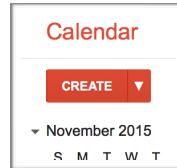
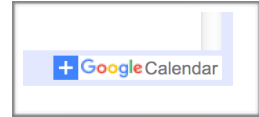


Adding an Event to the RSCDS Boston Branch Google Calendar

1. Make sure you're logged in with an email address that's authorized to post to the calendar. *If you don't have an authorized address and think you should, contact calendar@rscdsboston.org.*
2. Go to the calendar page on our website (rscdsboston.org/events-calendar.html) and click the "+ Google Calendar" button in the corner of the calendar. Or visit calendar.google.com while logged in and start from there.
3. Click the red CREATE button in the upper left.

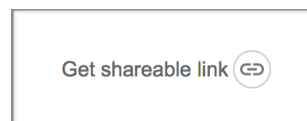
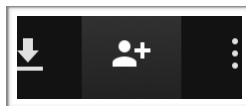


4. Enter the name of the event, the date, and the starting and (approximate) ending times.

*Make sure that "All day" is not checked, unless it's an all-day event. Make sure that "Repeat..." is not checked. **You should not create repeating events on the branch calendar.***

5. Enter the location of the event. Google may auto-complete the address for you; if it doesn't, enter the full address into the "Where" text box by hand.
6. Select the correct calendar (probably your class calendar or the RSCDS Boston calendar) from the drop-down Calendar menu. *Make sure your personal calendar isn't selected, or nobody will see it!*
7. Enter a description of the event, including contact information (email and/or phone) for the organizers. You can add any other details you like: a link to the event page on the website, MCs, musicians, attendance fees, dining information, etc. If you only have partial information, you can come back later to add more.
8. If you have PDFs to upload (fliers, cribs, etc.), click "Add attachment," then click the Upload tab in the window that pops up. (You need to be logged into a Google Docs account.) Select and upload PDFs from your computer. You can delete files from an event by clicking the gray x next to the filename.

IMPORTANT: *Due to the way Google Calendar handles files, you will need to make any PDFs you upload public before anyone can see them. Once you've uploaded a PDF, click its name to open it in a new window. Click the SHARE button at the top of the screen that appears (it looks like a person with a plus sign). Then click the "Get shareable link" button in the window that pops up. This will make sure other people can open the PDF. This is an awkward work-around, and we hope Google will fix it soon. If you need help uploading files, you can contact calendar@rscdsboston.org.*



9. Don't adjust any of the other default settings, including the event color. Click the red SAVE button in the upper left to create the event. You're done! You can come back and edit your event at any point in the future. Be sure to check the details of your event after it's posted.

There are tricks to speed up the process of creating Google Calendar events, like using the "Quick add" box or clicking on a calendar day to create an event. You can also use the Google Calendar app. If you're comfortable using these tricks, feel free to do so!

Please don't delete, move, or edit other people's events unless you have permission to do so.