

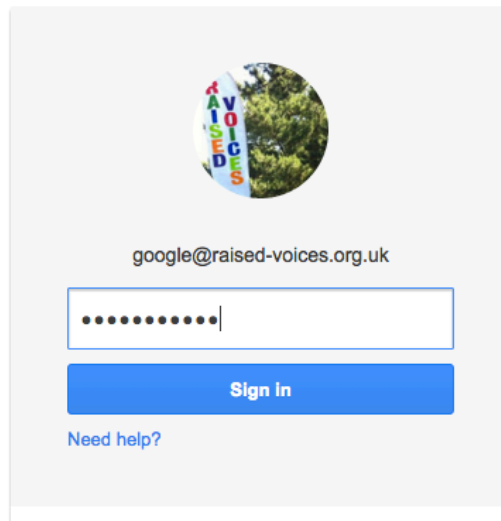
Instructions for updating the RV Calendar

1. On Google (calendar.google.com), log in to the Raised Voice Google account.

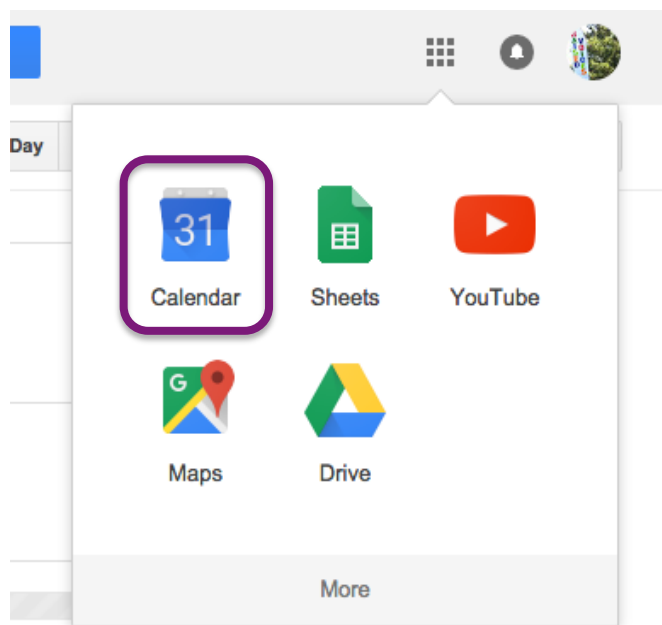


One account. All of Google.

Sign in to continue to Google Calendar



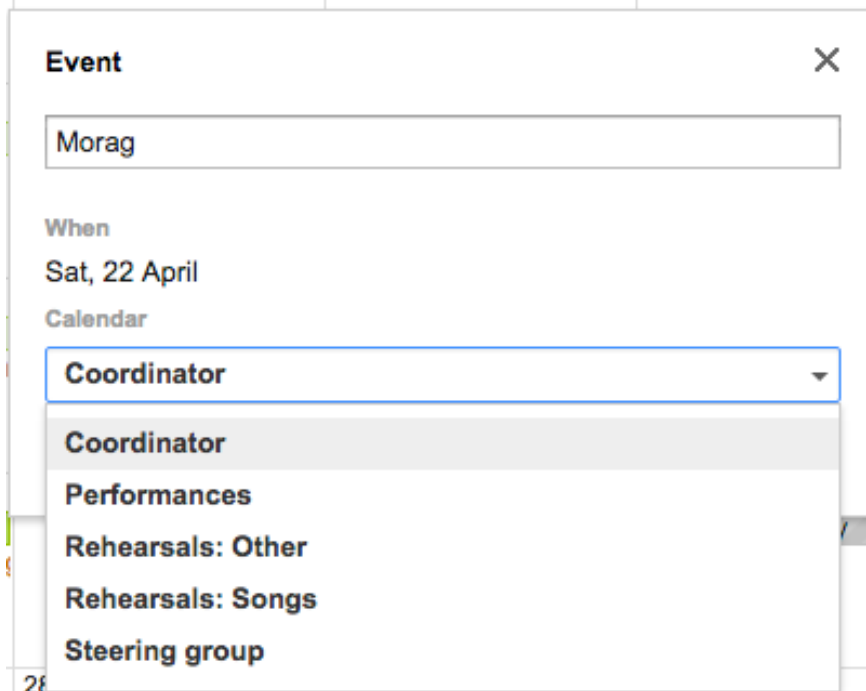
2. If you didn't start on the Calendar page, you may need to navigate to it



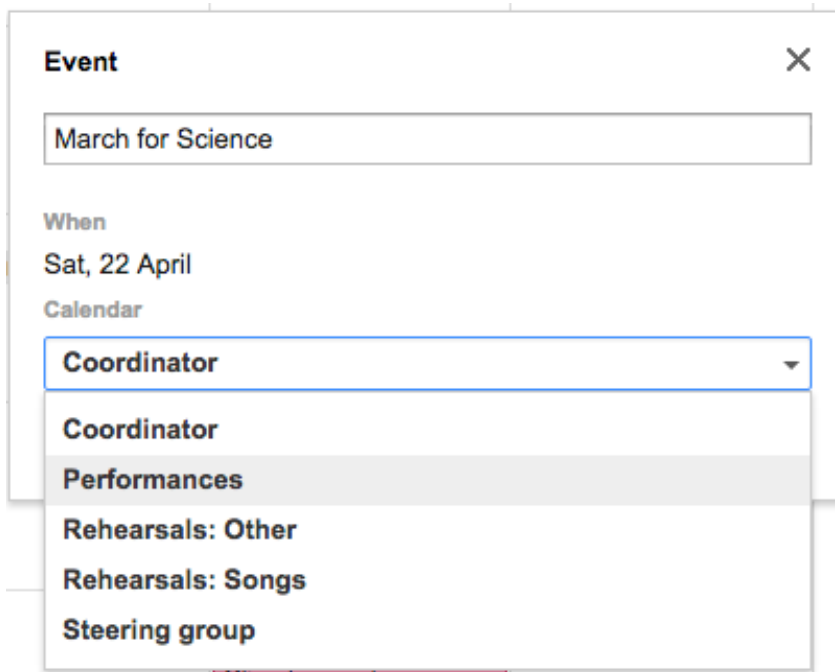
3. To create a new event: click on the day for which you want to enter the event. You then have two options for how to enter the event's information:

a. Simple entry (e.g. Coordinator entries & demos): Simply edit the information in the pop up window.

e.g. for Coordinator entries, simply enter the name of the coordinator that week at the top, and ensure the selected calendar is 'Coordinator'. For simple demo entries, enter the demo name and select 'Performances'



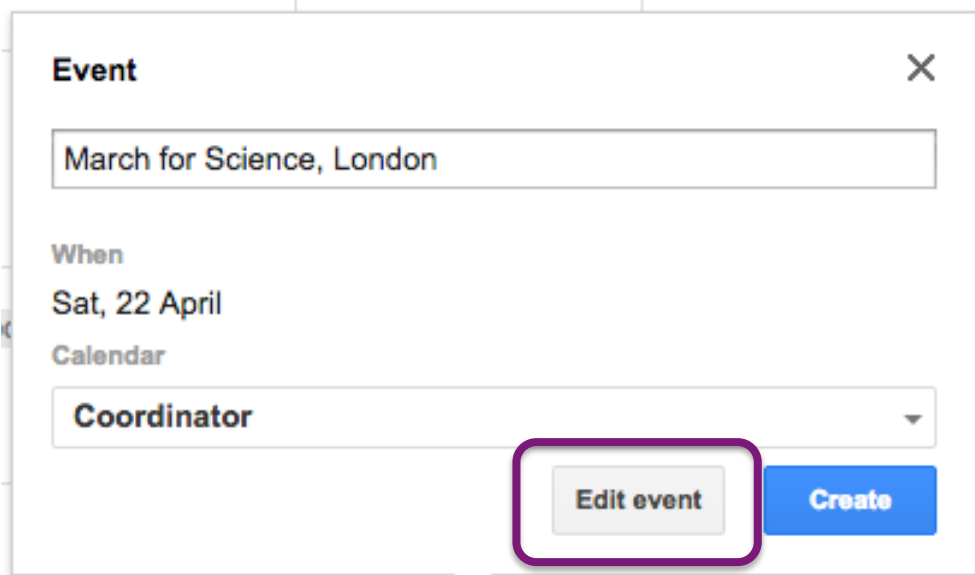
The screenshot shows an 'Event' pop-up window with a close button (X) in the top right corner. The title field contains the text 'Morag'. Below the title field, the 'When' section shows 'Sat, 22 April'. The 'Calendar' section features a dropdown menu with 'Coordinator' selected. The dropdown list is open, showing the following options: 'Coordinator' (highlighted), 'Performances', 'Rehearsals: Other', 'Rehearsals: Songs', and 'Steering group'. A small number '28' is visible in the bottom left corner of the window.



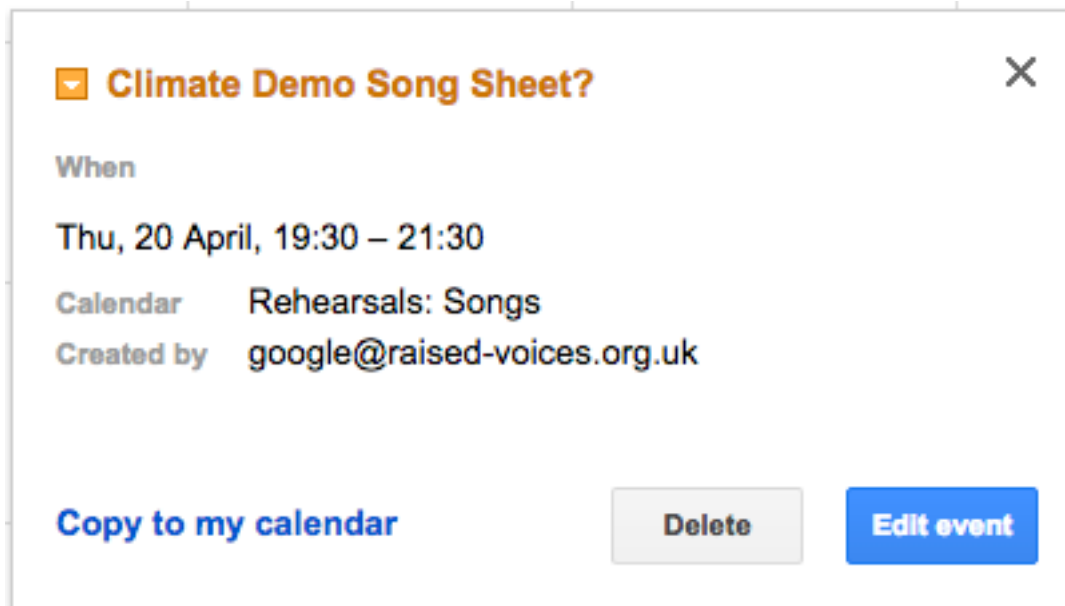
The screenshot shows an 'Event' pop-up window with a close button (X) in the top right corner. The title field contains the text 'March for Science'. Below the title field, the 'When' section shows 'Sat, 22 April'. The 'Calendar' section features a dropdown menu with 'Performances' selected. The dropdown list is open, showing the following options: 'Coordinator', 'Performances' (highlighted), 'Rehearsals: Other', 'Rehearsals: Songs', and 'Steering group'. A small text 'Climate march' is visible in the bottom left corner of the window.

b. Full entry: For more more complex entries, e.g. song entries, entries with a specific start time (usually just steering group), or multi-day entries, or entries with a long description, use the full editing feature. You also need to go through this feature to change information on an event AFTER you have created it, e.g. changing the calendar it is in or the time information.

You can access this by click on Edit Event. You can also do this after you've already created an event, by clicking on the event in the calendar again.



The screenshot shows a form titled "Event" with a close button (X) in the top right corner. The form contains a text input field with the text "March for Science, London". Below this, there is a section labeled "When" with the date "Sat, 22 April". Underneath, there is a "Calendar" section with a dropdown menu currently set to "Coordinator". At the bottom of the form, there are two buttons: "Edit event" (highlighted with a purple box) and "Create" (a blue button).



The screenshot shows a details view for an event titled "Climate Demo Song Sheet?" with a close button (X) in the top right corner. The event is marked with a checkbox. The "When" section shows the date and time: "Thu, 20 April, 19:30 – 21:30". The "Calendar" section shows "Rehearsals: Songs". The "Created by" section shows "google@raised-voices.org.uk". At the bottom, there are three buttons: "Copy to my calendar" (a blue link), "Delete" (a grey button), and "Edit event" (a blue button).

NB: do not change the colour of an individual entry, but select the correct calendar instead. The correct calendar will automatically apply the correct colour.

← **SAVE** Discard changes Delete More Actions

Climate Demo Song Sheet?

20/4/2017 19:30 to 21:30 20/4/2017 [Time zone](#)

All day Repeat...

Event details [Find a time](#)

Where

Video call

Calendar

- Coordinator
- Performances
- Rehearsals: Other
- ✓ Rehearsals: Songs**
- Steering group
- Change Owner...@org.uk

Created by

Description

Attachment [Add attachment](#)

Event colour

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

4. Don't forget to sign out at the end!

