



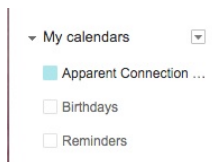
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Using Your Google Calendar

12/12/2016

How to Add An Event:

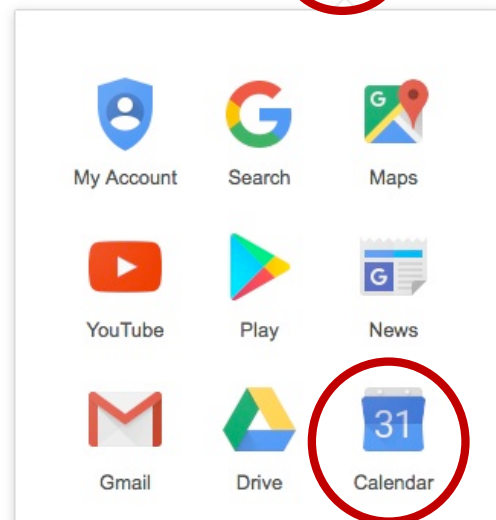
1. Login to Google with your gmail account and password.
2. On the left side of the screen, make sure all the calendars you want visible on your website have a colored square next to the name. If you don't see the colored square, click the calendar name and it should show:



2. In the top right corner, click this icon



Then, click the Calendar icon



3. Click the first date of your event (if a time shows, just ignore it on this screen). Enter the name of the event in the pop up box, then click **Edit event**.

Event | Task ×

When: Tue, June 4

What:

e.g., 7pm Dinner at Pancho's

4. Fill out the screen that opens. Be sure to type (or select from drop-down) the correct start and end times, because sometimes Google automatically fills this in for you. *For basic use, don't change **Guest** settings on the right, or the **Calendar** section (crossed out in green below)—these are features for advanced users.*

The screenshot shows the Google Calendar event creation page. At the top, there are buttons for 'SAVE' (circled in red), 'Discard changes', 'Delete', and 'More Actions'. The event title is 'Level 1 Yoga Flow with Megan Leo'. The date and time are set to 6/13/2013, 5:30am to 6:30am. The 'Repeat' section is checked for 'Weekly on Tuesday, Thursday' (circled in red). The 'Where' field contains 'Flowing Forms Yoga Studio, 10 Main Street, Newport, NH'. The 'Video call' option is 'Add Google+ Hangout'. The 'Calendar' dropdown is set to 'Flowing Forms Yoga'. The 'Description' field contains text about the yoga class. On the right side, the 'Add guests' section and the 'Guests can' options are crossed out with a large green X.

5A. If this event happens only once, click the **SAVE** button (do not check box next to repeat).

5B. If this event repeats on other days, check the box next to REPEAT. Fill out the appropriate information, then click the **DONE** button at the bottom.

Example:

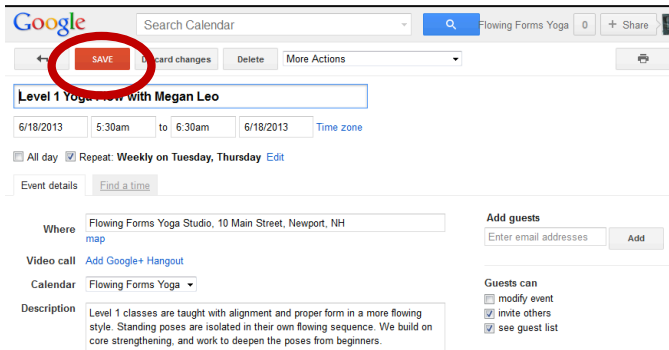
The screenshot shows the 'Repeat' dialog box. The 'Repeats' dropdown is set to 'Weekly'. The 'Repeat every' is set to '1 weeks'. The 'Repeat on' section has 'S' (Sunday) checked. The 'Starts on' date is 6/9/2013. The 'Ends' section has 'Never' selected. The 'Summary' is 'Weekly on Sunday'. The 'Done' button is circled in red.

Click the **SAVE** button near the top of the screen.

To edit an event

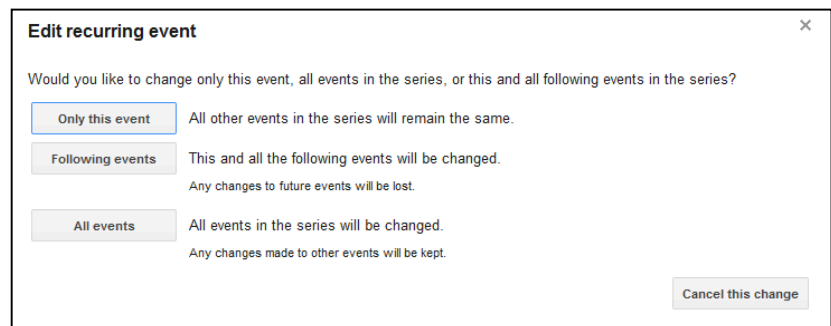
1. You may find it easier to start with the **Week** view. Click the event you want to change.

2. Type your changes and then click the **SAVE** button near the top.



The screenshot shows the Google Calendar interface for editing an event titled "Level 1 Yoga with Megan Leo". At the top, there is a search bar and a "SAVE" button circled in red. Below the title, the event details are visible, including the date (6/18/2013), time (5:30am to 6:30am), and location (Flowing Forms Yoga Studio, 10 Main Street, Newport, NH). There are also options for "Add guests", "Video call", and "Calendar".

3. If you have changed a REPEATING event, a pop-up screen asks you which of the connected events you would like to change.



The screenshot shows a dialog box titled "Edit recurring event". It asks the user: "Would you like to change only this event, all events in the series, or this and all following events in the series?". There are three radio button options: "Only this event", "Following events", and "All events". Each option has a brief description of its effect. A "Cancel this change" button is located at the bottom right.

Option	Description
Only this event	All other events in the series will remain the same.
Following events	This and all the following events will be changed. Any changes to future events will be lost.
All events	All events in the series will be changed. Any changes made to other events will be kept.

If you are making a change that affects all related events (ex: a 6pm class permanently moves to 6:30pm), choose **All events**.

If you are making a change to just ONE of the related events (ex: a substitute teacher will run just this ONE day's class), choose **Only this event**.

If you need to make the same change to several of the related events, but NOT ALL of the events, (ex: Sue is the new teacher for 3 of the 12 class dates), you will you need to edit each date individually and choose **Only this event**.

NOTE: If you accidentally mess up the entire event series, it is sometimes best to delete the event (and all connected events) and then enter it again as a new event.