

Arden Club Google Calendar Set-up

By default, all public calendars are available for viewing. If there are one or more Arden-related calendars for which you need write-access (rather than just viewing access), you need to contact someone who's able to manage calendar sharing. David Nordheimer (E-mail: delnordo@gmail.com) and Oliver Gutsche (E-mail: ardenclubpresident@gmail.com) have permissions to manage sharing for all of the Arden-related calendars.

Here is the standard procedure for setting up Google calendar for yourself:

1) Set up a "Gmail" E-mail account for yourself

- Our new online calendar system is with Google. Google makes you set up an E-mail account with them before you can use any of their other online services.
- Visit <http://www.google.com/>.
- From the menu at top left: select "Gmail".
- On the Gmail page, click on the link towards bottom right, "Sign up for Gmail".
- Follow the directions to set up your Gmail account. You'll need to supply a different E-mail account (such as myname@comcast.net) to be your username.
- You may have to wait for an E-mail confirmation from Google that your new Gmail account is active before you can access the calendars

2) Accessing Calendars

- Return to the Google homepage, <http://www.google.com/>.
- From the menu at top left: select "More" "Calendar".
- If you're not already logged in, go ahead and do so. A Google Calendar screen should appear. On the left side, there should be a listing of "My Calendars", which will probably only be showing a new personal calendar.
- Now you'll need to search for all the other calendars that you'd like to view. I'm pretty sure this is the complete listing:

ACRA
Arden Club Theater
ArdenClub
Ardensingers
AS Orchestra
Concert
Dinner
Folk
Gardeners
Georgist
Library Gild
Private Rentals
Shakespeare
Shoestring
Swim Gild

- Near the top of the screen, there is a search box where you should type in the name of the calendar you want to add, then click the button "Search Public Calendars".
- This brings you to a new screen. Scroll down to find the Arden-related calendar entry you're interested in and click "Add to Calendar". Repeat this for every calendar listed above.

- Put a check next to any calendar you want to view, and uncheck any one that you don't. I generally leave all the calendars checked (except for my personal calendar) so that I can check for interferences.
- If you're used to working with Outlook or Lotus Notes calendars, you should be able to stumble through making new entries, navigating around the calendars, and printing calendars.
- Scheduling entry conventions and abbreviations are discussed in a later section of this write-up.

This should have you set. There are a couple of additional things you can do with settings and managing sharing:

- At the bottom of the "My Calendars / Other Calendars" section on the left side of the screen, there is a link for "Manage Calendars". Clicking this gets you to the screen where you can manage sharing.
- There's also a drop-down menu at the right side of each calendar listing. The menu gives you options for modifying settings.

Scheduling Abbreviations and Instructions for Uniform Entries

Arden Club	AC
ACRA	ACRA
Arden Community Theatre	ACT
ACT Orchestra	Allant
Arden Singers	AS
Arden Singers Orchestra	ASO
Concert Guild	C
Dinner Guild	Dinner
Folk	Folk
Gardeners Guild	Garden
Georgist Guild	GEO
Library	Library
Private Rental	Rental
Shakespeare Guild	SHKS
Young Actors Workshop	Yshk
Swim Guild	Swim

If anyone would rather have a different abbreviation, just ask.

Concert Guild and Private Rentals may HOLD dates while final arrangements are made. Concert Guild will enter name of gild member responsible for concert.

Ex: C/HOLD(U)-Ron

When Concert Guild or Private Rental enters permanent date, name of band and type of event will be entered.

Ex: C/The Roches or Rental/Wedding

Upper Hall	(U)	Performance	P
Lower Hall	(L)	Rehearsal	R
Kitchen	(K)	Tech Rehearsal	TR
Bratton Hall	(B)	Audition	A
Moonlight Theatre	(M)	Back-up	B/U
Directors Room	(D)	Lecture	L
Gallery	(G)	Meeting	Mtg

Example of how entries should look: AS(U)R 7-10
ACT(U,L,G)P 8-11
Folk(U) 1-5
C(U)The Roches 8-12
Dinner(L,B) 6