**How to Update the Google Calendar**

The BW NICE calendar is a Google Calendar and should display all chapter meetings and Red Shoe events. To update a Google calendar, you must have a Google account.

**If you have a Google account, *please send your GMAIL email to Felicia* so she can set permissions for you.** You can then manage the BWNICE calendar for your chapter.

**If you do not have a Google account** and wish to create one, follow the steps at the end of this document.

**If you do not have a Google account and would rather not create one**, you can send any changes to your events to felicia@yourcyberpartner.com, and she will add or update them for you.

**To View the Calendar (anyone)**

**List view on the homepage**

* Click any event in the list to expand and view details
* Click links (in the details) for more info or to add event to your *own* Google calendar

**Calendar view**

* Click +Google Calendar at the bottom of the list to open the calendar view. Choose the desired view (Day, Week, Month, Year) using the pull-down menu to the right of the gear icon.
* Click any event on the calendar to bring up the details, email guests, or copy the event. The events that occurred in the past are in gray text.

**To Edit the Calendar (once you have permissions)**

**To add an event…** *Be sure you have the* ***BW NICE Events Calendar*** *(and not yours) selected on the left-hand column when you add an event.*

* From Calendar View, click the red circle icon (bottom right) or click on a specific day or time. Either opens the event details screen.
* Add title, day/time, and other details.
* Click SAVE.

**To edit an event…**

* From Calendar View, click on an event.
* Click the pencil icon at left side of pop-up
* Make any desired changes, then click SAVE.
* To move an event, simply drag it to a new date.
* To delete the event, click the trash can icon. This cannot be undone.
* Changes to your calendar will be reflected in the list on the homepage.

*Edits and new events will appear on the homepage calendar automatically.*

**To create a Google account:**

1. Go to www.**google**.com. ...
2. Click **Create** an **account**.
3. The signup form will appear. ...
4. Review **Google's** Terms of Service and Privacy Policy, click the checkbox, then click Next step.
5. The **Create** your profile page will appear. ...
6. Your **account** will be **created**, and the **Google** welcome page will appear.

### [Google Account: Creating a Google Account - GCFLearnFree](https://www.gcflearnfree.org/googleaccount/creating-a-google-account/full/)

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