



# CALENDAR

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The WBCCI.net Calendar is a free web-based calendar service powered by Google. It enables people to keep track of all their important events, appointments and special occasions in one place, as well as share these details. Websites can also use Calendar to share information ranging from entire calendars to one-time events. This guide highlights the key features of Calendar and offers tips on using it.

## Benefits

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**One place for all your calendar information.** Seeing calendars from your friends and activity groups alongside your own schedule makes planning easier. You can quickly add events mentioned in “@wbcci.net” mail conversations or that you have saved in many other calendar applications. Calendar even helps you find, and add, interesting events listed around the web.

**Sharing and publishing.** You decide who can see your calendar and which details they can view. If you’re planning a Caravan or rally, you can create invitations, send reminders, and keep track of RSVPs right inside Calendar. Your guests don’t need to use Calendar to get your invitation or post their replies.

**Keeping you connected.** Set up automatic event reminders (including text message notifications to your mobile phone) so appointments and events never slip your mind. Find important events instantly on your calendar with the built in calendar search tool.

**Platform openness.** Calendar uses open standards like iCal and XML, so it plays nicely with other calendar applications that also use these, so you can use a desktop application like the free Sunbird Calendar or iCal and easily import and export data to your WBCCI.net calendar.

**Views** See your calendar by day, next four days, week, or month. Agenda shows your appointments as a list, and you can customize the Next 4 Days view.

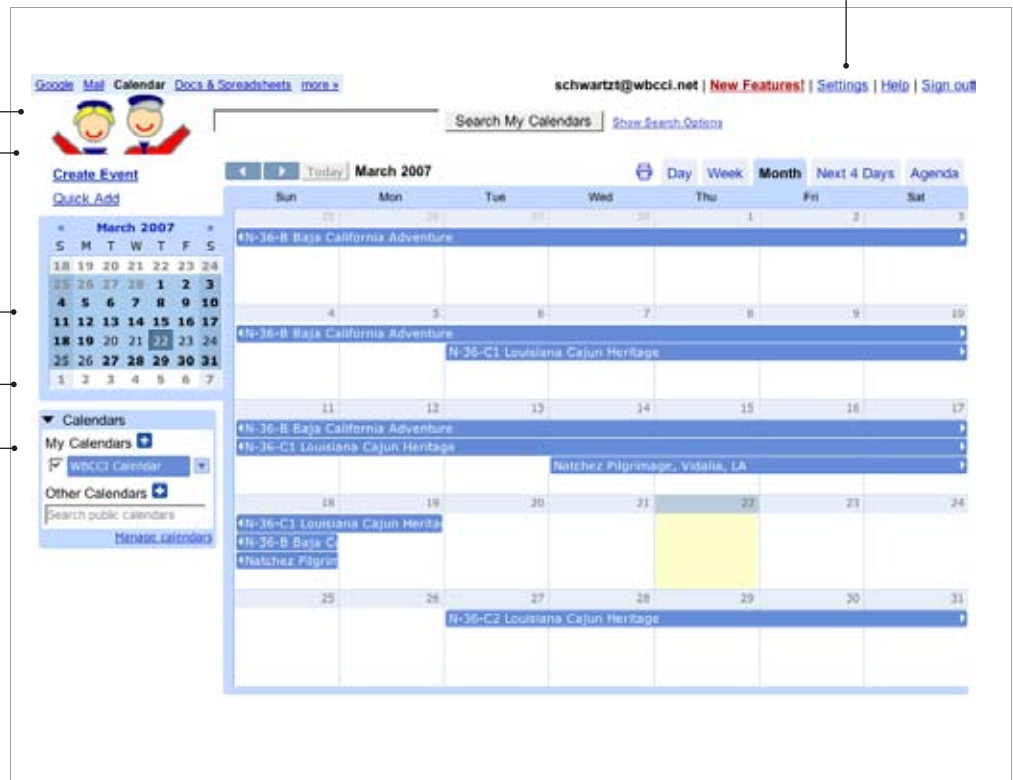
**Quick Add** Quick Add understands natural language, so you can add new events just by typing a few brief details.

**Mini-calendar** You can navigate around your agenda by highlighting the days you want to view in detail.

**Additional Calendars** Separate calendars organize different aspects of your life.

**Shared Calendars** Other people can let you see their events.

**Add Calendar Box** Just type in a contact's name to request to see their schedule. You can also search for public calendar information right from here.



## Getting started

Calendar requires Internet access and a standard browser. It works best with Microsoft Internet Explorer 6.0+ and Firefox 1.07+ or above. You must have enabled Javascript and cookies.

Go to <http://wbcci.net> and click on any tool link to go to the sign in form where you will enter the username and password provided to you by your unit's Webmaster. After choosing your preferred time zone, you'll go to your calendar.

### Navigating

- » The tabs in the upper right area of your screen enable you to see your calendar in several ways; by Day, **Next 4 Days**, **Week**, **Month** or by **Agenda**. Agenda shows your appointments as a list, and lets you customize the next 4 Days view.
- » You can also navigate using the **mini-calendar on the upper left** by highlighting different spans of days. The larger calendar will snap to the same range of dates you've chosen.
- » You can also use **keyboard shortcuts** to navigate. Visit the Calendar Help Center ([www.google.com/support/calendar](http://www.google.com/support/calendar)) to learn more.
- » The area on the left of your screen labeled "Calendars" lists all of those you can see alongside your main calendar. The check boxes next to each one in the list let you hide (or unhide) different calendars to get just the right view.

### Importing calendar information

You can import calendar details from many other digital calendar applications such as Microsoft Outlook. Click "Settings," then choose the "Import Calendar" tab. Calendar will recognize calendars saved in iCal or comma separated values (CSV) formats. To learn how to export calendar files from other popular calendar programs, visit the Help Center ([www.google.com/support/calendar](http://www.google.com/support/calendar))

# One place for all your calendar information

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Calendar was designed to be the central repository for all of your calendar information. There are a variety of ways to add new information to your main calendar, or other calendars you create for different aspects of your life. Here are a few of the main features.

## Quick Add

Quick Add lets you type in a short snippet of text in natural language, like “Brunch with Mom at Java Café 11am on Saturday.” Calendar can understand phrases like this in order to add events to your calendar without bothering with forms.

## Click and type

Use your mouse to select the span of time for a new event, and start typing. You can also move events around and adjust their length by dragging.

## Create Event form

You can also use a more conventional form for creating new events. Click “Create Event” to get started.

## Adding events from Email

You don’t need to use Email to use Calendar, but they are both more useful together. Whenever you read a message that mentions an event, Email recognizes that and gives you an opportunity to add it to your calendar. And when you compose a new message, you can send it as an event invitation by entering “where” and “when” event details.

## Calendar buttons

You’ll start encountering Google Calendar buttons on websites that have added them, making it easier for people to save information about events. Just click on one of those buttons, and Google Calendar saves that event on your calendar with just a couple clicks.



## Subscribing to a public calendar

There are many public calendars published on the web, and Google Calendar lets you subscribe to them so you can view these events right next to your own agenda. Just paste the public calendar iCal or XML link into the box at the bottom of the “Calendars” section on the left side of the screen. The calendar you’ve subscribed to will appear there.

If you want to find an interesting public calendar to subscribe to, just type in your search terms into that same box. Public calendars that match your search criteria will appear, and you can subscribe by clicking the “Add” button.

You can also subscribe any of the ethnic and country-specific calendars that we’ll keep updated for you. Click the plus symbol (+) next to “Other Calendars.” The “Holiday Calendars” tab, for example, has more than 30 holiday calendars to choose from.

## Viewing a shared calendar

Your friends, family and contacts can share their agendas with you if they use Google Calendar. You can ask to see someone’s calendar by typing their email address into the box at the bottom of the “Calendars” section on the left side of the screen. They’ll get a message about your request, and can decide if they want to share with you. If they accept, their calendar will appear in the “Calendars” section on the left side of the screen.

# Sharing and publishing for Calendar users

You can also create additional calendars to add event information about different aspects of your life. Each of your calendars can be shared differently. For example, you might want to create a personal calendar, and a calendar for your WBCCI Unit that all members can view.

## Sharing a whole calendar

Calendar enables you to keep private, or share, calendar details. Click the small triangle next to the calendar you want to share in the "Calendars" section on the left side of the screen. Then click "Share this calendar" to choose who you'd like to share information with. Your calendar public can be public (and searchable across the Internet), or available only to individuals you choose.

You can also set different permission levels for each person you choose. Let one person see all of your event details, and limit someone else to view only those times you're free or busy.

**Sharing with specific people** You can choose to let your friends view your whole calendar (or just when you're free and busy). Just enter their email addresses, and we'll let them know.

**Public Sharing Settings** You decide if any of your calendar information is public and searchable by Google.



## Event invitations

Invitations are for appointments, activities and tasks that you share with other people, such as meetings with co-workers, reminders about dogwalks with a neighbor, or pre-game tailgate parties. Any event can be turned into an invitation by adding the email addresses of your guests. Whether or not they use Calendar, they will receive your invitation and can indicate if they're coming as well as leave comments.

## Sharing and publishing for groups and websites

In order to stay top of mind with their users, website publishers and online community administrators can share event information with Calendar users. They can publicize a whole series of events like a team's schedule, or share single events like restaurant reservations.

## Creating a searchable public calendar of events

Administrators for groups and websites can also make their events public and searchable on Google.

## Sharing a single event

Webmasters can add a "remind me with Google Calendar" button to their sites by inserting an HTML snippet into their pages, so that anyone who clicks on one of these buttons can quickly add copies of events to their calendars.

Learn more at [www.google.com/googlecalendar/event\\_publisher\\_guide.html](http://www.google.com/googlecalendar/event_publisher_guide.html).

**Event Details** Event details are all organized here. If you change anything after sending out an invitation, your guests will automatically see your changes in their own calendars

**Guests** Send event invitations to guests by entering their email addresses. You can keep track of RSVPs right here.

**Discuss this event** You and your guests can add comments about your event here. Everyone on the guest list can see these comments.

**Reminders** You can set up event reminders, including SMS alerts sent straight to your mobile phone.

# Keeping you Connected with your Calendar Information

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## Searching your calendar

To quickly bring up a list of your events that match specific search terms, type your keywords in the search box at the top of the page. For even more control over what to find, click "Show Search Options."

## Calendar notifications

Click "Settings," then select the tab for "Notifications." From here, you can set up event alerts by email, popup window, or SMS.

## Calendar printing

Breaking the paper calendar habit isn't always easy, so if you need a paper version, click the blue printer icon whenever you're viewing your calendar.

## Platform openness

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Calendar was built to give users more choice. Calendar's use of the most common open calendar standards (iCal and XML) ensures that Calendar is compatible with many other calendar applications and devices. Calendar can accept calendar information in these common formats to let people use Calendar to manage more of their calendar data. Likewise, Calendar's use of these standard formats ensures that user data doesn't get locked in. You can export and share information with other calendar applications any time.

Event invitations sent from Calendar can be received not only by other users of Calendar, but by anyone with any email account. And non-Calendar users can see invitations that arrive in their inboxes, see details about events they've been invited to, and RSVP to the sender.

## Calendar and your Privacy

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WBCCI and Google respects the privacy of individuals who use our services. Neither WBCCI or Google share or reveal your calendar content or personal information with third parties except when you choose to share your own data, and in certain cases dictated by the law and common sense. These exceptions are standard across the industry and are necessary for calendar providers to assist their users and to meet legal requirements.

Most importantly, your calendar information stays private unless you ask us to publish your information by adjusting your calendar sharing settings. When you do choose to share your Calendar info, you decide with whom to share it, and which details they're able to see.

**For more details**, please visit [www.google.com/googlecalendar/privacy\\_policy.html](http://www.google.com/googlecalendar/privacy_policy.html).

**For more help** visit [www.google.com/support/calendar](http://www.google.com/support/calendar)

