I. Google Calendar Access
   a. Access is granted by the PVA office.
   b. The calendar will pop up under “Other Calendars” on the bottom left of your Google calendar.
   c. If you are unsure if you have access, please see us before you leave for your campus today.
II. Entering calendar events
   a. Use the format CAMPUS/PROGRAM/ACTIVITY for every entry in your calendar.
   b. Fill in all of the required information for each activity.

   ![Calendar Image]

   - **Required (Campus/Program/Activity Title):**
   - **Required (Be specific on dates and times):**
   - **Uncheck “All day” if the activity has a defined start time.
     Repeat allows you to repeat the event if it happens regularly.
   - **Required (Please be as specific as possible):**
   - **Make sure you are on the correct calendar!! This will default usually to your personal calendar.**
   - **Optional: Add an event description for clarity of the event location, purpose, which students are involved, etc.**

   - **Add attachment**
   - **Event color**
   - **Notifications**
III. Verifying event entry and changing events

a. You may update your events at any time by clicking on the event on your Google calendar.

b. Events may not be the same color as the example when you enter them. The color does not matter as long as the correct calendar [Performing and Visual Arts Events (Campus/Program/Title)] is selected.