

Instructions for Adding and Maintaining a Calendar

Initially, all Google Web sites set up through the national office for chapters were provided with a calendar on a “Calendar” page. If you have removed your calendar but now want to use it, the following instructions tell you how to find it again or set up a new calendar, as well as how to add content to the calendar.

NOTE: Some chapters have opted to set up calendars with a **separate** log in and e-mail so that chapter members other than the Webmaster can add events to a calendar that appears on a chapter Web site *without* also having the ability to edit the chapter’s Web pages. To do this, you would simply add the URL of the alternate calendar to your site’s calendar page by following the specific instructions for doing so under the “Adding an Existing Calendar to Your Site” section below.

Finding Your Current Calendar or Setting up a New One

1. Open Google Chrome (preferred) or whatever browser you are using to access and edit your Google Web site.
2. Go to <http://calendar.google.com> and log in using your Web site username (email) and password.
*Note: To create a calendar **not** associated with your Web site’s username and password, you will need to follow the steps on the Google log-in screen to create a **new** username and password before proceeding. Be sure to document the alternate e-mail and password you create and the alternate calendar’s URL (Web address).*
3. The calendar already created for you may be in the dropdown menu on the left under “My calendars.” To see if it’s there, click the **arrow that points right**, which is to the **left** of “My calendar.” (It will be under your chapter’s name.) If your calendar is already there, skip down to the “Adding an Existing Calendar to Your Site” section.
4. If your calendar is no longer there or you want to create a new one associated with your Web site, click on the **arrow pointing down**, which is to the **right** of “My calendar” and select “Create new calendar.”
5. Beside “Calendar Name:” type the name of your chapter, such as “Jamestown Chapter.”
6. You can optionally add a description and the location of your chapter for your calendar in the boxes next to the title.
7. “United States” should be selected (if it’s not the default) in the dropdown menu beside “Calendar Time Zone:”
8. Select your correct time zone from the drop-down menu below “United States.”
9. Click the box so a check (✓) appears beside “Make this calendar public.” You want to do this so you can put the calendar on your chapter Web site so anyone can see it.
10. Click the “Create Calendar” box at the bottom of the page.
11. Click “Yes” in the warning box that comes up about making your calendar public.
12. You will now see your calendar listed under “My calendars” on the left.

Adding an Event to Your Calendar

Method 1 - Detailed event information

1. On the calendar you have just accessed or created, click the red “CREATE” button in the upper left.
2. Replace “Untitled event” with the name of the event or meeting you want to add.
3. Click in the box with the date to select the date of your event from the small calendar that pops up.
4. Fill in the start and end times of the event by clicking on those boxes and choosing times from the drop-down lists that appear.
5. If this is a recurring meeting/event, click the box in front of “Repeat” and set up the parameters for the meeting/event to regularly appear on your calendar.

6. Complete the “Where” box with the address. **IMPORTANT: Putting in a complete address with zip code allows Google Calendar to provide a map to your event location on the calendar.**
7. Fill in a short description of the event or meeting.
8. Optionally complete “Event colors,” “Reminders,” “Show me as...” and “Privacy” as you’d like, or leave the default values.
9. Click the red “SAVE” button at the top of the page to make the event or meeting appear on your calendar.
10. Click on the event and the “map” link to ensure your meeting and location are correct. If they aren’t, simply click the “Edit event” button and make changes.
11. You can also delete or discard the event to remove it from your calendar.

Method 2 - Basic event information

1. An alternate way of adding an event is by clicking the date on the calendar *first* and then in the “What” box, putting in the time and event name. This method adds just this basic information to your calendar.
2. To add more information, such as location and a description, you can simply click on the event and then “Edit event” to get to the same screen as above where you can add more details.

Adding an Existing Calendar to Your Site

1. Go into editing mode on your Web site by logging in with your username (email) and password.
2. If you have a Calendar page already, navigate to that page.
3. If you do *not* already have a page for your calendar, go to www.iwla.org/webtips for “Instructions for Creating New Pages - Web and File Cabinet” to add a new Web page titled “Calendar.”
4. From your Calendar page, click the “Edit page (e)” button in the upper right-hand of your page (the pencil icon).
5. In the upper left, click “Insert,” and in the second column, click “Calendar.”
6. A box will pop up with your chapter’s calendar (the one associated with your Web site that uses the same username and password).
7. You have the option of selecting this calendar for your page by clicking to make a check (✓) mark in the box beside its name, **or** of pasting the URL (Web address) of another calendar – associated with a separate username and password – in the text box underneath “Or paste a web address here:”
8. Click the blue “Select” button at the bottom.
9. On the next screen that pops up, you should:
 - a. Select your correct time zone from the drop-down list.
 - b. Uncheck the box beside “Include title.” (Your chapter name will already appear above your calendar once you drop it into your Web page.)
10. Click the red “SAVE” button.
11. Click the two small boxes with the line down the center just above the words “Google calendar” to center your calendar on the page. (“Align center” will appear if you hover over the icon.)
12. Click the blue “Save” button at the top of the page.
13. Your calendar should now appear on the page.
14. See “Instructions for Adding and Deleting Pages to/from Your Left-Hand Sidebar” to add the new Calendar page to your sidebar, if it’s not already there.

Note: It is possible to have more than one calendar on your Calendar page. If you add a calendar to a page with a calendar already on it, the newer calendar will appear at the bottom. To remove either calendar, in editing mode, click on the calendar you wish to remove and then click the X (delete) button that appears. Resave the page.