

## MTA Events Calendar Joins *metro.net* Family of Features

- Check it out! GO TO> [MTA Events Calendar](#)

(May 22, 2003) The MTA Events Calendar – a comprehensive day-by-day listing of meetings, employee activities and community events – joins *metro.net*'s family of features today.

Provided by MTA's Communications Services Department, a link to the calendar can be found on the right-hand navigation bar of the Intranet home page.

"The calendar will provide a broad picture of what the agency is doing," says Communication Services Manager Danielle Boutier. "It will help avoid planning more than one event in a day. It also will create a record of what we've done and where we've been."

Employees can add an event to the calendar by clicking on a link in the upper right corner. The link provides instructions, a phone number and an e-mail form that goes directly to the person responsible for updating the calendar.

The Events Calendar can be displayed in day, month or full-year views. A user can move to the previous or next month with the click of the mouse.

On days when more than one event is scheduled, the user can mouse a tab to see the next event. A drop-down menu provides a calendar of general events or Metro Gold Line opening events.

Employees involved in producing the MTA Events Calendar included Danielle Boutier, Fran Curbello and Danielle Grossman of Communication Services. From ITS: John Downey, David De La Ysla and Robert Makuh for research and development; Robert Dodd for installation. Joe Simpson of Graphic Services was responsible for design and project coordination.

[Back to Bulletin Board](#)