# GOOGLE CALENDAR:
## CREATING, MODIFYING, & SHARING COMMITTEE CALENDAR EVENTS TO THE LCMG MASTER CALENDAR & LCMG WEBSITE

Use the Google Calendar App to create a committee calendar event or task, invite attendees, add attachments/important notes, set up a Google Meets virtual meeting, & copy your committee event to the LCMG Master Calendar & LCMG Website.

## A. Create or Modify a Calendar Event

1. Login to your @lcmg.org account & open the Google Calendar app.

2. **To create an event**, at the left-side menu, click the **+ Create** button & select **Event**.

   A pop-up screen will appear allowing you to add in brief details for your event; click **Save** when complete.  If you want to provide additional information or add invitees, click **More Options** at the bottom of the pop-up screen to open the full calendar item.

### *Calendar Pop-up Screen*
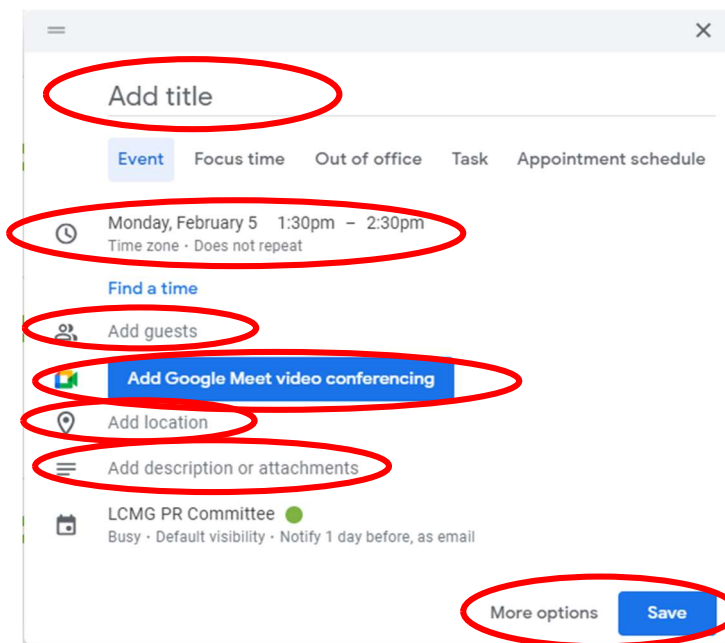
- **(Optional) Video Conferencing**: If you click the **Add Google Meet video conferencing** button, Google will automatically create & attach a URL web address link that attendees may use to join your meeting virtually.  No need to send a separate link—guests will see a **Join with Google Meet** option inside their calendar invite & this URL will save with your calendar event.  For more information on Google Meets, please check out our How-To Sheet or contact secretary@lcmg.org with your questions.  *NOTE*: On the day of your Google Meet session, as the host of the session, you are required to open (join) the Google Meet session first so that other attendees may join after you—a guest cannot open the session without the host being online first.

- **(Optional) Personal Invites**: Send personal email invites to your guests by typing in your guest's email address into the **Add guests** field.  When you click the **Save** button, an email will be sent to your guests notifying them of the calendar event & requesting a RSVP response from them.  If you make any updates to the event, your guests will see the update when you save it.

- **(Optional) Reminder Notifications**: Add a reminder notification for your guests: things can get busy for people so a reminder notification may help, and Google Calendar can automate this reminder because, let's face it, you are also busy. Click on the **Reminder Bell Icon** ( 🔔 ) to set one or more reminders for your guests & timeline for notifications.

3. **To modify/update an event**, click on the previously-created calendar event & select the Edit icon ( ✎ ) in the upper-right corner to open the event for editing.
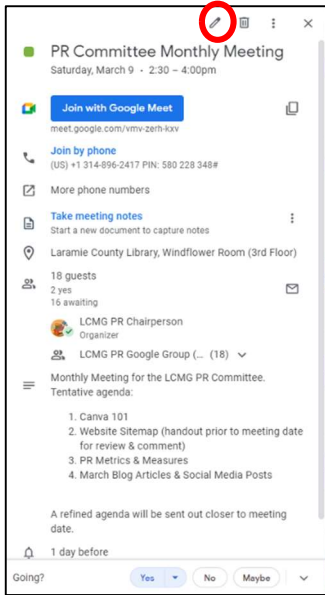


- This is also a good opportunity to see if your invited guests indicated their attendance (yes, no, or maybe).

- You may also choose to upload the meeting minutes/attachments to the Description section so users may easily reference them in the future instead of having to search through emails.

- Recommendation: when modifying the calendar event, your invited guests will receive an email once you hit Save so to help them easily identify what change(s) were made, recommend adding a note in the event's description field with a summary of the change, the date change made, & any additional information that may help them determine if they should still attend, ask questions, etc.
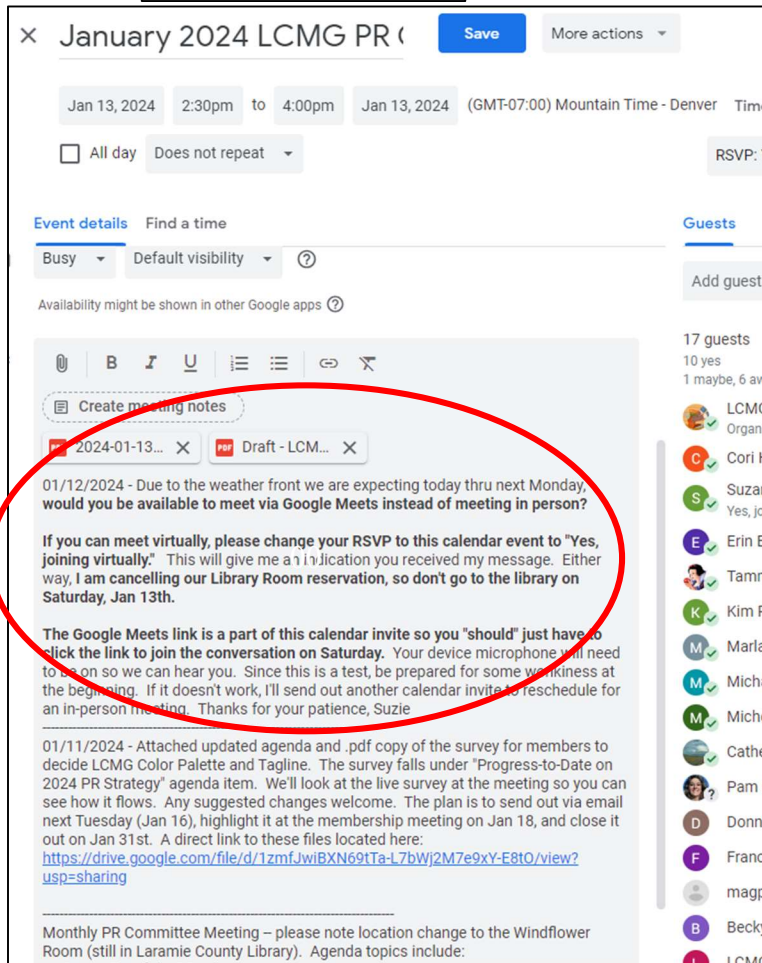
## B. Share Committee Calendar Events to LCMG Master Calendar & LCMG Website

Sharing your committee's calendar events improves awareness & participation.  The LCMG Secretary's Google Calendar serves as the LCMG Master Calendar & is connected to our LCMG Website (https://www.lcmg.org/calendar) for automatic updating.  ** *NOTE: The LCMG Website is a public website & is viewable by anyone with internet access.*

1. On your computer, login to your @lcmg.org account & open your committee's Google Calendar app.
2. Find the calendar event you want to share & click to open it for editing ✎ .
3. Click **More Actions** & select **Copy to LCMG Secretary**.
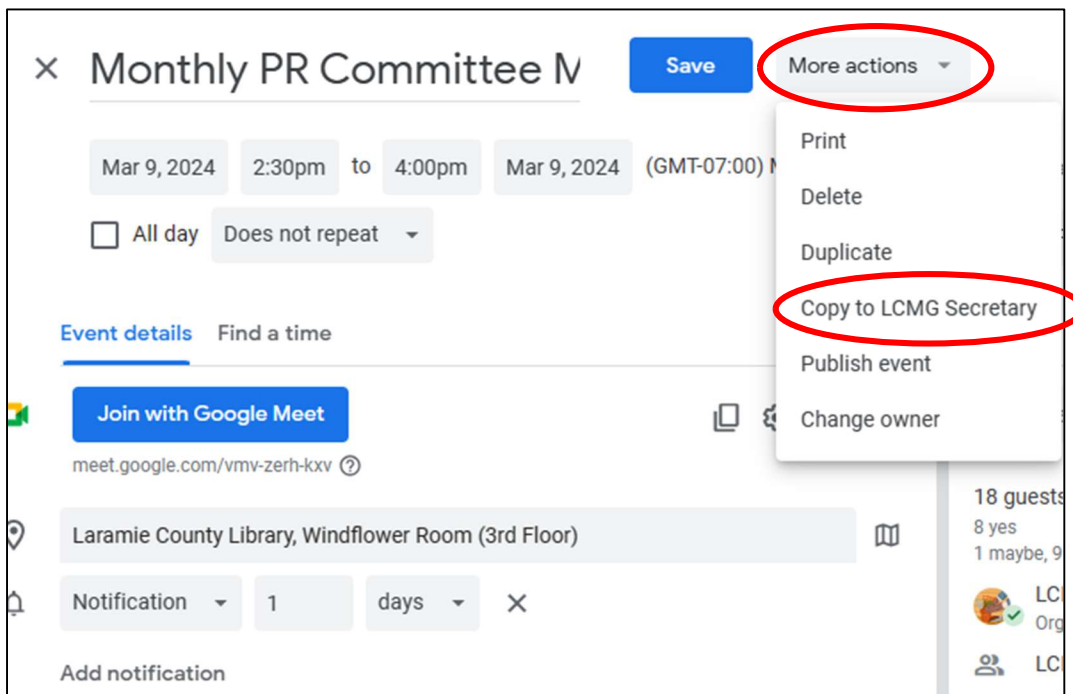


** If you <u>do not</u> see the **Copy to LCMG Secretary** option, it might be because your @lcmg.org account is not yet connected.  You may connect it within the Google Calendar using the left-side menu.  On the left-side menu, select **Other Calendars** & select the **LCMG Secretary Calendar**.  If the LCMG Secretary calendar is not listed, select the **+** icon and click **Subscribe to Calendar**--on the next screen, in the **Add Calendar** field, type in **LCMG Secretary** and that should connect you.  If you have any problems, please email secretary@lcmg.org for assistance.

4. Click **Save**. You can view the LCMG Secretary calendar &/or LCMG Website to verify it copied correctly.

5. NOTE: Any modifications you make to your committee's calendar event will <u>NOT</u> automatically modify the copied event on the LCMG Master Calendar. You will need to delete the outdated version from the LCMG Secretary's Calendar and re-copy the updated committee event to the LCMG Secretary Calendar by repeating the steps.