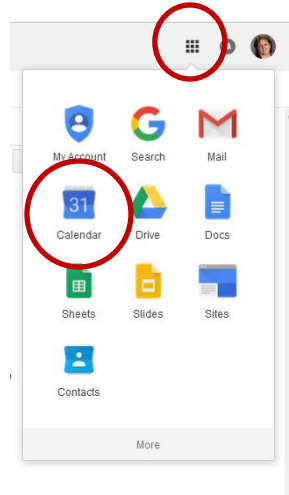
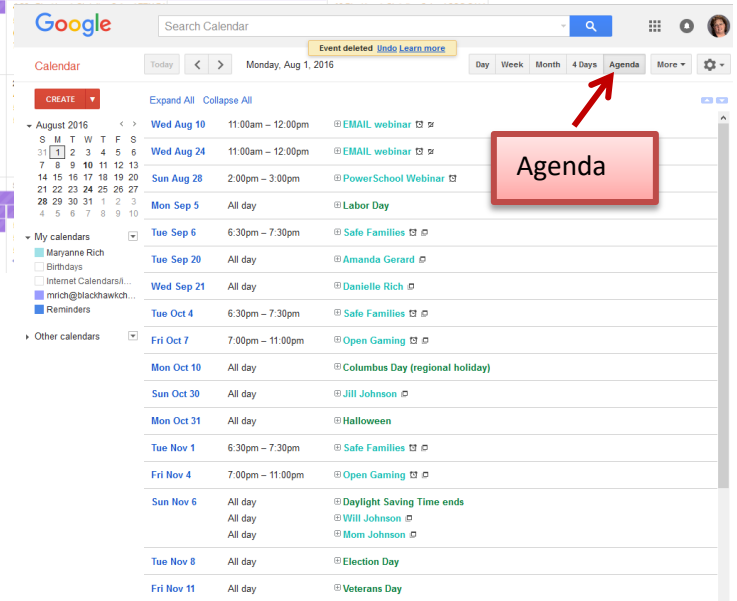
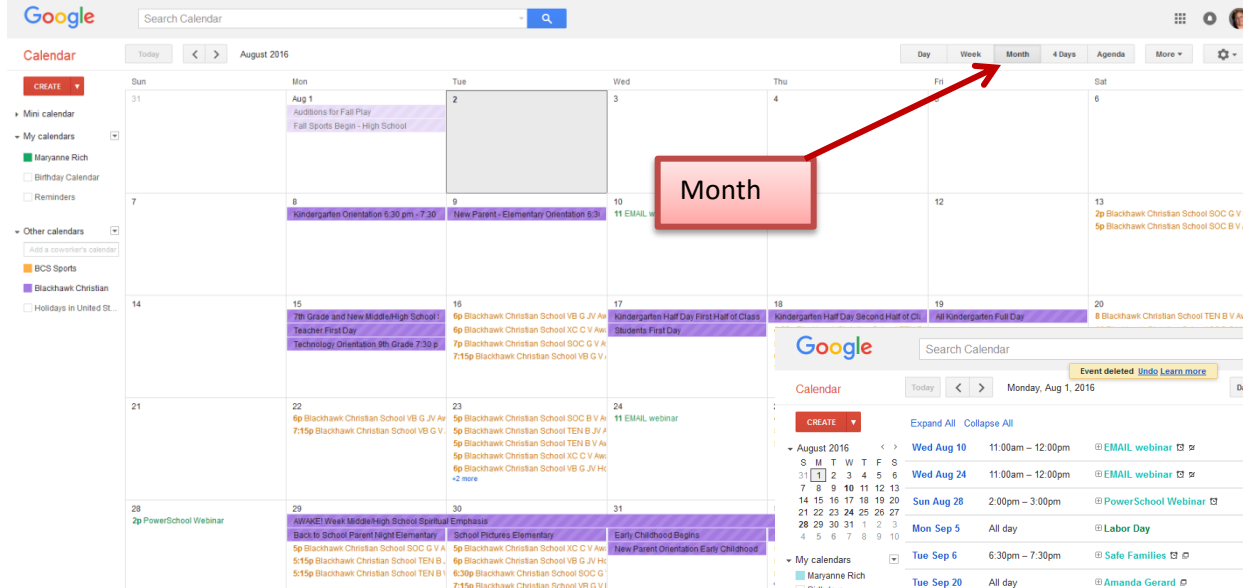
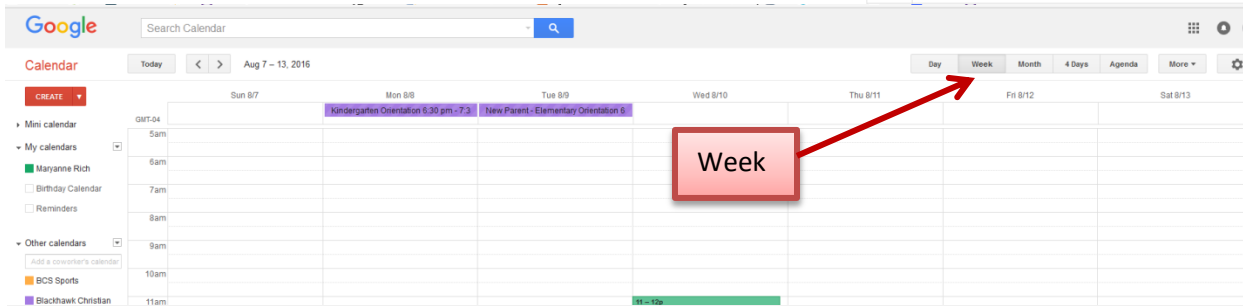
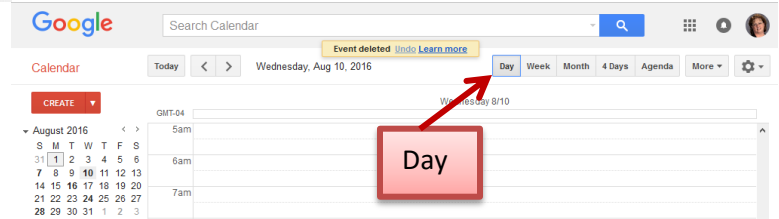


GOOGLE AND YOUR CALENDAR

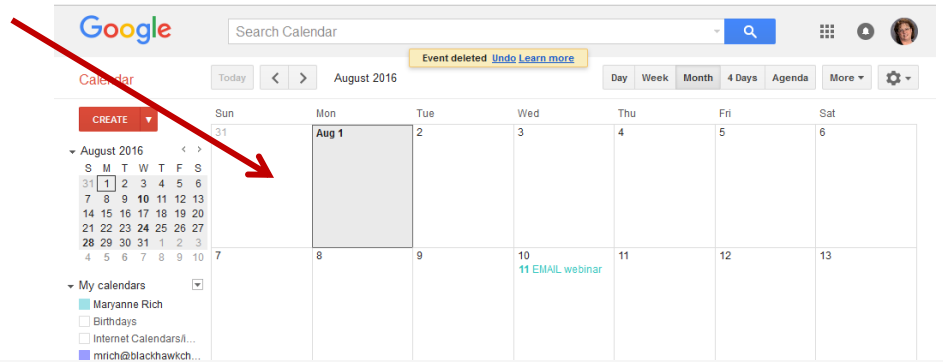
1. Open Google
2. Click on the nine-grid
3. Choose Calendar



4. Choose your view



5. To create an event click the day



6. Fill in the details

Google Calendar event creation form with various annotations:

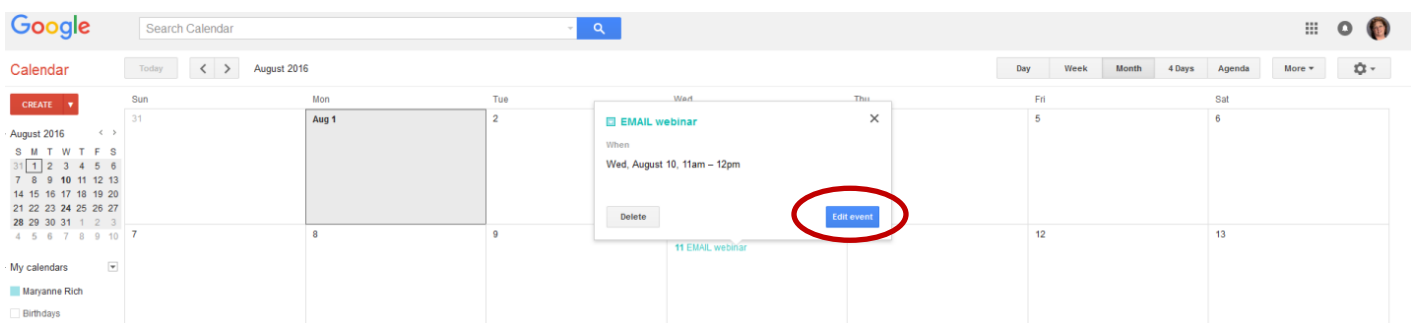
- Title**: Points to the 'Untitled event' title field.
- Does it happen regularly**: Points to the 'Repeat...' checkbox.
- Date and Time or All Day**: Points to the date and time selection area (8/1/2016, 12:30pm to 1:30pm).
- Choose your color and how you want to be notified**: Points to the 'Event color' and 'Notifications' sections.
- Are you going to share?**: Points to the 'Visibility' section.

The form includes fields for 'Where' (Hawaii Teacher Training), 'Calendar' (Marianne Rich), 'Description' (Teacher Training Days will be in Hawaii this year), 'Attachment', 'Event color', 'Notifications' (Email, 10 minutes), 'Show me as' (Available/Busy), and 'Visibility' (Calendar default/Public/Private).

7. Don't forget to save

Google Calendar event creation form showing the 'SAVE' button highlighted with a red circle.

8. If you need to edit – click the day and choose edit event



To create a different calendar

9. Click the down arrow beside My Calendars

10. Choose Create new calendar

The screenshot shows the Google Calendar interface. At the top, there's a 'Google' logo and a 'Search Calendar' bar. Below that, the word 'Calendar' is displayed. A 'CREATE' button with a dropdown arrow is visible. A calendar for August 2016 is shown, with the 1st highlighted. To the right, a time slot grid is visible, ranging from 5am to 2pm. The 'My calendars' section is expanded, showing 'Marianne Rich' and 'Reminders'. A dropdown arrow next to 'My calendars' is clicked, revealing a menu with 'Create new calendar' and 'Settings' options. Red arrows point from the instructions to these specific elements.

11. Fill in the Details'

12. Don't forget to
Click Create
Calendar

The screenshot shows the 'Create New Calendar' form. At the top, there's a 'Google' logo and a 'Search Calendar' bar. Below that, the title 'Create New Calendar' is displayed. The form is divided into several sections: 'Calendar Details', 'Share this calendar with others', and 'Share with specific people'. In the 'Calendar Details' section, there are fields for 'Calendar Name', 'Organization' (filled with 'Blackhawk Christian School'), 'Description', and 'Location'. There's also a 'Calendar Time Zone' section with a 'Country' dropdown (set to 'United States') and a 'Now select a time zone' dropdown (set to '(GMT-04:00) Eastern Time'). In the 'Share this calendar with others' section, there are checkboxes for 'Make this calendar public' and 'Share this calendar with everyone in the organization Blackhawk Christian School'. In the 'Share with specific people' section, there's a 'Person' field (filled with 'mrch@blackhawkchristian.org') and a 'Permission Settings' dropdown (set to 'See all event details'). A red arrow points from the instruction '12. Don't forget to Click Create Calendar' to the 'Create Calendar' button at the bottom of the form.