Updating the Web Calendar

1. Facts: the following website provides an integrated calendar of GOCC events in the Kitsap area: http://www.kitsapvettes.org/Events.htm.

2. Discussion: EBoard members or their representatives have been offered the opportunity to directly provide updates to this calendar via the Internet. Some have requested update authority and were provided access via authorization of their personal Google gmail accounts.

3. Action: For those who do not have access codes and would now like authority to add or update their events to the calendar, here is the simplified procedure using a group ID:

    a. go to the website: http://www.kitsapvettes.org/Events.htm

    b. select the "Login Calendar" button. If you are logged in to Google in an account other than goccheadsup@gmail.com, log out by selecting the log-out button.
    Then select the Login button to log into the goccheadsup@gmail.com account.

    c. This should lead you to a Google Calendar log-in webpage.
    The Email ID should be filled-in with the Group ID: goccheadsup@gmail.com.

    d. If a different Email ID is shown, you can over-ride this by clicking on the link below the Password box: "Sign out and sign in as a different user" or by entering the Email ID: goccheadsup@gmail.com.

    e. Enter the password that accompanies the above Email ID. You can get the password by contacting the Webmaster or: lotis666@gmail.com or calling him at 360-874-0835.

    f. Once logged in, you will see a calendar view. The GOCC and Non-GOCC Calendars will be in a list on the left under "My calendars". If not shown, expand the My calendars view by clicking on the arrow to the left of the "My calendars" title.

    g. If the calendar is not in the Month view, select the MONTH view from the row above the calendar. If no events are shown, you may have to left click on the title in the My calendars list to select it. Clicking toggles selection and view of multiple calendars. Select the appropriate calendar to update. Blue is GOCC, red is Non-GOCC.

    h. To enter events find the month and day, left click in the day box, but not on any existing events. You should get a new event box to fill-in. Calendar Help is:
    http://support.google.com/calendar/?hl=en

    j. Be careful not to change other user's events.

    k. Log Out when done.