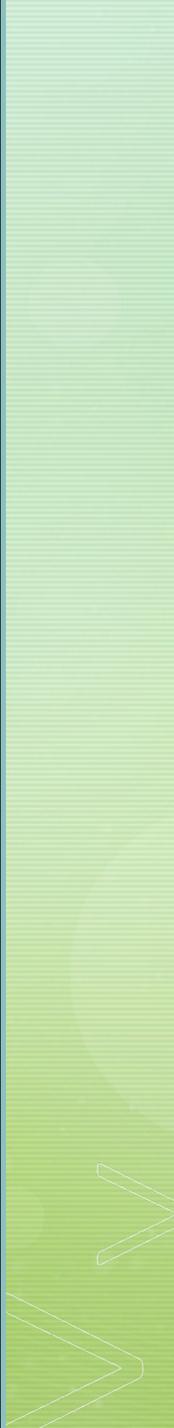


For WYCC Event Sharing

Using Google Calendar



Benefits of Google Calendar

- Rapid sharing of upcoming events and information
 - Private and secure
 - Control what you see, when and how
 - Stay up to date on WYCC, DNR and other events that would benefit Youth Delegates
- 



Getting Started



Joining the Google Calendar Group

Contact one of the committee members to be added to the group. Once you are added, you will received an email notification.

tashina@startistries.com has shared a calendar with you



Google Calendar <calendar-notification@google.com> on behalf of **tashina@startistries.com**

tashina@graphicedgeprinting.com

Wednesday, May 9, 2018 at 9:53 AM

[Show Details](#)

A copy of this message is on the server.

[Delete from server](#)

Hello tashina@graphicedgeprinting.com,

We are writing to let you know that tashina@startistries.com has given you access to edit events on the Google Calendar called "WYCC".

We have automatically added this calendar to your Google Calendar account. You can hide or completely remove this calendar at any time.

- The Google Calendar Team

[View Your Calendar.](#)

Invite if you already have a Google account

alith7, tashina@startistries.com recommends that you use Google Calendar



Google Calendar <calendar-notification@google.com> on behalf of

tashina@startistries.com <tashina@startistries.com>

alith7

Thursday, May 3, 2018 at 3:41 PM

[Show Details](#)

I've been using Google Calendar to organize my calendar, find interesting events, and share my schedule with friends and family members. I thought you might like to use Google Calendar, too.

tashina@startistries.com recommends that you use Google Calendar.

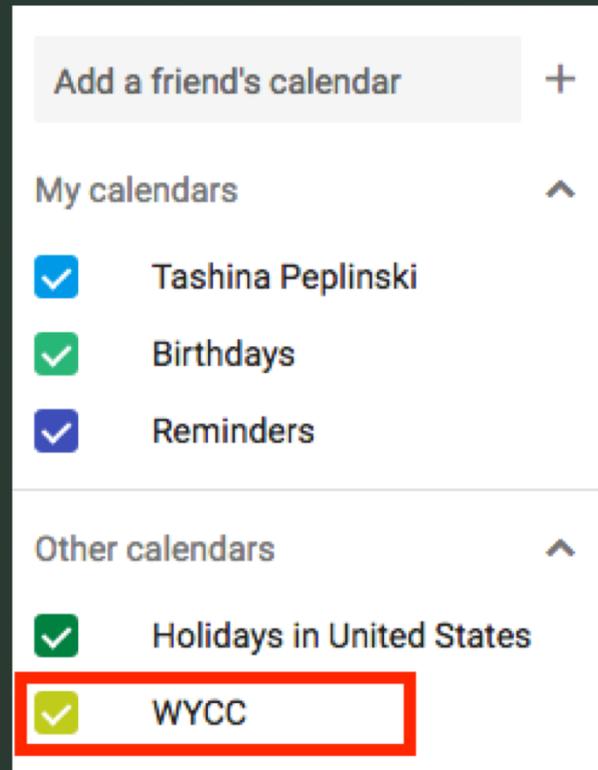
To accept this invitation and register for an account, please visit: <https://www.google.com/calendar/render?cid=c3RhcncRpc3RyaWVzLmNvbV9za2Fhdm1rNzU3cnFzZmJmaTQ5ZGtiNmRoOEbnm91cC5jYWxibmRhci5nbGUuY2>

Google Calendar helps you keep track of everything going on in your life and those of the important people around you, and also help you discover interesting things to do with your time.

Invite if you do not have a Google account

If you have a Google account

The calendar will automatically be added to your existing Google calendar and will show up under “Other Calendars” in your list of available calendars.



If you do not have a Google account yet

There will be a link in the email to join Google. This DOES NOT require you to get a new email address. You can join Google using your existing email address!

We will go over the steps to join.

alith7, tashina@startistries.com recommends that you use Google Calendar



Google Calendar <calendar-notification@google.com> on behalf of
tashina@startistries.com <tashina@startistries.com>
alith7

Thursday, May 3, 2018 at 3:41 PM

[Show Details](#)

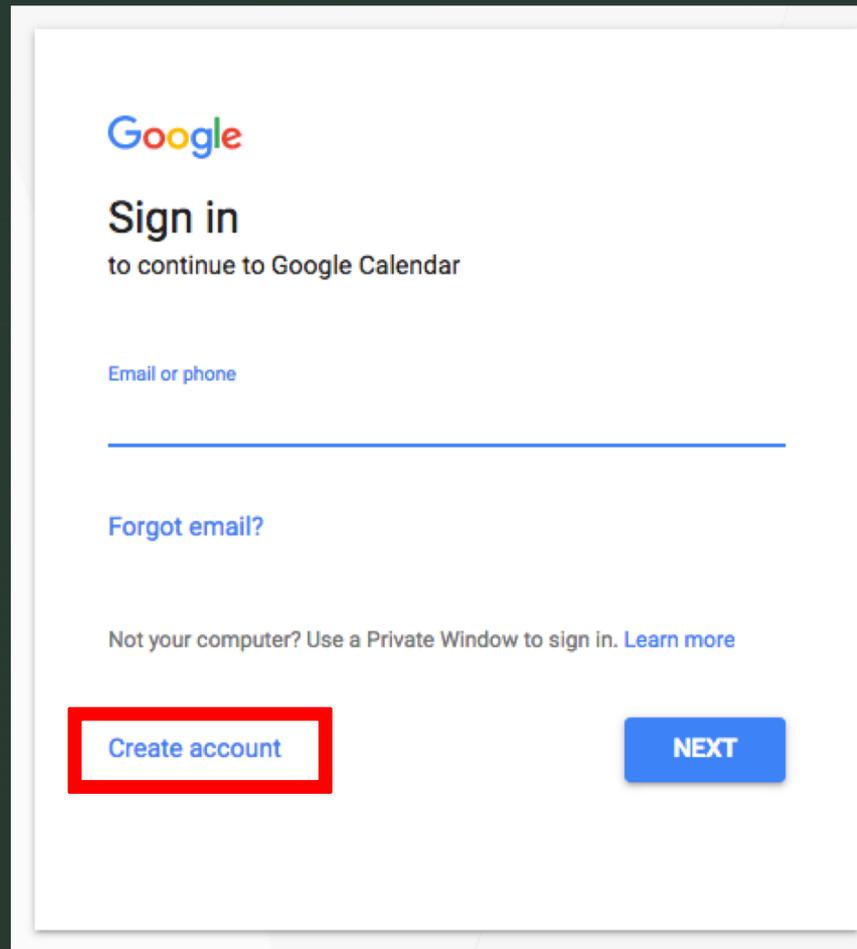
I've been using Google Calendar to organize my calendar, find interesting events, and share my schedule with friends and family members. I thought you might like to use Google Calendar, too.

tashina@startistries.com recommends that you use Google Calendar.

To accept this invitation and register for an account, please visit: <https://www.google.com/calendar/render?cid=c3RhcnRpc3RyaWVzLmNvbV9za2Fhdm1rNzU3cnFtZmJmaTQ5ZGtiNmRoOEBncm91cC5jYWxlbmRhci5nb29nbGUuY2>

Google Calendar helps you keep track of everything going on in your life and those of the important people around you, and also help you discover interesting things to do with your time.

On sign in screen,
select “Create account”



Google

Sign in

to continue to Google Calendar

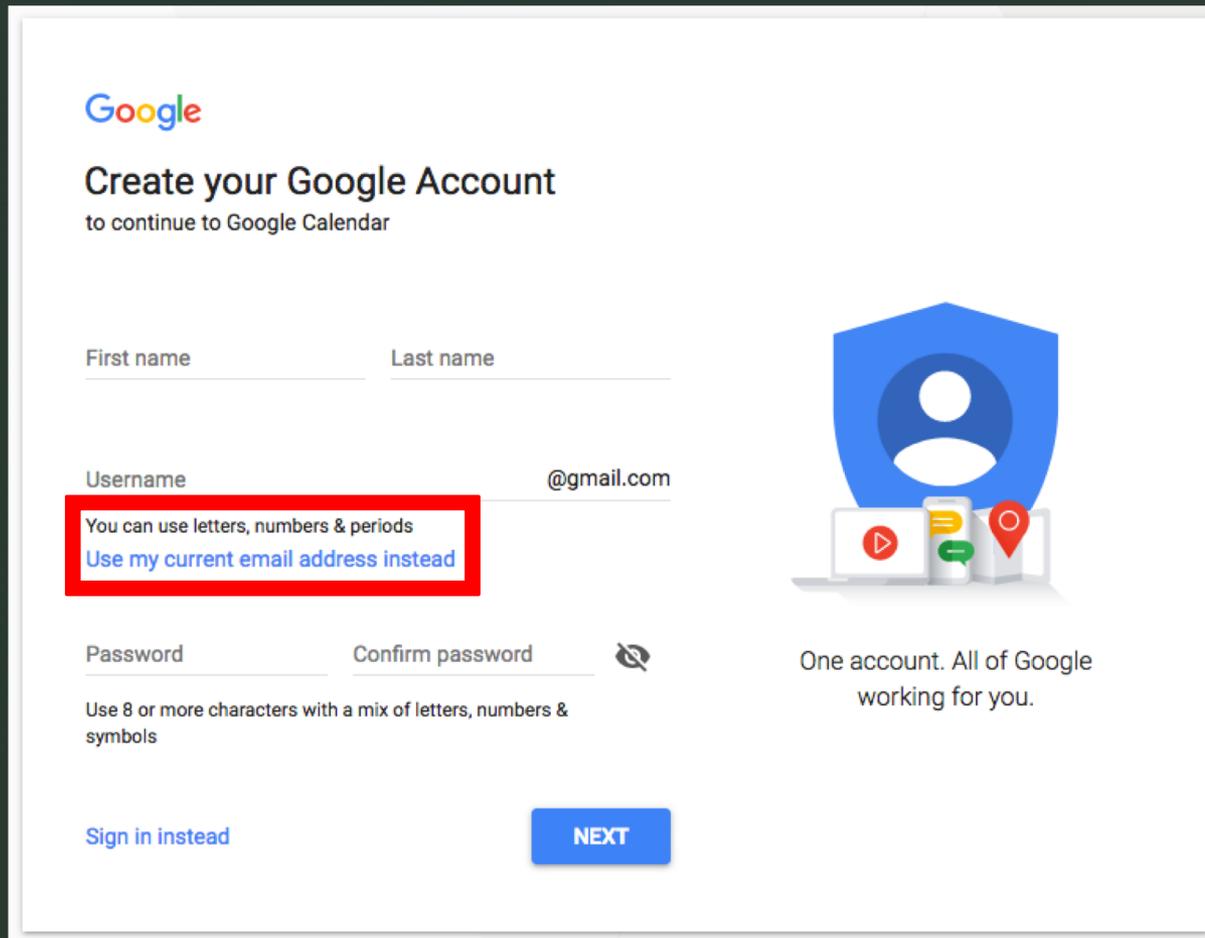
Email or phone

[Forgot email?](#)

Not your computer? Use a Private Window to sign in. [Learn more](#)

Create account **NEXT**

You do not need to create a gmail account.
Click on the link that says “Use my current
email address instead”.



The screenshot shows the Google Account creation interface. At the top left is the Google logo. Below it, the heading reads "Create your Google Account" with the subtext "to continue to Google Calendar". The form includes fields for "First name", "Last name", "Username", and "Password", with a "Confirm password" field and a "Sign in instead" link. A blue "NEXT" button is at the bottom right. On the right side, there is a graphic of a blue shield with a person icon, a laptop with a play button, a smartphone with an equals sign, and a location pin. Below the graphic is the text "One account. All of Google working for you." A red box highlights the text "You can use letters, numbers & periods" and "Use my current email address instead" in the username field.

Google

Create your Google Account

to continue to Google Calendar

First name Last name

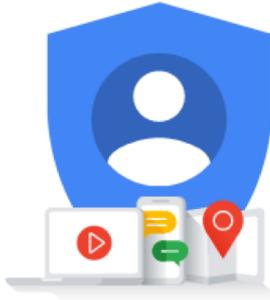
Username @gmail.com

You can use letters, numbers & periods
[Use my current email address instead](#)

Password Confirm password 

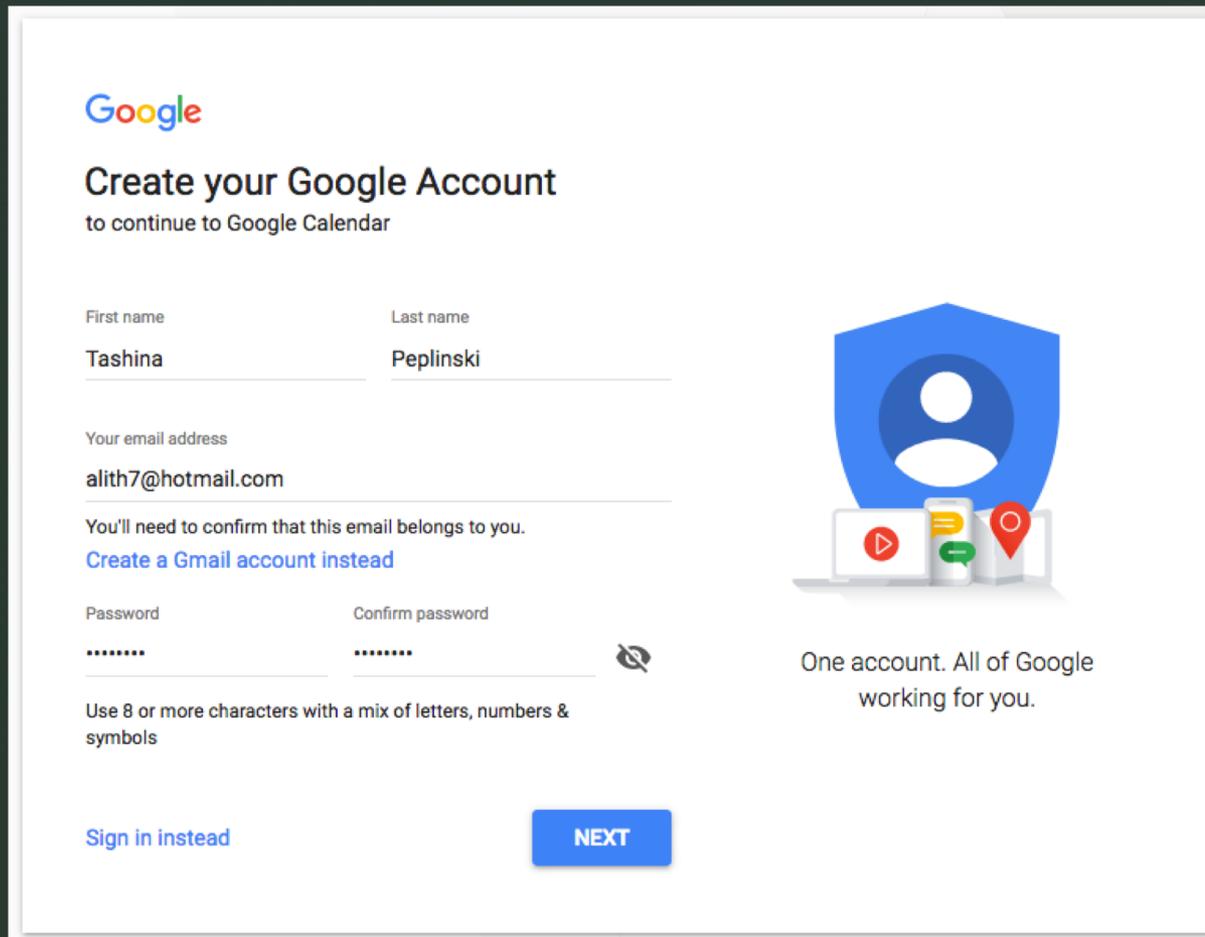
Use 8 or more characters with a mix of letters, numbers & symbols

[Sign in instead](#)



One account. All of Google working for you.

Fill out the form with your information, create a password, and click “NEXT”.



The image shows a screenshot of the Google Account creation interface. At the top left is the Google logo. Below it, the heading reads "Create your Google Account" with the subtext "to continue to Google Calendar". The form contains several input fields: "First name" with the value "Tashina", "Last name" with "Peplinski", "Your email address" with "alith7@hotmail.com", "Password" and "Confirm password" both masked with dots. A blue link "Create a Gmail account instead" is positioned below the email field. A blue "NEXT" button is at the bottom right. On the right side of the form, there is a graphic of a blue shield with a white person icon, and a laptop displaying icons for YouTube, Gmail, and Maps. Below the graphic, the text says "One account. All of Google working for you." At the bottom left of the form, there is a link "Sign in instead".

Google

Create your Google Account

to continue to Google Calendar

First name

Last name

Your email address

You'll need to confirm that this email belongs to you.

[Create a Gmail account instead](#)

Password

Confirm password 

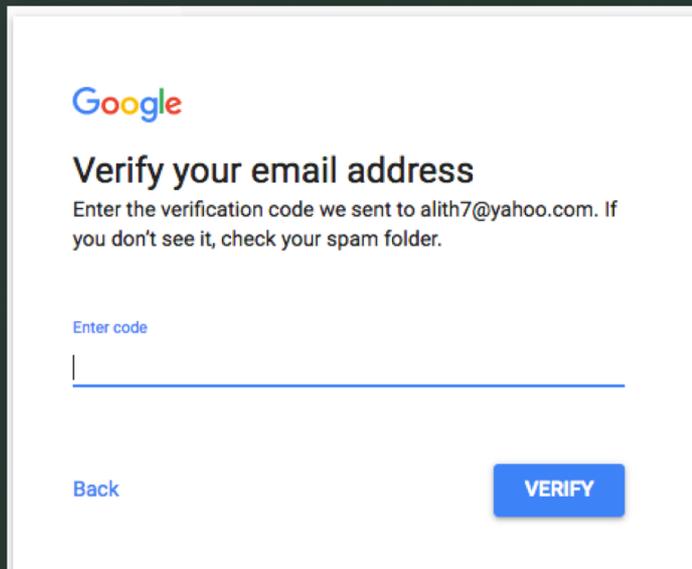
Use 8 or more characters with a mix of letters, numbers & symbols

[Sign in instead](#)



One account. All of Google working for you.

Google will send you an email with a verification code, enter that code and click “VERIFY”.



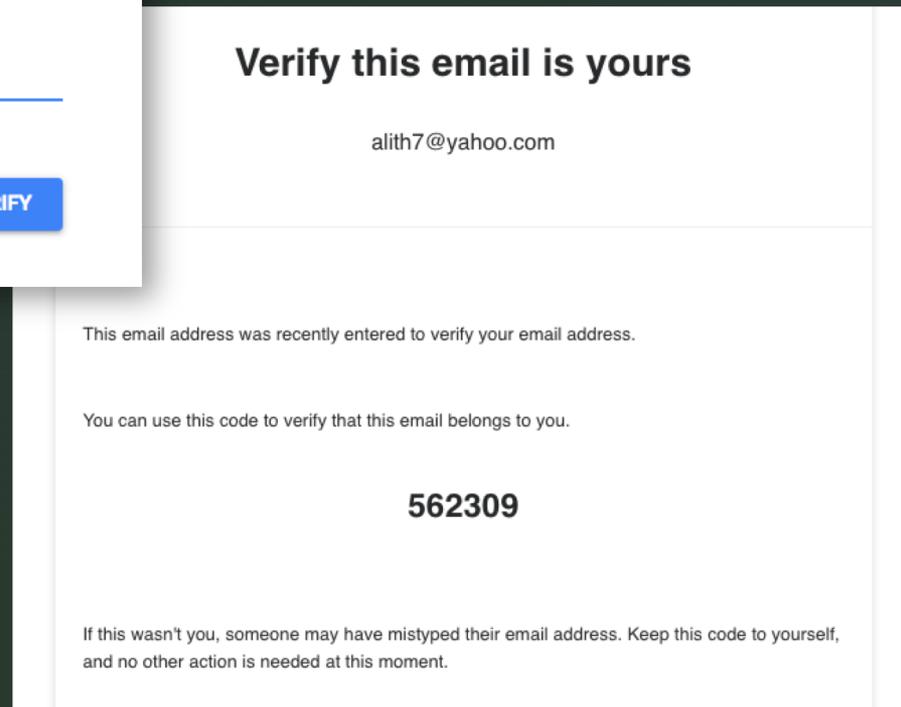
Google

Verify your email address

Enter the verification code we sent to alith7@yahoo.com. If you don't see it, check your spam folder.

Enter code

Back **VERIFY**



Verify this email is yours

alith7@yahoo.com

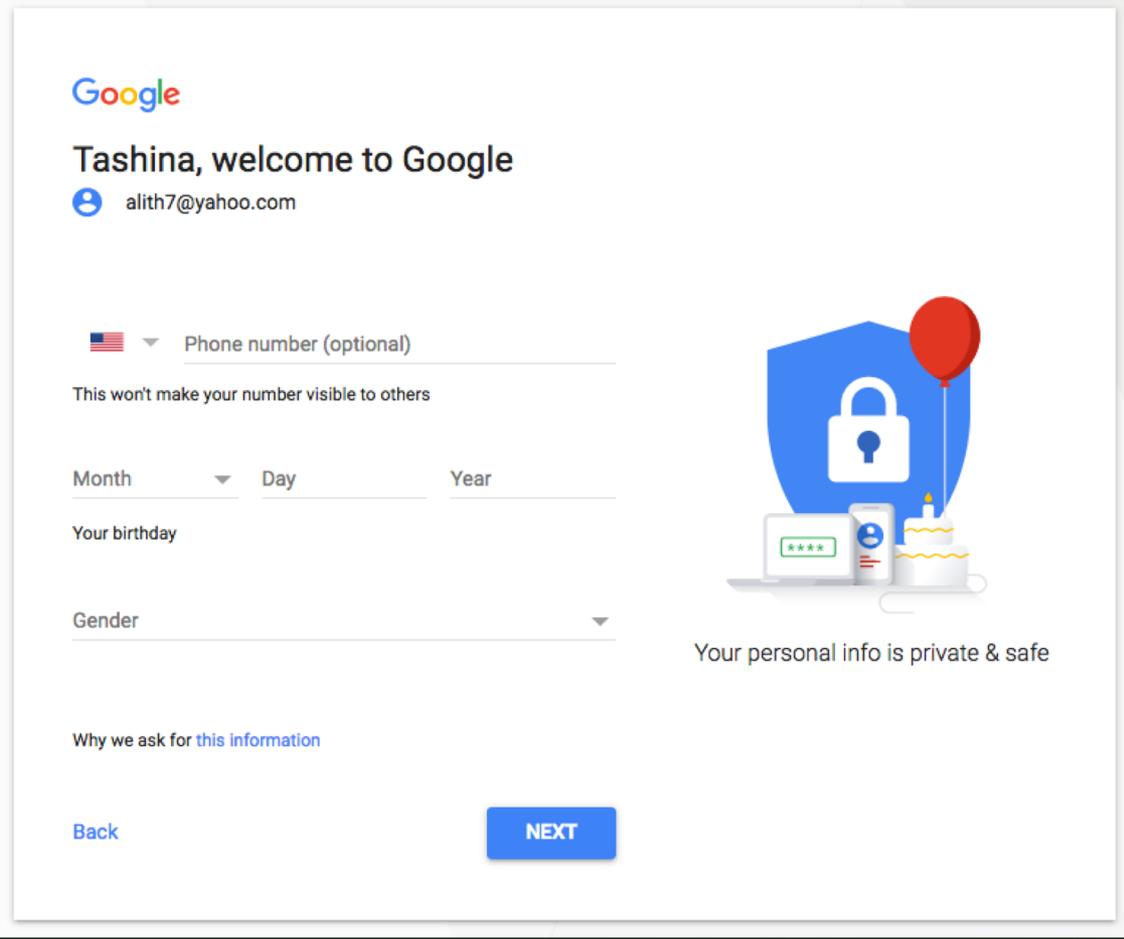
This email address was recently entered to verify your email address.

You can use this code to verify that this email belongs to you.

562309

If this wasn't you, someone may have mistyped their email address. Keep this code to yourself, and no other action is needed at this moment.

Phone number is optional.
It will help with account recovery if
you ever forget your password.



The screenshot shows the Google account creation interface. At the top left is the Google logo. Below it, the name "Tashina, welcome to Google" is displayed, followed by the email address "alith7@yahoo.com" with a person icon. The main form area includes a "Phone number (optional)" field with a US flag icon and a dropdown arrow. Below this is the text "This won't make your number visible to others". The "Your birthday" section has three input fields for "Month", "Day", and "Year". Below that is a "Gender" dropdown menu. At the bottom left, there is a "Back" link and a blue "NEXT" button. On the right side of the form, there is an illustration of a blue shield with a white padlock, a red balloon, a laptop with a password field, a smartphone, and a birthday cake. Below the illustration, the text "Your personal info is private & safe" is written.

Google

Tashina, welcome to Google

alith7@yahoo.com

Phone number (optional)

This won't make your number visible to others

Month Day Year

Your birthday

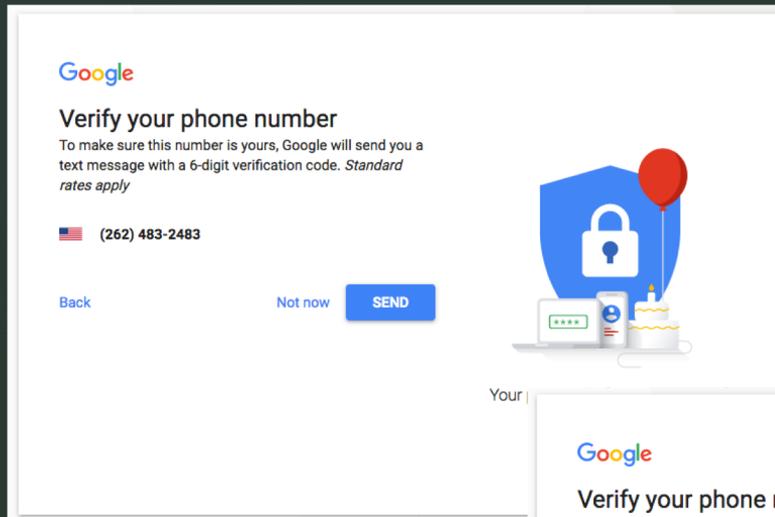
Gender

Why we ask for [this information](#)

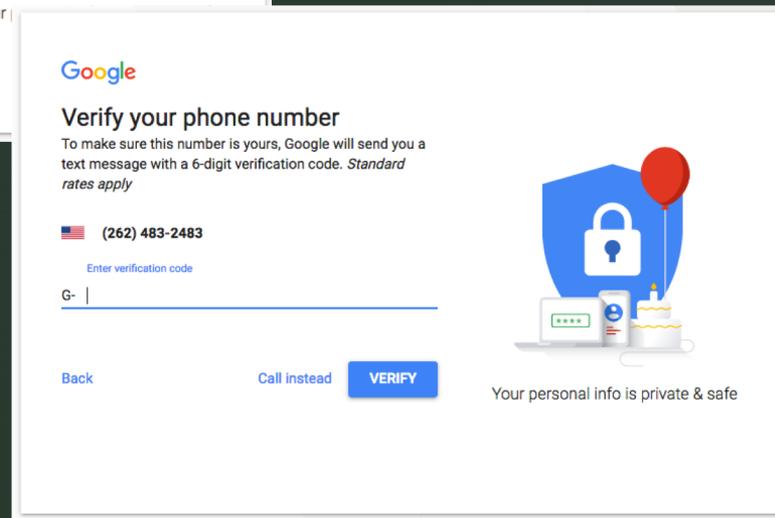
Back NEXT

Your personal info is private & safe

If you enter a phone number, Google will send you a text message to verify that it is your phone number.



Your



Agree to the privacy terms. Keep clicking the blue circle until the link to “agree” appears at the bottom.



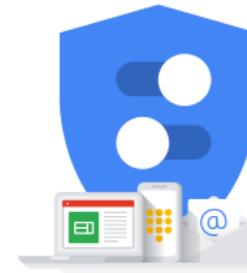
Privacy and Terms

To create a Google Account, you'll need to agree to the [Terms of Service](#) below.

In addition, when you create an account, we process your information as described in our [Privacy Policy](#), including these key points:

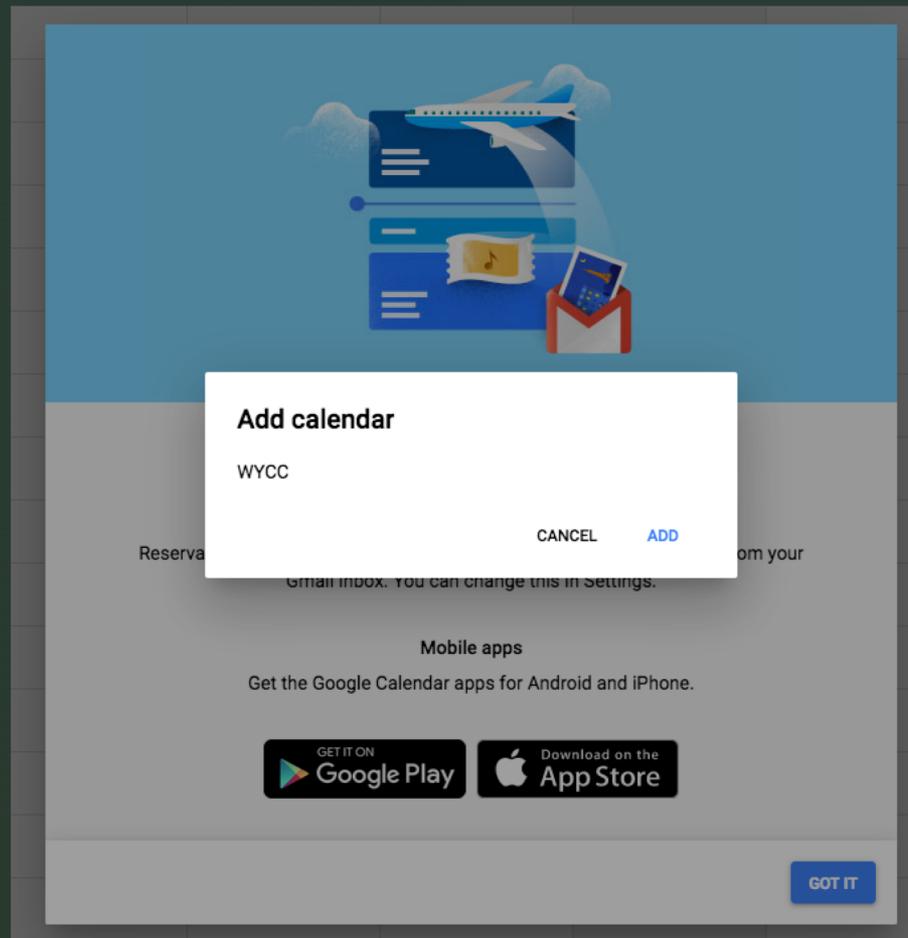
Data we process when you use Google

- When you set up a Google Account, we store information you give us like your name, email address, and telephone number.
- When you use Google services to do things like write a message in Gmail or comment on a YouTube video, we store the information you create.
- When you search for a restaurant on Google Maps or watch a video on YouTube, for example, we process information about that activity – including information like the video you watched, device IDs, IP addresses, cookie data, and location.
- We also process the kinds of information described above when you use apps or sites that use Google



You're in control of the data we collect & how it's used

Your account is now all set.
The next screen will take you to Google
calendar and confirm adding WYCC.



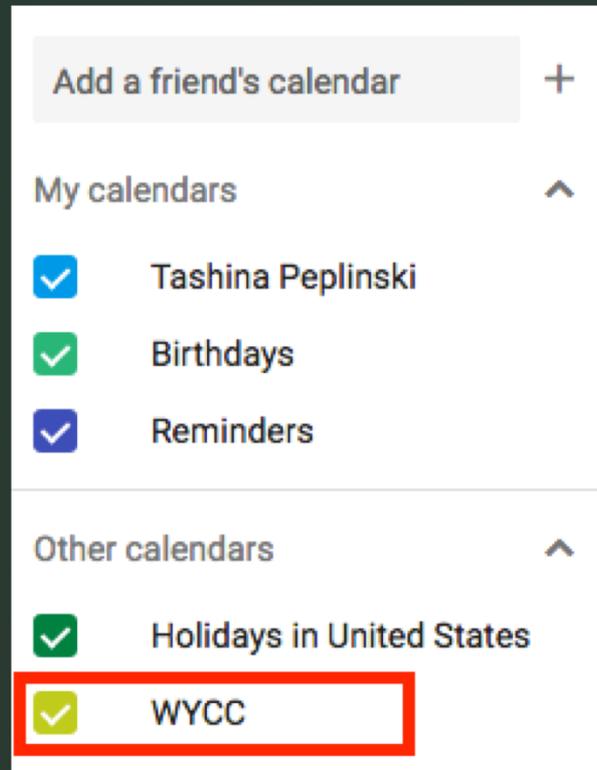


Using Google Calendar

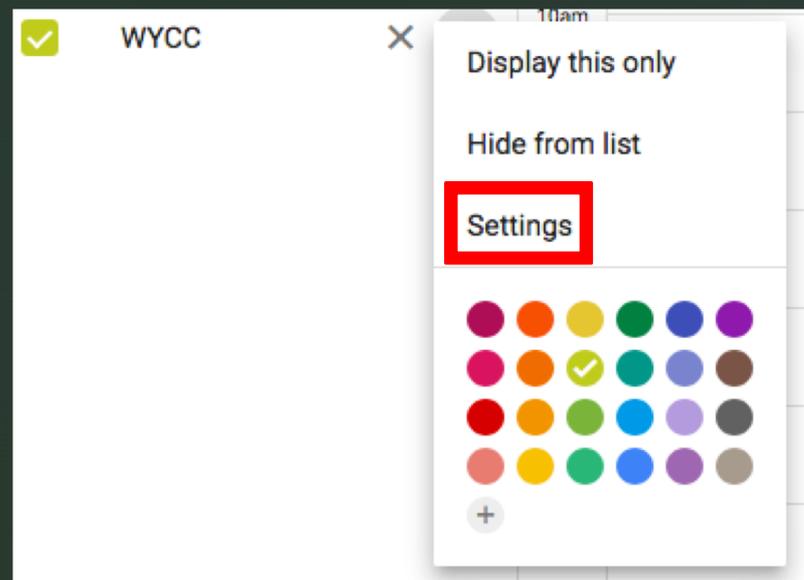
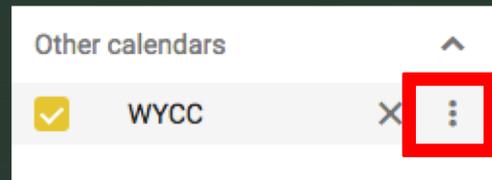


Now that you are all set.

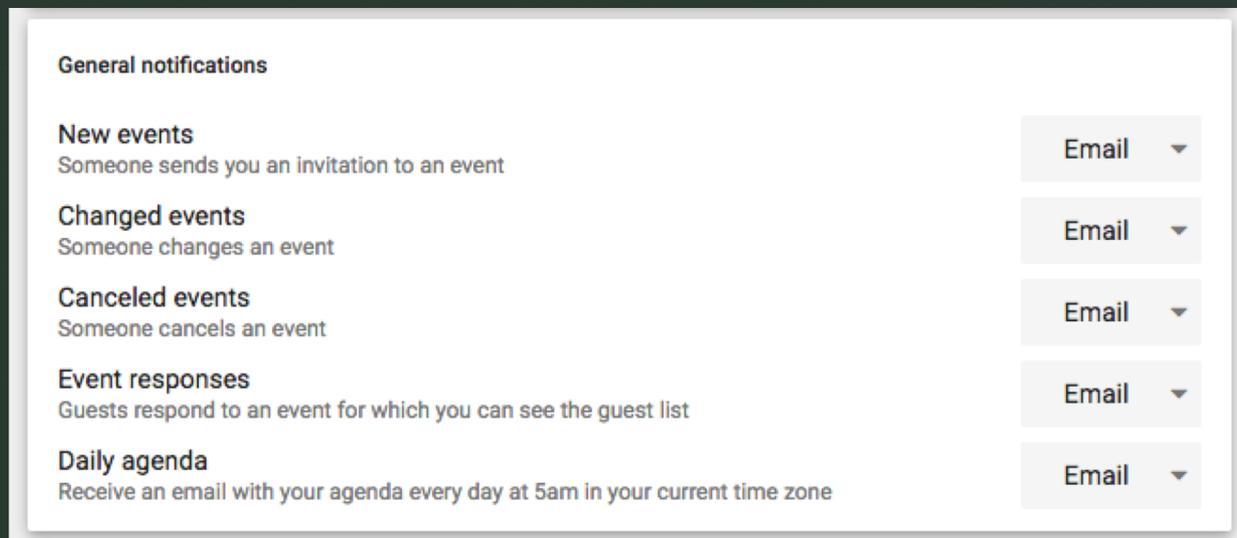
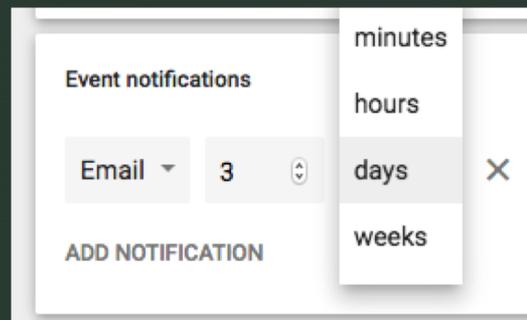
The calendar will be added to your existing Google calendar and will show up under “Other Calendars” in your list of available calendars.



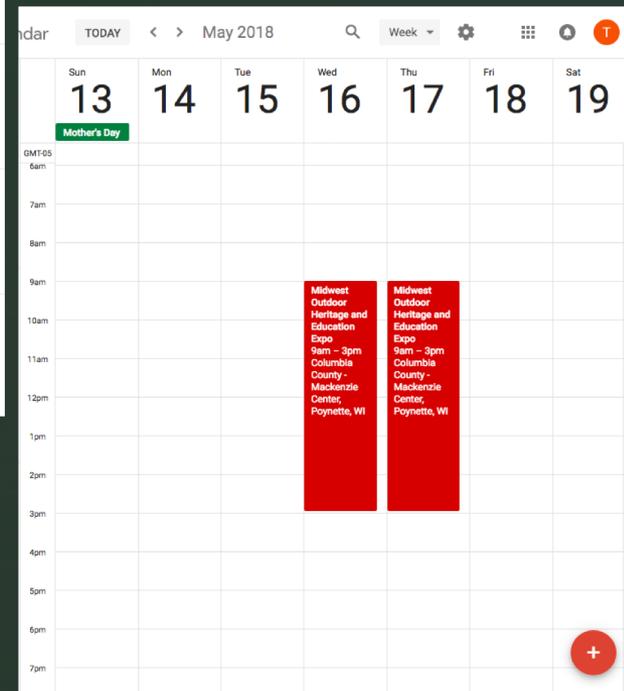
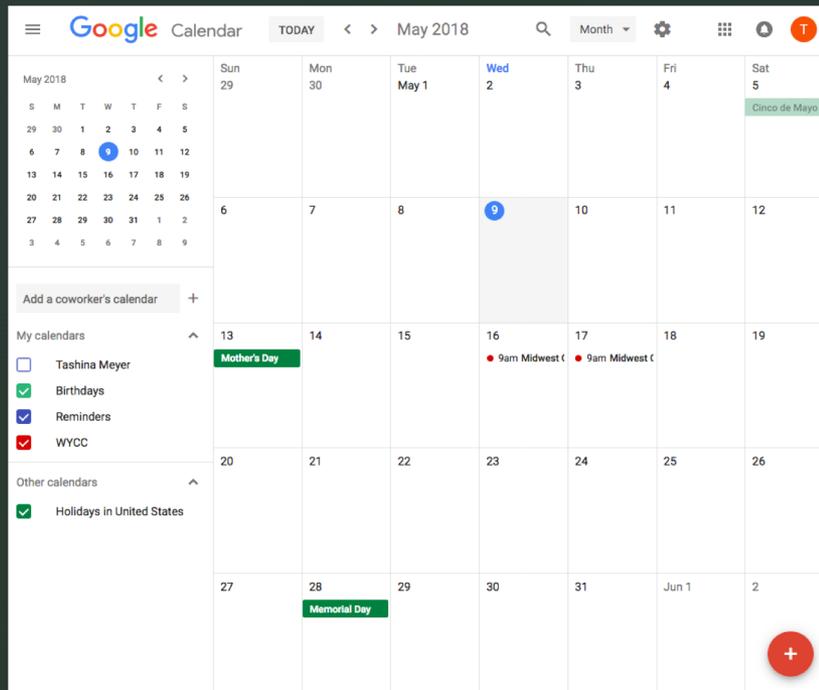
Hover over the WYCC calendar in the list and click on the 3 dots. This will open a list that you can change the color for the calendar and open the calendar settings.

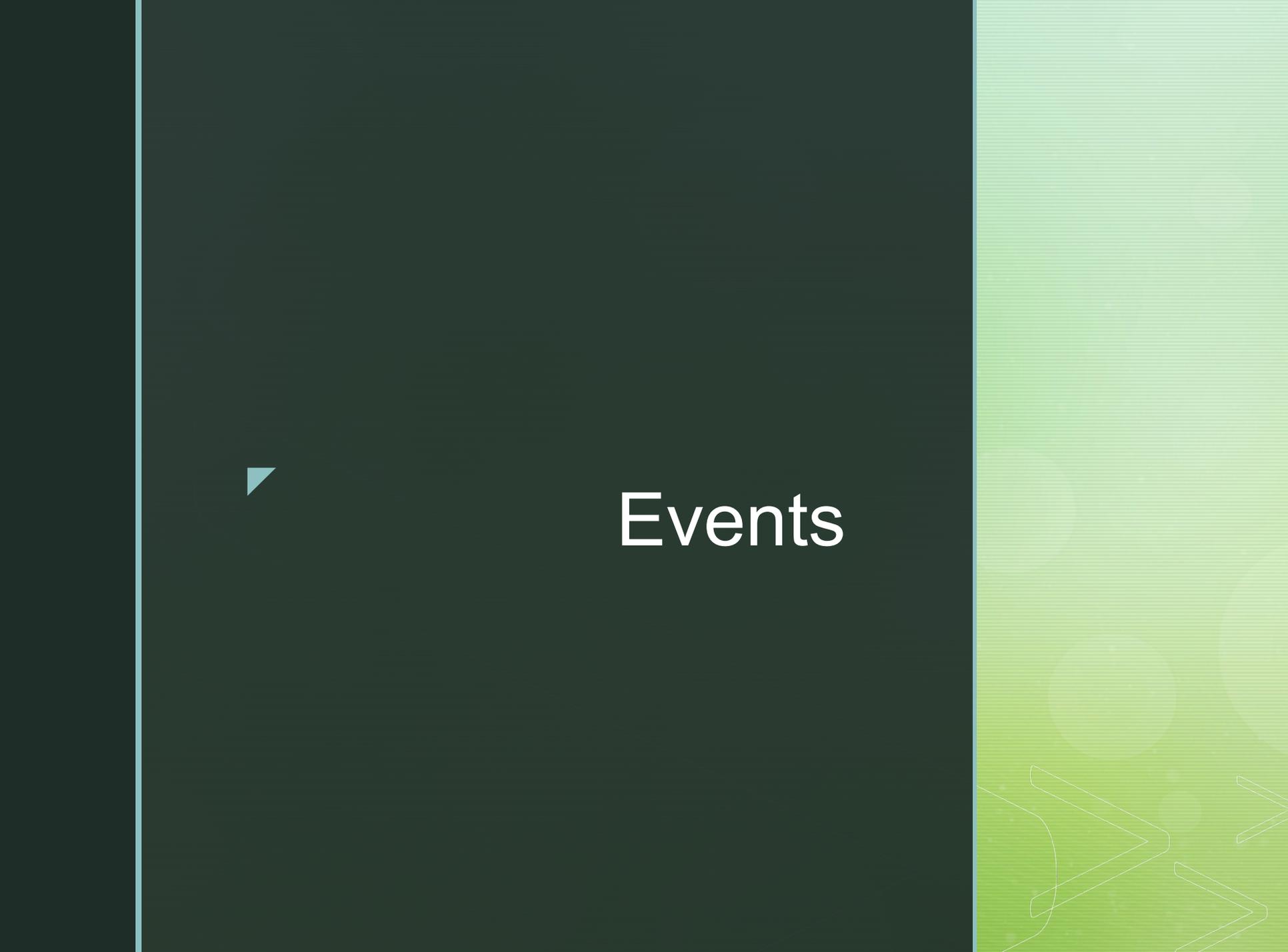


In settings, you can change your preferences for notifications for events.



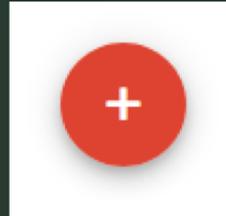
You can view calendar in multiple ways to see what is coming up.





Events

To add an event to the calendar,
click the red circle with the +.



✕ Add title SAVE

May 9, 2018 7:00am to 8:00am May 9, 2018 TIME ZONE

All day Does not repeat ▾

EVENT DETAILS FIND A TIME **GUESTS**

📍 Add location

🗣️ Add conferencing ▾

🔔 ADD NOTIFICATION

📅 WYCC ▾ ● ▾

📁 Busy ▾ Default visibility ▾ ⓘ

📎 **B** *I* U | ☰ ☰ | 🔗 ✖

Add description

Add guests

Guests can:

- Modify event
- Invite others
- See guest list

Add a title for the event, and select the date and time.

Add title

May 9, 2018

7:00am

to

8:00am

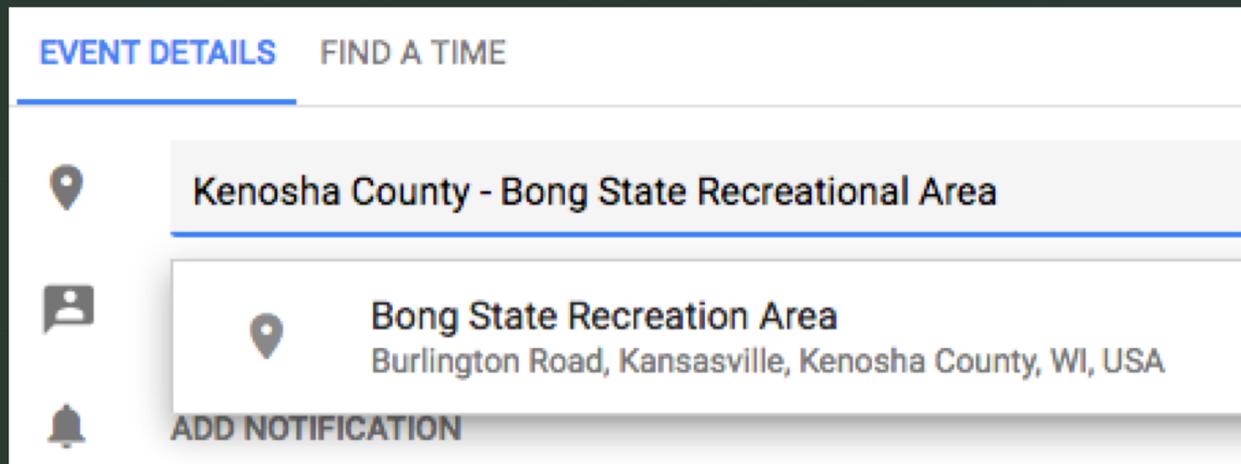
May 9, 2018

TIME ZONE

All day

Does not repeat ▼

Under “EVENT DETAILS”, enter the location for the event, if Google recognizes it, it will offer a list of map addresses. You can select from the list to provide a map location for your event.



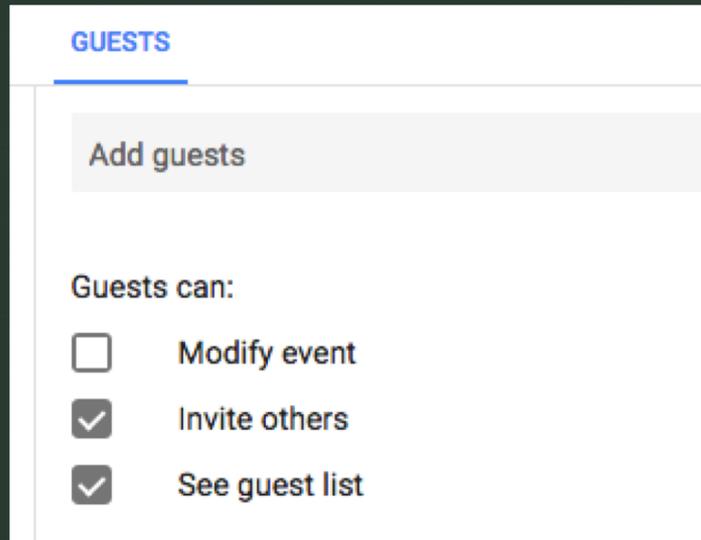
Add any extra details for the event. Conferencing is for video chat groups. Notifications would be for you only! Make sure that it says “WYCC” for the calendar selected. Don’t forget to enter any contact information, number limitations or special instructions into the description area.

The screenshot displays an event creation form with the following elements:

- EVENT DETAILS** and **FIND A TIME** tabs at the top.
- Add location** field with a location pin icon.
- Add conferencing** dropdown menu with a person and speech bubble icon.
- ADD NOTIFICATION** section with a bell icon.
- Calendar selection: **WYCC** dropdown and a red circle icon.
- Visibility settings: **Busy** dropdown, **Default visibility** dropdown, and a help icon.
- Rich text editor toolbar with icons for **link**, **bold**, **italic**, **underline**, **bulleted list**, **numbered list**, **link**, and **unlink**.
- Add description** text input area.

You can add specific people you would like to invite to the event. They do NOT have to be part of the WYCC Calendar group, and you get to control what they can do.

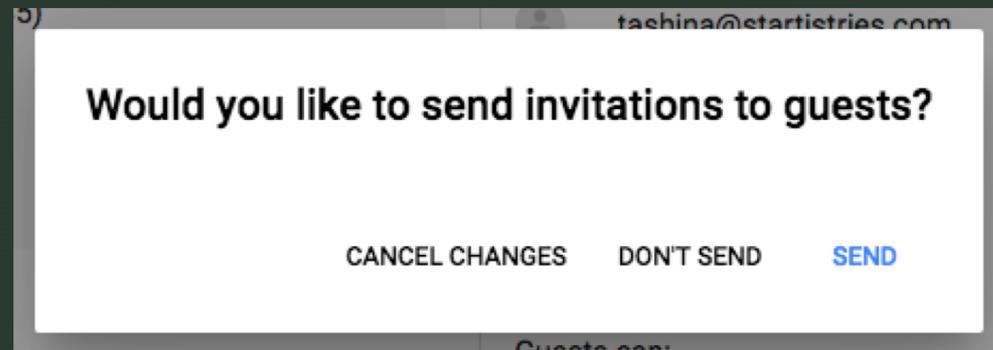
Anyone in the WYCC calendar group will be notified that the event was created, regardless of being listed as a guest.



The image shows a screenshot of a software interface for managing event guests. At the top, the word "GUESTS" is written in blue. Below it is a grey button labeled "Add guests". Underneath, the text "Guests can:" is followed by three options, each with a checkbox:

- Modify event
- Invite others
- See guest list

When you're all set, click "SAVE" at the top. A box will pop up asking if you want to send invitations to guests. Make sure to click "SEND", especially if you have guests who are not part of the group.



Notification Emails

Group Members

New event: testing @ Wed May 9, 2018 7:30am - 8:30am (CDT) (WYCC) Inbox x

tashina@startistries.com via google.com
to me

testing
View on Google Calendar

When Wed May 9, 2018 7:30am – 8:30am (CDT)

testing

When Wed May 9, 2018 7:30am – 8:30am Central Time

Video call https://hangouts.google.com/hangouts/_/startistries.com/wycc-testing

Calendar WYCC

Who tashina@startistries.com - creator

Invitation from [Google Calendar](#)

You are receiving this email at the account tashina@graphicedgeprinting.com because you are subscribed for new event updates on calendar.

To stop receiving these emails, please log in to <https://www.google.com/calendar/> and change your notification settings for this calendar.

Forwarding this invitation could allow any recipient to modify your RSVP response. [Learn More](#)

[invite.ics](#) [Download](#)

Guests

Invitation: Work Days for the Nature Classroom @ Sat May 26, 2018 1pm - 3pm (CDT) (alith7@ho...

Google Calendar <calendar-notification@google.com> on behalf of **tashina@startistries.com**
Required: alith7@hotmail.com; jheffteamsuick@msn.com; Kevin Smaby; Jason Brazzale; ibonde@tds.net; + 6 more
Wednesday, May 9, 2018 at 6:39 AM

Saturday, May 26, 2018 at 1:00 PM - 3:00 PM.
Richard Bong State Recreation Area, 26313 Burlington Rd, Kansasville, WI 53139, USA

[Accept](#) [Tentative](#) [Decline](#) [Propose New Time](#)

[invite.ics](#)
4.3 KB

[Download All](#) [Preview All](#)

Please respond.

Work Days for the Nature Classroom [more details >](#)

When Sat May 26, 2018 1pm – 3pm Central Time

Where Richard Bong State Recreation Area, 26313 Burlington Rd, Kansasville, WI 53139, USA ([map](#))

Calendar alith7@hotmail.com

Who

- tashina@startistries.com - creator
- jheffteamsuick@msn.com
- Kevin Smaby
- Jason Brazzale
- ibonde@tds.net
- linda.denell@gmail.com
- michael.schmit@wisconsin.gov
- tonn@basd.k12.wi.us
- alith7@hotmail.com
- tfoehrig@yahoo.com
- kari.leez@mmerrmann@wisconsin.gov
- dbduke@charter.net

To help in the construction of an outdoor classroom for younger school children. Dress to be outside and working.

Contact Delegate: Trent Tonn (tonn@basd.k12.wi.us or 262-210-0385)

Going? [Yes](#) - [Maybe](#) - [No more options >](#)

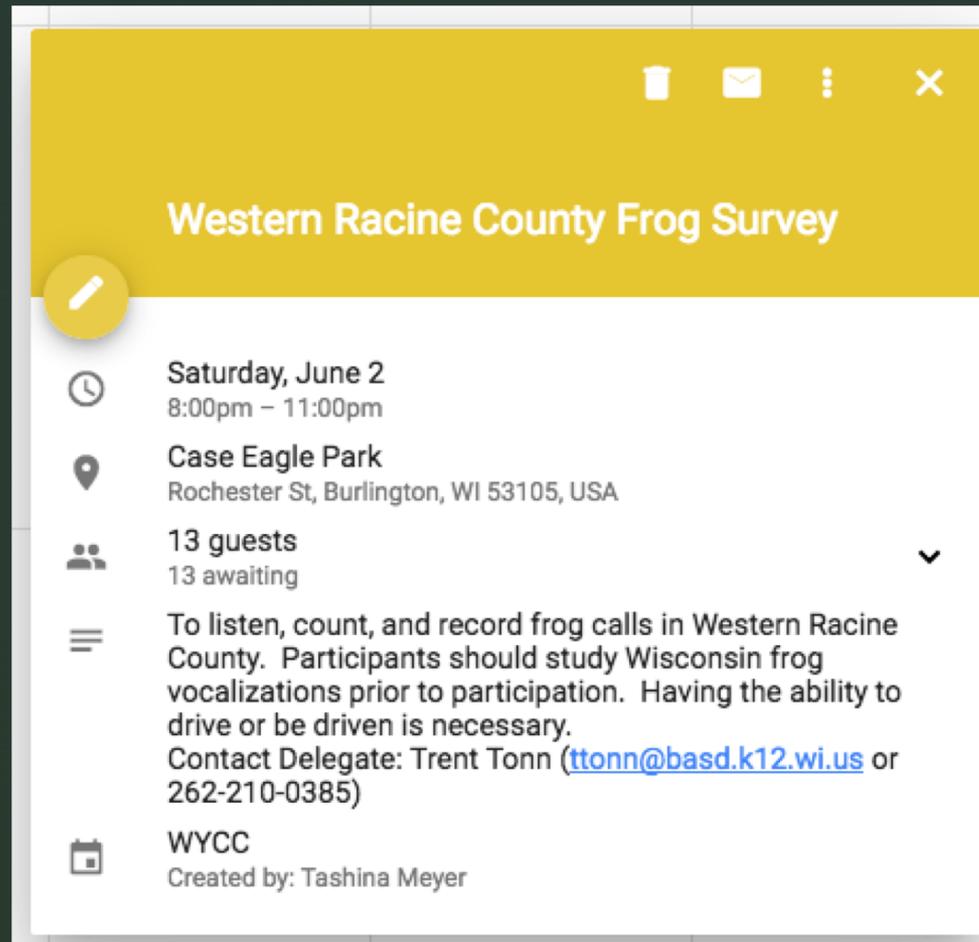
Invitation from [Google Calendar](#)

You are receiving this courtesy email at the account alith7@hotmail.com because you are an attendee of this event.

To stop receiving future updates for this event, decline this event. Alternatively you can sign up for a Google account at <https://www.google.com/calendar/> and control your notification settings for your entire calendar.

Forwarding this invitation could allow any recipient to modify your RSVP response. [Learn More](#)

What an event looks like in the calendar.



The image shows a screenshot of a calendar event card. The card has a yellow header with the title "Western Racine County Frog Survey". Below the header, there is a white background with various details. On the left side, there are icons for editing, clock, location, people, list, and calendar. The event details include the date and time, location, number of guests, a description of the activity, contact information, and the organizer.

Western Racine County Frog Survey

 **Saturday, June 2**
8:00pm – 11:00pm

 **Case Eagle Park**
Rochester St, Burlington, WI 53105, USA

 **13 guests**
13 awaiting 

 To listen, count, and record frog calls in Western Racine County. Participants should study Wisconsin frog vocalizations prior to participation. Having the ability to drive or be driven is necessary.
Contact Delegate: Trent Tonn (ttonn@basd.k12.wi.us or 262-210-0385)

 **WYCC**
Created by: Tashina Meyer



Joining an Event

- Notify the event contact.
 - Add your email to the guest list.
 - Check for the event's requirements.
- 

Canceling an Event

- Go to the event and delete it from the calendar.
- If there are any guests listed, you will be asked if you want to notify the guests, please do.
- Just like creating an event, any member of the calendar group will be automatically notified.



Summary

- This is a private group for Mentors and Youth Delegates. Please respect the privacy of the group members.
 - When adding a new event, please make sure to put in as much detail as possible. You can include attachments too.
 - This is a new method of organizing events for the Youth Delegates. Any feedback is greatly appreciated.
- 