

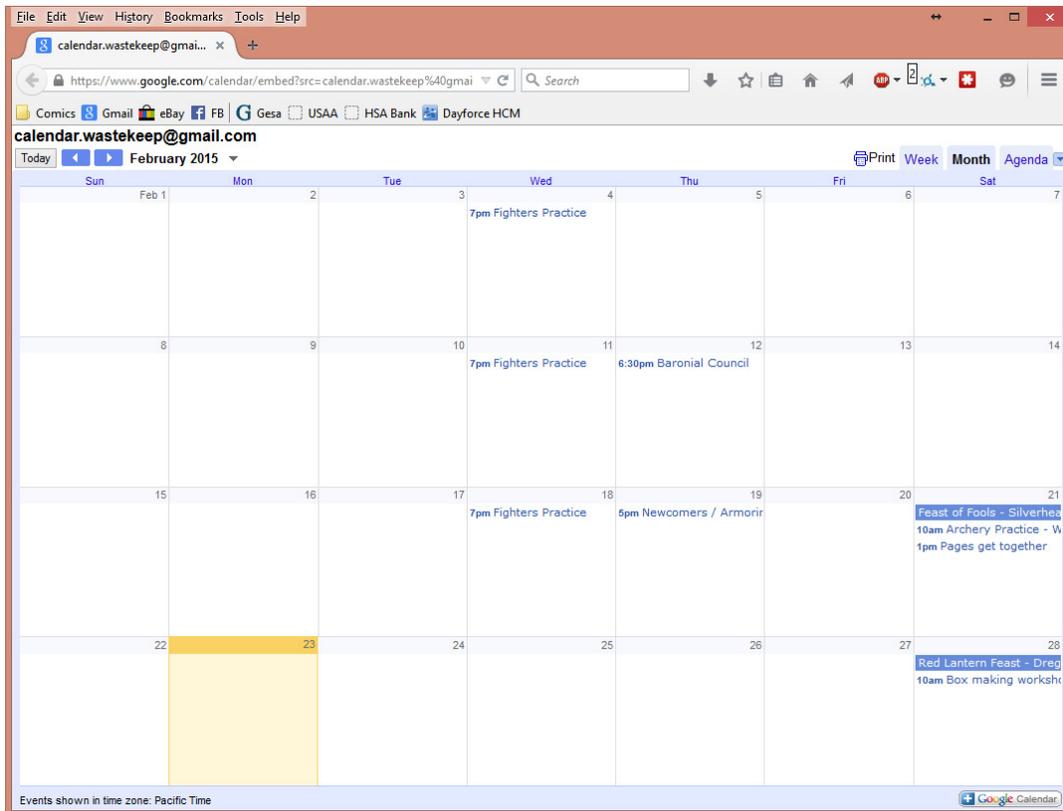
Adding items to the new Google Calendar:

With the transition to google calendar, there's some tweaks to how events can be added. Some will see it as an easier way, some won't. I've created a few screenshots to help you along.

The location on the Wastekeep webpage hasn't changed. Still top left corner of the screen:

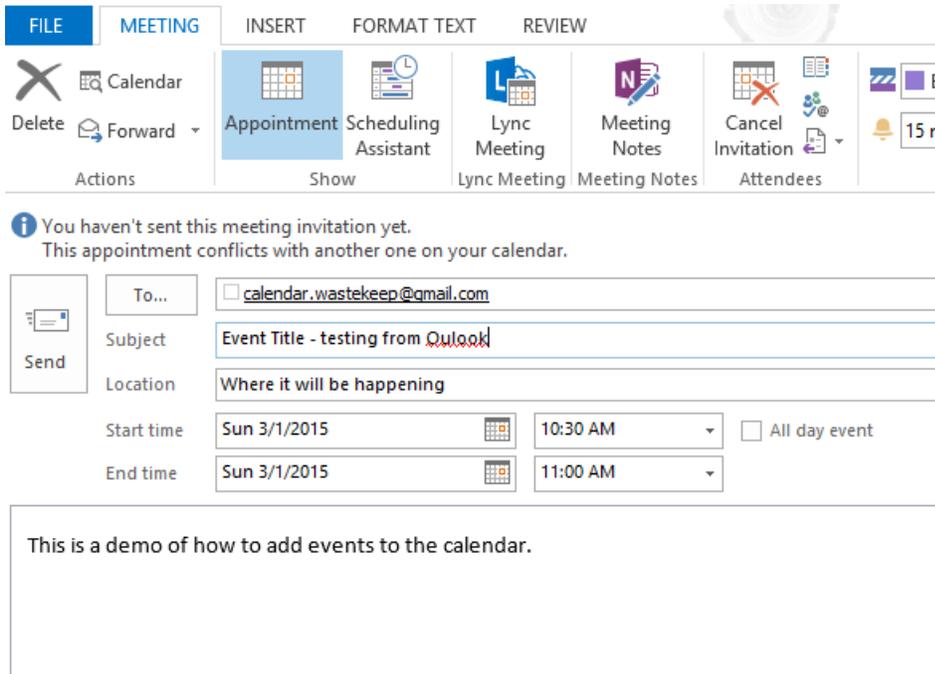


However, once you click that link, the layout is a bit different:



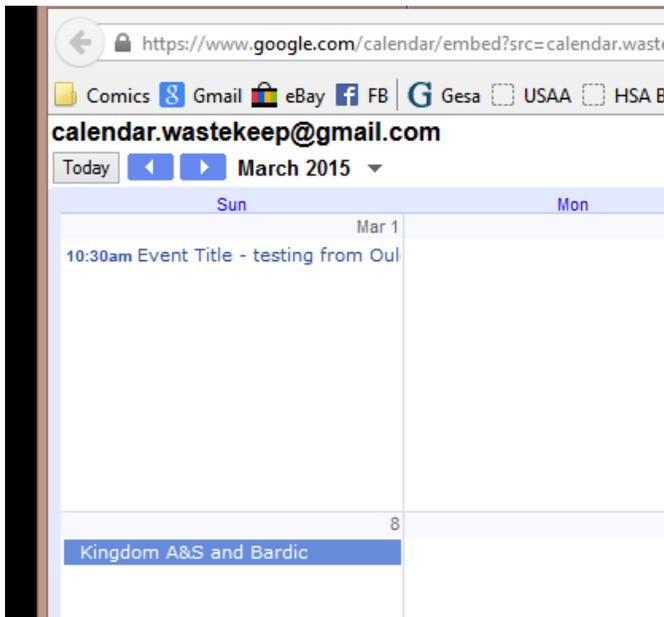
Now, here's the changes. To add events to the calendar – you have to create an event on a calendar you have and invite the calendar to that event (calendar.wastekeep@gmail.com).

Here I've done it from my work account (which has no rights to that calendar)



The screenshot shows the Outlook ribbon with the 'MEETING' tab selected. The ribbon includes options like 'Appointment', 'Scheduling Assistant', 'Lync Meeting', 'Meeting Notes', 'Cancel Invitation', and 'Attendees'. Below the ribbon, a message body contains a warning: 'You haven't sent this meeting invitation yet. This appointment conflicts with another one on your calendar.' Below this is a 'Send' button and a form for creating a meeting invitation. The form fields are: 'To...' with the email address 'calendar.wastekeep@gmail.com'; 'Subject' with 'Event Title - testing from Outlook'; 'Location' with 'Where it will be happening'; 'Start time' with 'Sun 3/1/2015' and '10:30 AM'; 'End time' with 'Sun 3/1/2015' and '11:00 AM'; and an 'All day event' checkbox which is unchecked. Below the form, the text reads: 'This is a demo of how to add events to the calendar.'

Which then shows up on the calendar like this (spelling error and all):



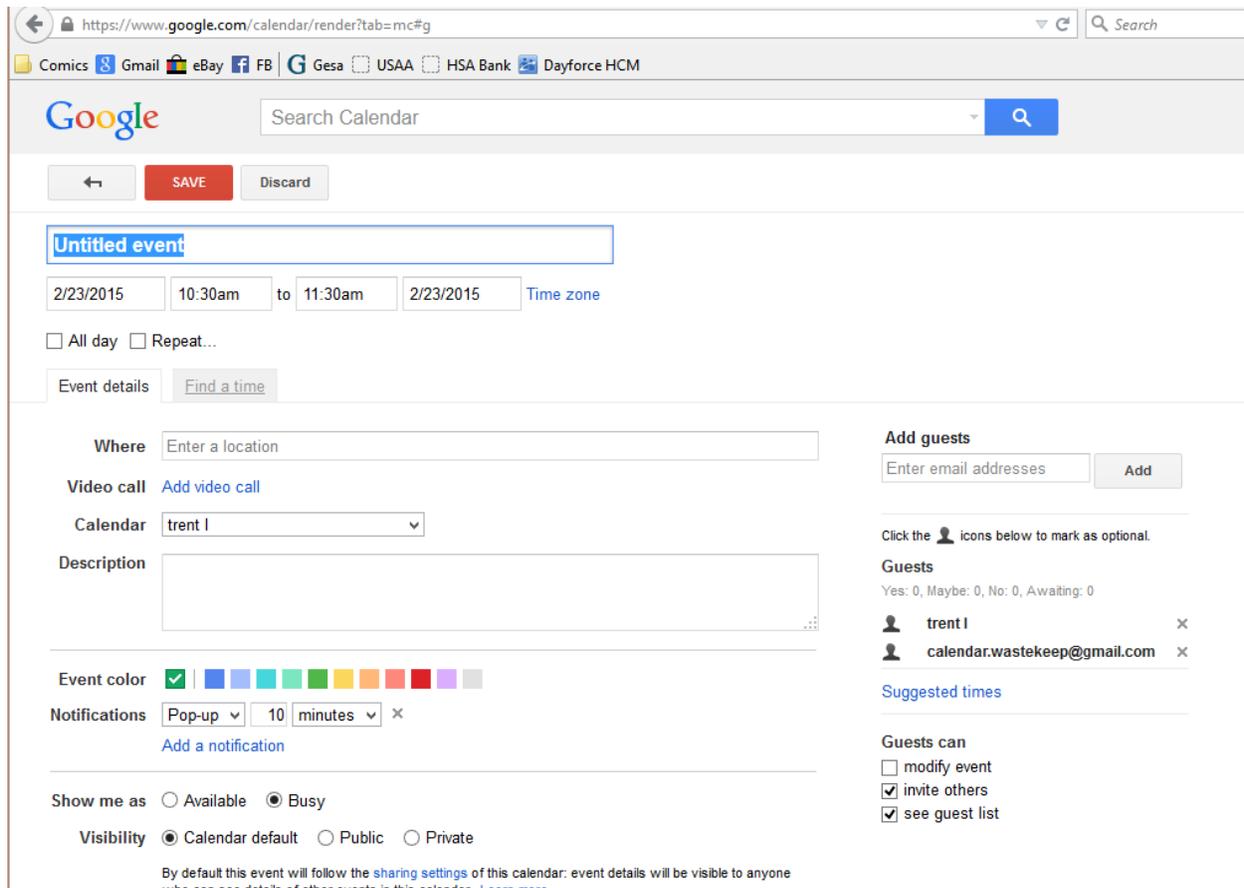
The screenshot shows a Google Calendar interface. The address bar displays 'https://www.google.com/calendar/embed?src=calendar.wastekeep@gmail.com'. The calendar is for 'March 2015'. On Sunday, March 1st, there is an event titled '10:30am Event Title - testing from Outlook'. On Monday, March 8th, there is an event titled 'Kingdom A&S and Bardic'.

The important things to remember are to have the Subject mean something, an accurate location, and the correct time. Because they're what's going to come through on the front page.

Any detail you add to the calendar (where I added “This is a demo of how...”) will show up if you click on the link on the calendar itself.

What if you don’t use outlook?

Here’s a screenshot of the same thing from my Gmail account:



calendar.wastekeep@gmail.com has to be added under the “add guests” on the right hand side, then they show up in the guest list.

Now, once you do this, the calendar items are linked. So, if you make changes to your copy, it *should* update the one on the baronies website.

Other calendar programs will also be able to add calendar.wastekeep@gmail.com – but I don’t have any other screenshots. Shouldn’t be too hard to figure out.

If all else fails, the people who can add items to the calendar directly are the Seneschal, Exchequer, and Web Minister. Send one of us an email and we’ll be happy to add it for you.