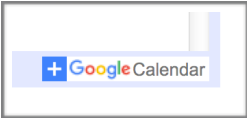


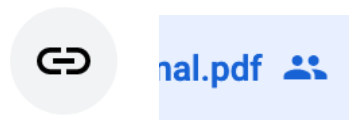
## Adding an event to the RSCDS Boston Branch Google Calendar

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](mailto:calendar@rscdsboston.org).*
  2. Go to the calendar page on our website ([rscdsboston.org/event-calendar.html](http://rscdsboston.org/event-calendar.html)) and click the "+ Google Calendar" button in the corner of the calendar. Or start at [calendar.google.com](http://calendar.google.com) while logged in with your authorized account.
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3. Click on the calendar entry where you want to create an event, then "more options," or click the CREATE button in the upper left of the Google Calendar screen.
  4. Enter the title 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 "Does not repeat" is selected. **Please don't 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 "Add location" text box by hand.
  6. Select the correct calendar (either your class calendar or the RSCDS Boston Branch event calendar) from the drop-down Calendar menu. The default selection will be the personal calendar of the account you're logged in with. **Make sure your personal calendar isn't selected, or nobody will see your event!**
  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. Don't adjust any of the other default settings, including the event color.
  9. Click the SAVE button in the upper right to create the event.

You're done! You can come back and edit your event at any point in the future. Be sure to double-check the details of your event after it's posted. If you'd like to reserve branch equipment for your event, email [equipment@rscdsboston.org](mailto:equipment@rscdsboston.org) at least 30 days before the event to make the request.

## If you have PDFs to upload (fliers, cribs, etc.)

1. Upload them to your Google Drive account ([drive.google.com](http://drive.google.com)).
2. Select them and click on the "Get shareable link" icon in Google Drive, which looks like a chain link. The little "people" icon will appear next to your document(s).



**IMPORTANT: Due to the way Google Calendar handles files, you will need to make any PDFs you upload shareable before anyone can see them. If you don't click the link, your PDFs will appear on your event, but nobody else will be able to read them.**

3. Return to editing your event in Google Calendar and click the paperclip icon ("Add attachment"). Select your documents to attach them to your event.
4. Click the SAVE button in the upper right to save your changes.

*You can also use the Google Calendar app. If you're comfortable using other methods to create calendar events, feel free to do so!*

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