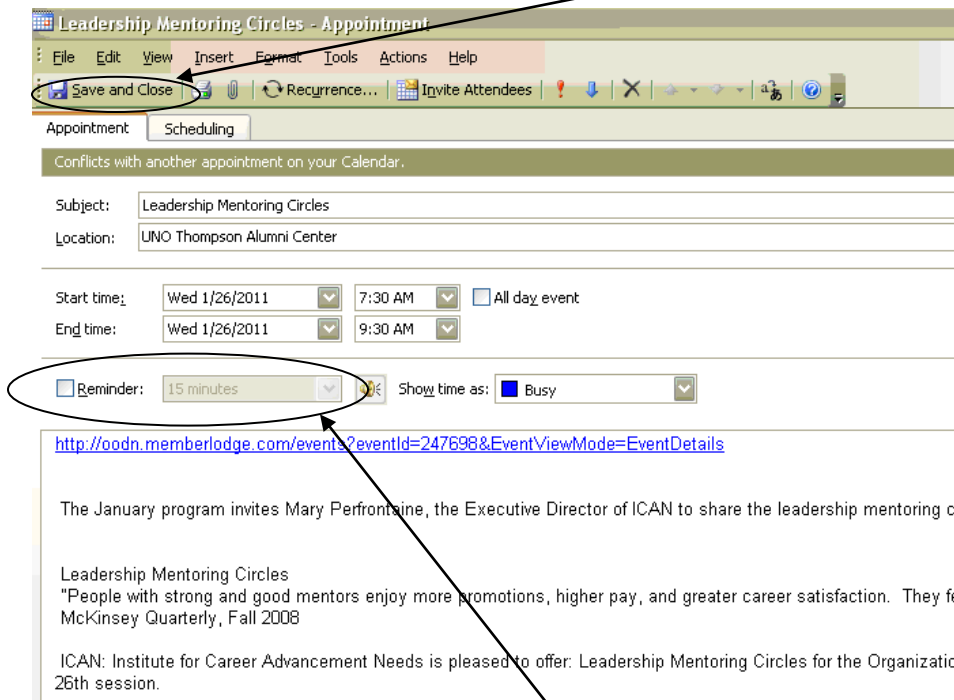


The screenshot shows the registration page for the "Leadership Mentoring Circles" event. The navigation bar is the same as in the previous screenshot. The event details are repeated: Start: January 26, 2011, 07:30 AM - 09:30 AM; Location: UNO Thompson Alumni Center. Below the event details is a section titled "Enter registrant e-mail" with the instruction "Identify yourself" and a note "* Mandatory fields". The text "Please enter e-mail of the person being registered." is followed by an "e-Mail" label and a text input field containing "shari.wheeler@LFG.com". At the bottom right, there is a yellow "Next" button. A red circle highlights the "Add to my calendar" link, which is accompanied by a calendar icon and the number "12". An arrow points from the "Register" button in the previous screenshot to this "Add to my calendar" link.

Individual internet browsers vary, but you may receive a pop-up message asking if you want to Open or Save the file. If you receive this pop-up, click on 'Open'.



This will bring up an Outlook meeting invitation. When you select the 'Save and Close' button, this will save the meeting invite to your Outlook calendar.



You have the option to update the Reminder field to send yourself a reminder (as far back as two weeks prior to the event and as close to the event as 15 minutes prior to the start).