
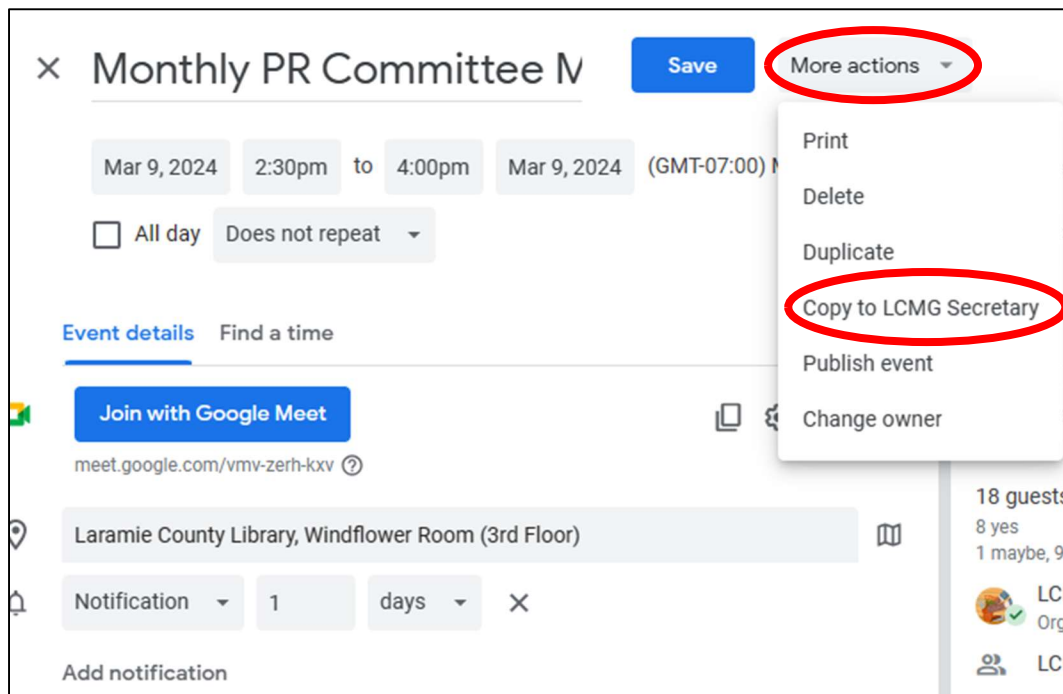




HOW TO...COPY COMMITTEE EVENTS TO LCMG MASTER CALENDAR

Sharing your committee's Google Calendar events to the LCMG Master Calendar (a.k.a., the LCMG Secretary Google Calendar) can improve awareness for all LCMG Members who may want to participate. This "How To" Guide assumes you already know how to create a calendar event on your own Google Calendar—if you need a refresher, please look for the "How-To" Guide titled "Start Here – Google Workspace Account Orientation."

1. On your computer, open your Google Calendar.
2. Find your calendar event to share, and open to edit it .
3. At the top, click **More actions** and Select "**Copy to LCMG Secretary.**"



4. Click **Save**. You can view the LCMG Secretary calendar to verify it copied.
5. If you modify your committee calendar event, you will need to delete the first copy you made from the LCMG Secretary's calendar and repeat the steps in this document. A copy will not update on its own.