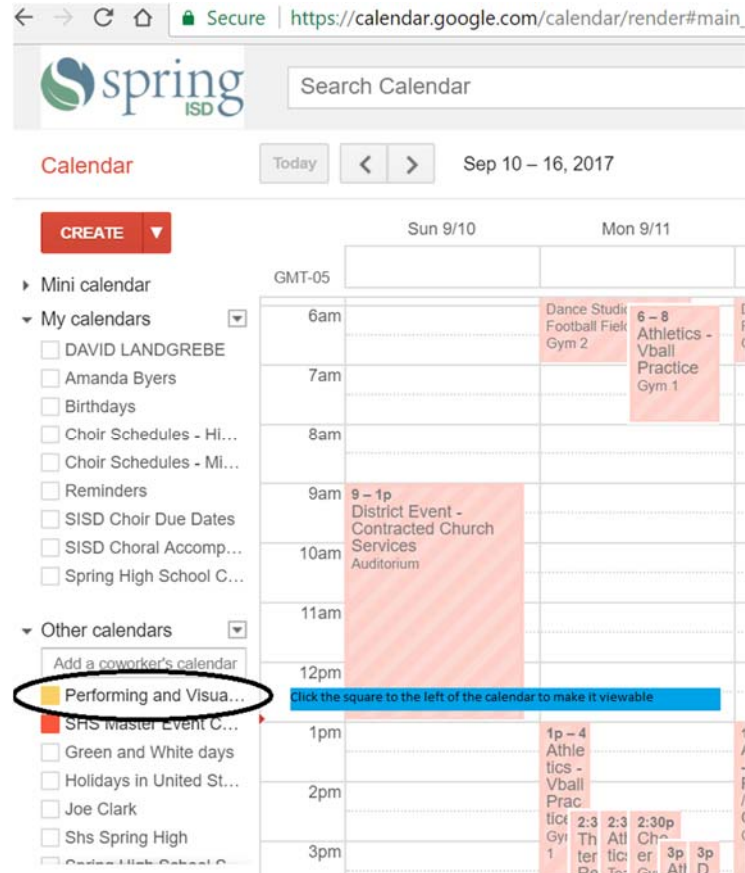



Google Calendar Input Instructions for PVA Programs Not Using Charms

- 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
- Use the format CAMPUS/PROGRAM/ACTIVITY for every entry in your calendar.
 - Fill in all of the required information for each activity.



Click save when you have typed all of the information in the computer.

Spring HS/Choir/Rehearsal - Chorale PM <-- Required (Campus/Program/Activity Title)

to <-- Required (Be specific on dates and times)

All day Repeat... <-- Uncheck "All day" if the activity has a defined start time. Repeat allows you to repeat the event if it happens regularly.

Where <-- Required (Please be as specific as possible)

Video call [Add video call](#)

Calendar <-- Make sure you are on the correct calendar!! This will default usually to your personal calendar.

Created by DAVID LANDGREBE

Description

Attachment [Add attachment](#)

Event color |

Notifications No notifications set
[Add a notification](#)

Guests

Guests can

- modify event
- invite others
- see guest list

- III. Verifying event entry and changing events
- You may update your events at any time by clicking on the event on your Google calendar.
 - 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.

spring ISD

Search Calendar

Calendar Today < > Sep 3 – 9, 2017

CREATE

GMT-05 Sun 9/3 Mon 9/4

2pm

3pm

4pm

5pm

6pm

7pm

8pm

9pm

10pm

11pm

▶ Mini calendar

▼ My calendars

- DAVID LANDGREBE
- Amanda Byers
- Birthdays
- Choir Schedules - Hi...
- Choir Schedules - MI...
- Reminders
- SISD Choir Due Dates
- SISD Choral Accomp...
- Spring High School C...

▼ Other calendars

Add a coworker's calendar

- Performing and Visua...
- Green and White days
- Holidays in United St...
- Joe Clark
- SHS Master Event C...
- Shs Spring High
- Spring High School C...

The sample event has been created. Click on the event to view details or edit it. -->

5:15p – 7:45p
Spring
HS/Choir/Rehearsal -
Chorale PM