

Instructions for Using the WCCC Community Calendar

What you need to do to:	Steps to Take:
1. Create a Google account (general account to use any of Google's services).	<ul style="list-style-type: none"> ■ If you do not have an existing Google account, go to www.google.com/accounts and click on "Create a new Google account." ■ Follow the instructions to create an account. The e-mail address you enter <i>does not</i> need to be a Google address (Gmail).
2. Request authorization to add/edit events, given by the Calendar Administrator (Nicole Young).	<ul style="list-style-type: none"> ■ Send an e-mail to Nicole Young at nicole@opti-solutions.com or info@watsonvillecommunityconnections.com with a request to be given access to the Community Calendar. Include your name and organization in your message. ■ You will receive an e-mail invitation from "Google Calendar [calendar-notification@google.com] on behalf of Nicole Young [nicole@opti-solutions.com]". ■ The message will either contain a link to accept the invitation and create an account (if you have a Google Calendar account) <i>or</i> a link to view the calendar (if you do not have a Google Calendar account).
3. Sign in to Google Calendar for the first time with your Google account information (e-mail and password).	<ul style="list-style-type: none"> ■ Click on the link in the e-mail invitation you received. This will take you to the "Welcome to Google Calendar" web page. ■ Sign in to Google Calendar with your Google account information (e-mail and password). Enter your name and other information when prompted. ■ Click on "Yes, add this calendar" when prompted. You will now be in your Google Calendar account. ■ On the far left side of the Google Calendar page, look for the box with a light blue border that says "My Calendars." You will see Your Name (which you can use as a personal calendar) and the Watsonville Community Connections Collaborative (which is a shared calendar, viewable by anyone visiting the WCCC web site). ■ To see events that are listed in the Watsonville Community Connections Collaborative's Community Calendar, check the box next to the collaborative's name. Please do not edit or delete meetings/events that other users have created.
4. Add/edit events in the WCCC's Community Calendar.	<ul style="list-style-type: none"> ■ Enter the meeting/event information from within your Google Calendar account, and then it will be displayed in the Community Calendar on the WCCC web site. <ol style="list-style-type: none"> a. Click on the "Create Event" link in the top left corner of your Google Calendar web page. This will open up a form where you can enter the name of the meeting/event, date, time, location and description. b. In the Calendar field, select "Watsonville Community Connections Collaborative". This ensures that the event information appears in the shared calendar on the WCCC's web site (vs your personal

	<p>calendar).</p> <ul style="list-style-type: none"> c. In the Options section, leave the Privacy level as "Default." The Community Calendar is set up as a shared calendar so that all events are viewable by anyone on the WCCC's web site. d. If there are specific people you want to invite to your meeting/event, add their e-mail addresses in the Guests section. e. Click "Save" when you are finished entering your meeting/event information. <ul style="list-style-type: none"> ■ You can view your meeting/event in the Community Calendar on the WCCC's web site by returning to http://www.watsonvillecommunityconnections.com/pages/calendar.html and clicking the "Refresh" icon on your web browser.
<p>5. Access your Google Calendar account in the future</p>	<ul style="list-style-type: none"> ■ Go to the Community Calendar on the WCCC's web site and click on the "Sign in now" link right above the calendar. Follow the above instructions for signing in and adding/editing events.

Questions about accessing or using the WCCC Community Calendar?

Contact Nicole Young at nicole@opti-solutions.com or 594-1498.