Resident Interview Schedule Calendar How-to Guide

Accessing the Resident Interview Schedule Calendar
2. Enter your ASTRO email address and password.* Click the “Log in” button.
3. From the landing page, select the “My Communities” button.
4. Once on the Online Communities page, locate and click the “ADROP” button.
5. On the ADROP page, click on the “Community Calendar” button located on the right side of the page to access the Resident Interview Schedule Calendar.

*If you don’t know your password, click on the “Forgot Password?” link on the Login page.

Adding Dates to the Resident Interview Schedule Calendar
1. From the “Actions” dropdown tab, select “Add Calendar Item.”
2. Select the default calendar entitled: ADROP Calendar (Private) [Community Members]. Click Ok.
3. Complete the following fields on the Add Calendar Item form:
   - Title – Name of Residency Program
   - Time Zone
   - Start Date/Start Time – The start time should always be 12:00 a.m.
   - End Date/End Time – The end time should always be 11:55 p.m.

   If interview dates fall over consecutive dates, each date should be entered individually and not as a range of dates.
4. Once you have entered your calendar item, click Ok.
5. You will see a screen to review the details of your calendar posting. If you need to make any edits at this point, select “Edit Calendar Item” from the Actions dropdown tab.
6. To view all items on the community calendar, go to the Communities dropdown tab. Click the “ADROP” button. Click on the “Community Calendar” button.

**Viewing the Resident Interview Schedule Calendar**

There are a number of ways to view the Resident Interview Schedule Calendar. On the ADROP Calendars page, select your preferred calendar style format from the “View As” dropdown tab.

**List View**
Calendar View

Detailed List View

Need Assistance?
If require assistance accessing or adding a date to the Resident Interview Schedule Calendar, please contact Michele Donohue at michele.donohue@astro.org or 703-839-7384.