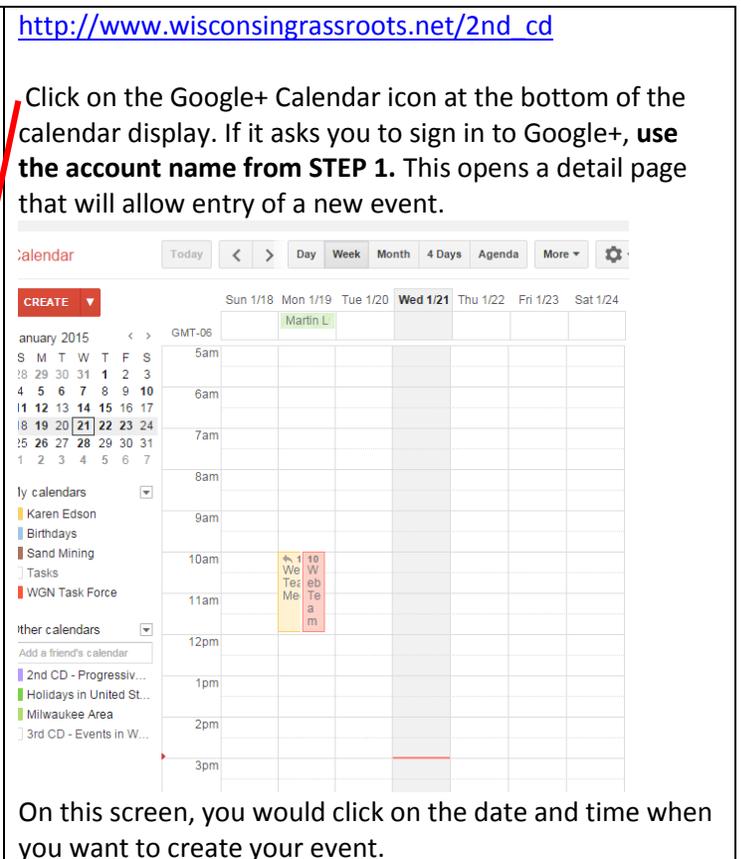Creating an Event in Google Calendar

1. Have a Google+ account

2. Have permission to use the CD2 (or whichever WGN calendar you will be using). This means you must have notified one of the CALENDAR ADMINISTRATORS (Tim Sager trsager@gmail.com or Karen Edson kredson1970@gmail.com) of your intent to become a calendar poster). **This MUST be in the same email address as the Google+ account created in step 1!**

3. Login to the WGN website **using that same email address**!

4. Go to the appropriate WGN calendar web page. The balance of this document will use the CD2 calendar as the example.
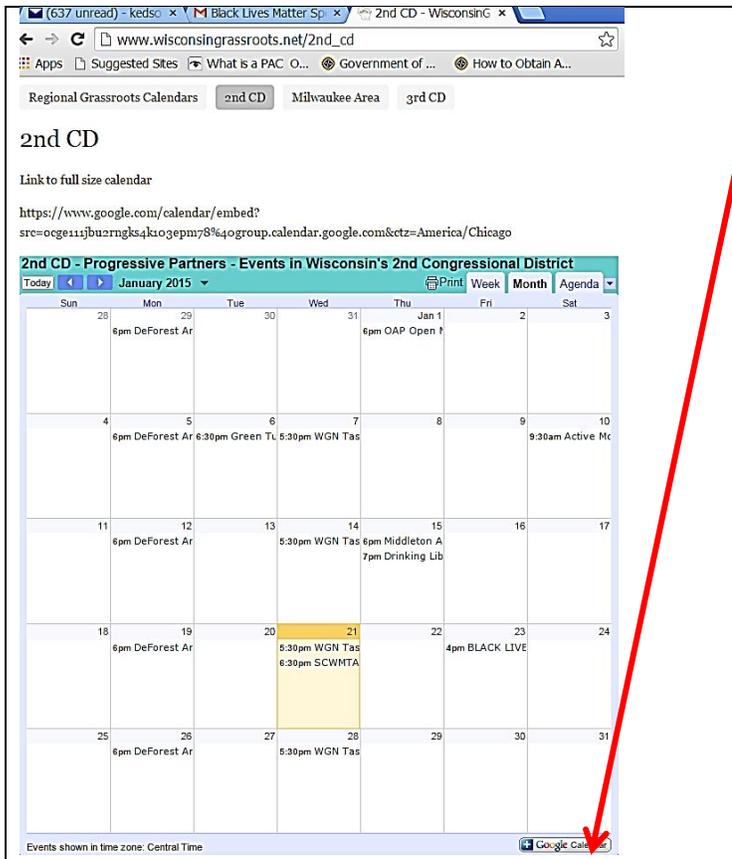
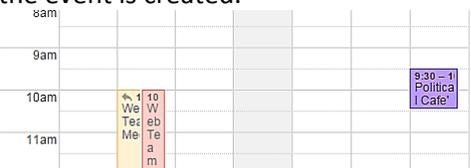|	
	http://www.wisconsingrassroots.net/2nd_cd Click on the Google+ Calendar icon at the bottom of the calendar display. If it asks you to sign in to Google+, **use the account name from STEP 1.** This opens a detail page that will allow entry of a new event. On this screen, you would click on the date and time when you want to create your event.
	Note that the dropdown menu shows that the event will be created in my PERSONAL calendar. This is Google's default. You will need to change this to the "2 nd CD – Progressive Partners – Events in Wisconsin's Second Congressional District" calendar (or whatever calendar you are trying to use). **If you cannot find this calendar in the dropdown list by clicking on the arrow showing by the end of the calendar box, call the person who set you up for calendar access immediately!** The "What" will be the event name. I will set this one up as the Political Café.

When: Sat, January 24, 9:30am – 10:30am ✕ **What:** Political Cafe' - Active McFarland e.g., Breakfast at Tiffany's **Calendar:** 2nd CD - Progressive Partners - Events in ▼ [Create event] **Edit event »**	Click Create event. You will be able to edit the time after the event is created. 8am 9am 10am 1 We Tea Me 10 W eb Te a m 9:30 – 1: Politica l Cafe' 11am Click on your event to edit it.

Political Cafe' - Active McFarland
 	
1/24/2015   9:30am   to   10:30am   1/24/2015   Time zone
 	
☐ All day   ☐ Repeat...
 	
Event details   Find a time
 	
Where   Enter a location   **Add guests**
                            Enter email addresses
Video call   Add video call
Calendar   2nd CD - Progressive Partners - Events in Wisconsi   [Add]   ressional District ▼
Created by   kredson1970@gmail.com
Description   **Guests can**
 	
Attachment   Add attachment
 	
Event color   ☑ ▏ ■ ■ ■ ■ ■ ■ ■ ■ ■
Notifications   No notifications set
                 Add a notification
 	
Show me as ○ Available ● Busy
Visibility ● Calendar default ○ Public ○ Private
         By default this event will follow the sharing settings of this calendar: event details will be visible to anyone
         who can see details of other events in this calendar. Learn more
 	
         Publish event
	You can change the time.
	
	Make the event repeat. NOTE: this only works if all of the details EXCEPT the date are the same. I did NOT do this for THIS EXAMPLE. NOTE: If SOME of the details of a repeating event change (for example, a speaker), you can make these changes for each individual event in a series AFTER you have set up the BASIC repeating event.
	
	Location: when a street address is included, Google may include a map.
	
	VERIFY THAT THE CORRECT CALENDAR IS BEING USED! If it is not, **call the person who set you up for calendar access immediately!**
	
	Description: I put in "Join a group of concerned citizens from McFarland and beyond for a lively discussion of politics, current events and other fun topics!"