

## Google Calendar Update

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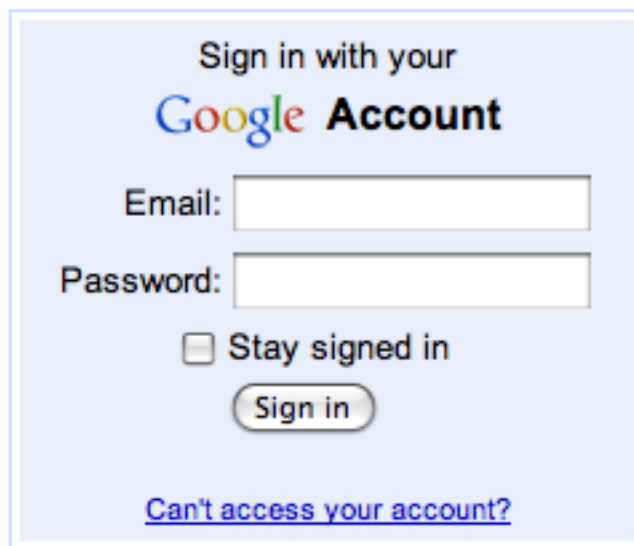
This document explains how to update a Google Calendar embedded on your website.

### Go to the Google Website



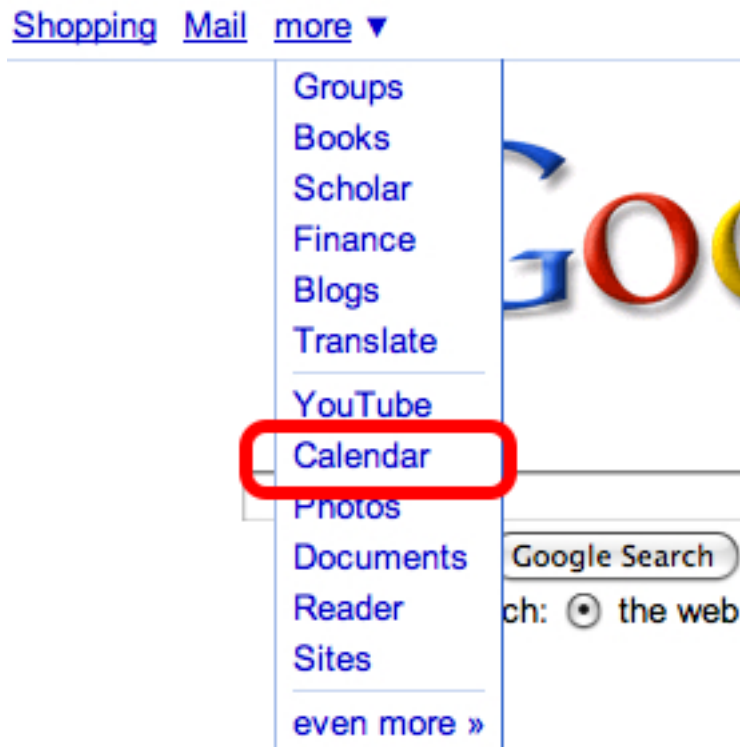
Using your favourite web browser, go to [www.google.com](https://www.google.com)

### Sign in to your Google account.

A screenshot of the Google Account sign-in page. The page has a light blue background. At the top, it says "Sign in with your Google Account". Below this, there are two input fields: "Email:" and "Password:". Under the password field, there is a checkbox labeled "Stay signed in". Below the checkbox is a "Sign in" button. At the bottom of the form, there is a link that says "Can't access your account?".

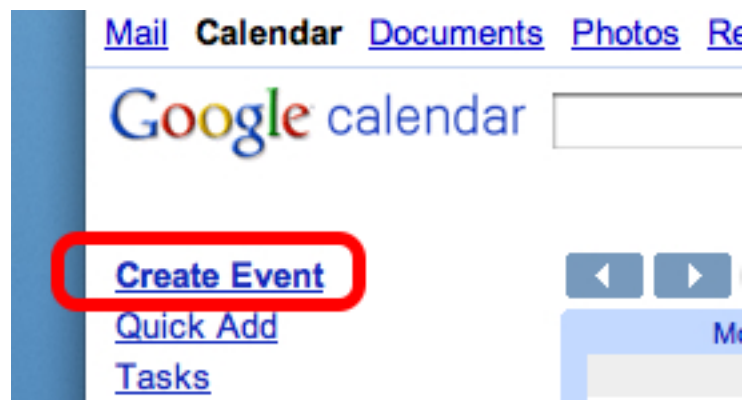
Using your main website email address (e.g. enquiries@yourdomain.co.uk), and the password supplied by **Kingsbridge Websites**, log-in to your Google Account.

## Select Google Calendar



In the 'more' menu select 'Calendar'

## Create Event



Click on the 'Create Event' to add an event to a calendar.

## Calendar Event Details

The screenshot shows the 'Calendar Event Details' form with the following fields and callouts:

- What:** A text input field containing 'Your New Calendar Event' with callout 1.
- When:** Two date input fields both containing '17/8/2009' with callout 2, followed by a checked 'All day' checkbox with callout 3.
- Repeats:** A dropdown menu showing 'Does not repeat' with callout 4.
- Where:** A text input field containing 'Leave Blank' with callout 5.
- Calendar:** A dropdown menu showing 'Parish Council' with callout 6.
- Description:** A large text area containing the placeholder text 'Description of event (i.e. what, where, and when).' with callout 7.

1. Name the event.
2. Click to select the date of the event.
3. Tick the 'All day' box.
4. If the event is repeated choose an option here.
5. Leave blank.
6. If you have more than one calendar - select the calendar you want to add the event to.
7. Describe your event here.

**When you have finished, click the 'Save' button.**