


## Registering for CELT Events

**Note:** ISU is moving away from the Learn@ISU system and upcoming CELT events can now be found on the CELT Events Calendar.

---

1. Begin by visiting the CELT Events Calendar.
  - a. **Note 1:** You can switch the view of the calendar – this is the drop-down option after “Find Events” that is defaulted to “Month”.
  - b. **Note 2:** You can also subscribe to the entire CELT calendar if you’d like to be kept informed of newly added CELT events. This option can be found at the bottom right corner of the CELT calendar in a box outlined in red that reads ‘Subscribe to calendar.’
2. Find the event(s) you would like to register to attend, using the arrows at the top to navigate or by searching for an event by topic or title.
3. Once you find the event you would like to register for, click on the event name
4. Events will be available as online-only, hybrid, or in-person. If the event is virtual or hybrid, you will see a label indicating such. Each event will include only the applicable registration links (to attend virtually or in person). Be sure to register using the appropriate form.
  - a. At the end of the Event Description, there will be one or two buttons:



- b. Click on the button to register for the specific mode available. If the event is hybrid, please register for the mode you plan to attend.
5. **Once you’ve registered**, you will receive a confirmation email. You will also receive a reminder email closer to the time of the event.
6. **Add the event to your calendar.** Virtual attendees will automatically receive a calendar event via email. In-person attendees can manually add the event to their calendar. Return to the event listing on the CELT website. Scroll down to the red box with a calendar icon says “Add to calendar”. Select the option for your calendar program, then open the download to save the event to your calendar.

Questions? Problems? Contact CELT Communications Specialist [katiea01@iastate.edu](mailto:katiea01@iastate.edu)