OET Online Calendar Help

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Introduction

The OET online calendars provide a means to list your Chapter's events on the OET.org web site.The free online calendar tool we use is called Google Calendar. Anyone that has a Google user account or has a Gmail email address can be given the ability to add and manage your chapters online OET calendar. Through this free online tool you can add an event date for your Chapter and have it immediately be listed on the OET web site.

Here you see an example of the Google Calendar App you would use to add an event or edit a calendar event. 1) Click on a date on the calendar. 2) Enter the title of your event. 3) Select one of the OETs Calendars. 4) Enter the range of day or time. 5) Enter the location. 6) Enter some details about your event and Save.

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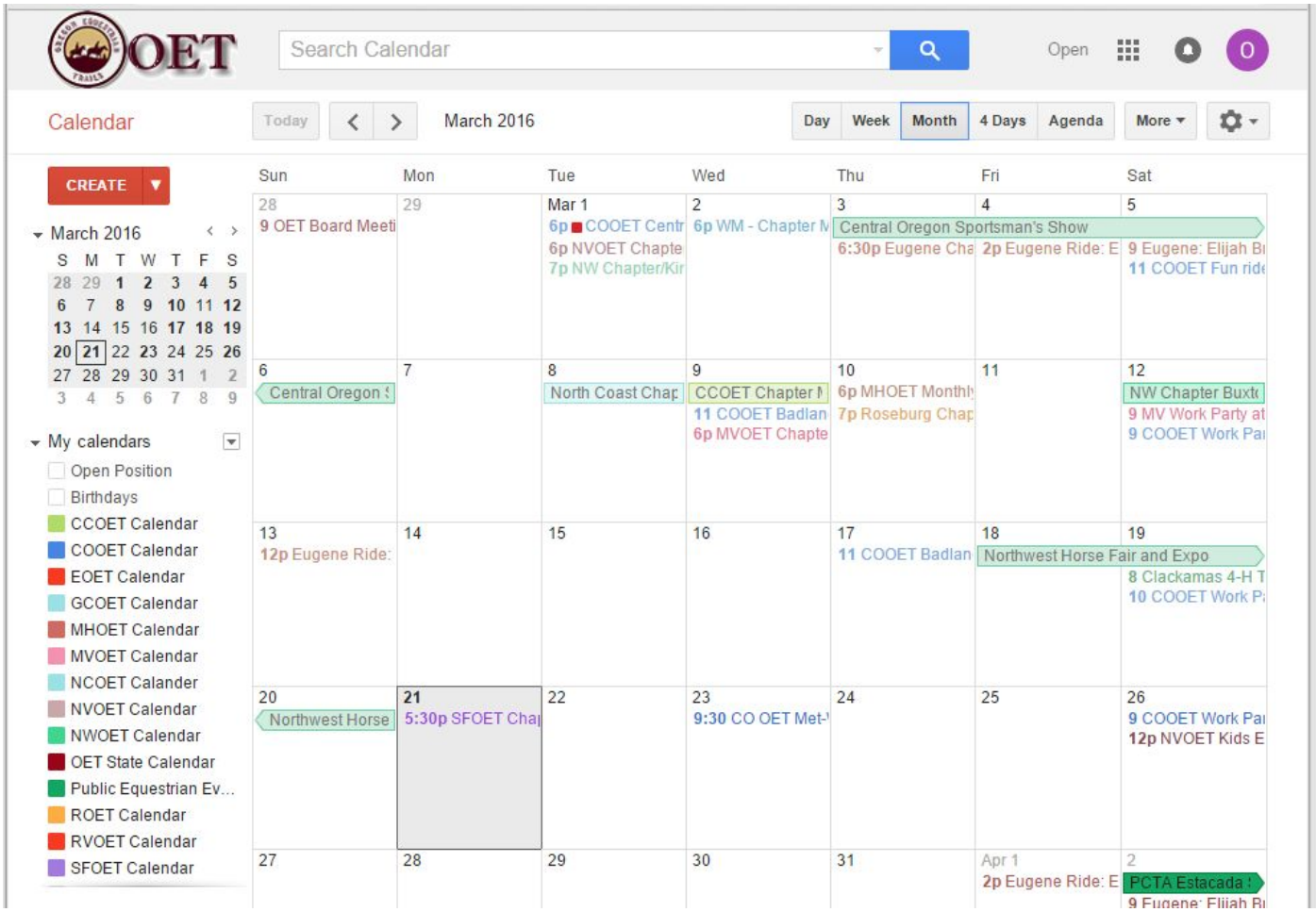

Requirements

To use and access the OET Online Google Calendar, will require the use of a PC, MAC, Tablet, or Smartphone. It is easiest to add events with a larger window and have an keyboard and mouse when adding events. Also a Google account (Gmail address) is required, even though it includes a Gmail account, it does not need to be used. The Google account will be used to access the Google Calendar App. Lastly a have a hi-speed Internet connection is required, a dial-up connection will not work. It is always best to run Google Chrome to access all the features provided by Google Calendar.

Log in to My Google Account

As when running Google Apps, it is best to use Google Chrome. In Google Chrome or other web browser applications go to http://www.google.com, in the upper right corner click "Sign in" in the upper right corner. If you see something else you may already be logged in to a Google Account. Click on the icon currently in the same location of the window to see which Google Account you are logged in as. If this is the case, just skip the next 4 steps.

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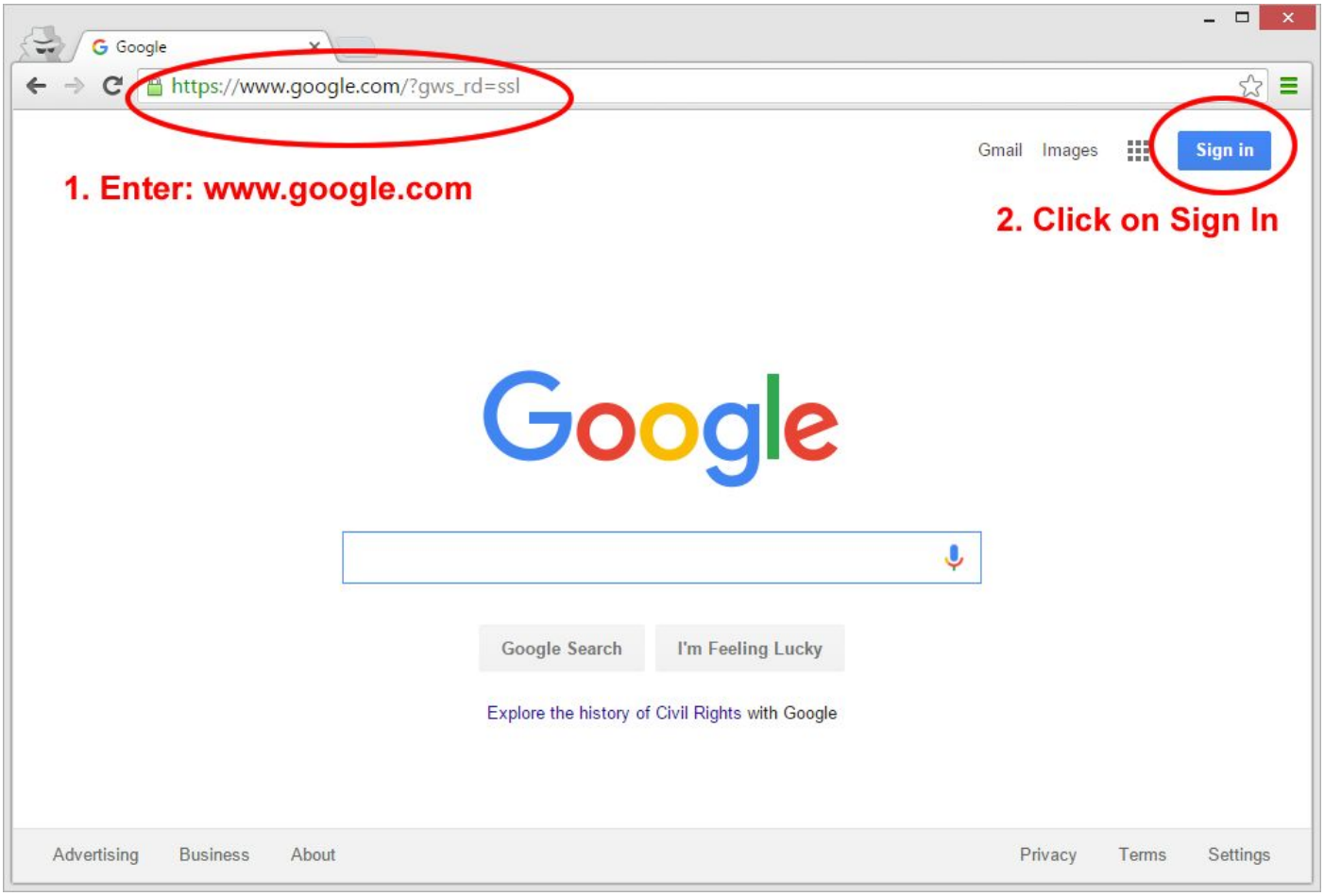

Next enter your Google Username. This is always the email address you established when you created your Google account initially. The user name will always be <something>@gmail.com unless you own you own web Domain and it is being managed by Google. For example marty@pacssi.com and web@oregonequestriantrails.org are managed by Google Apps and are equivelemnt to any @gmail.com address.

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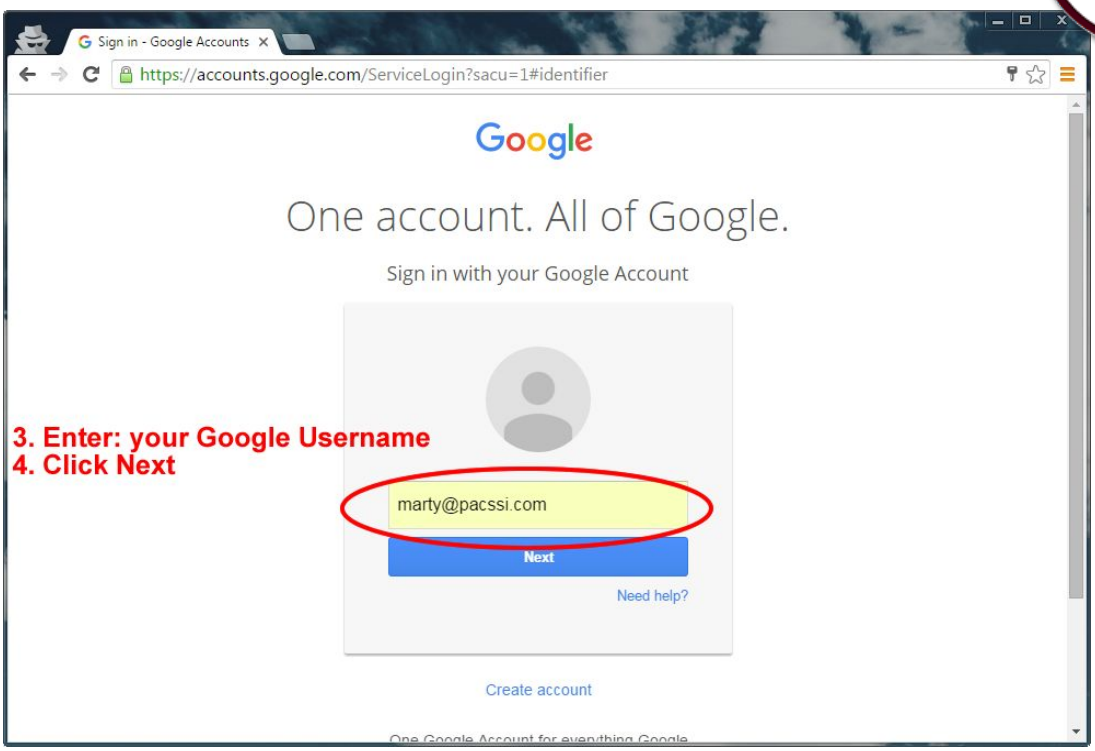
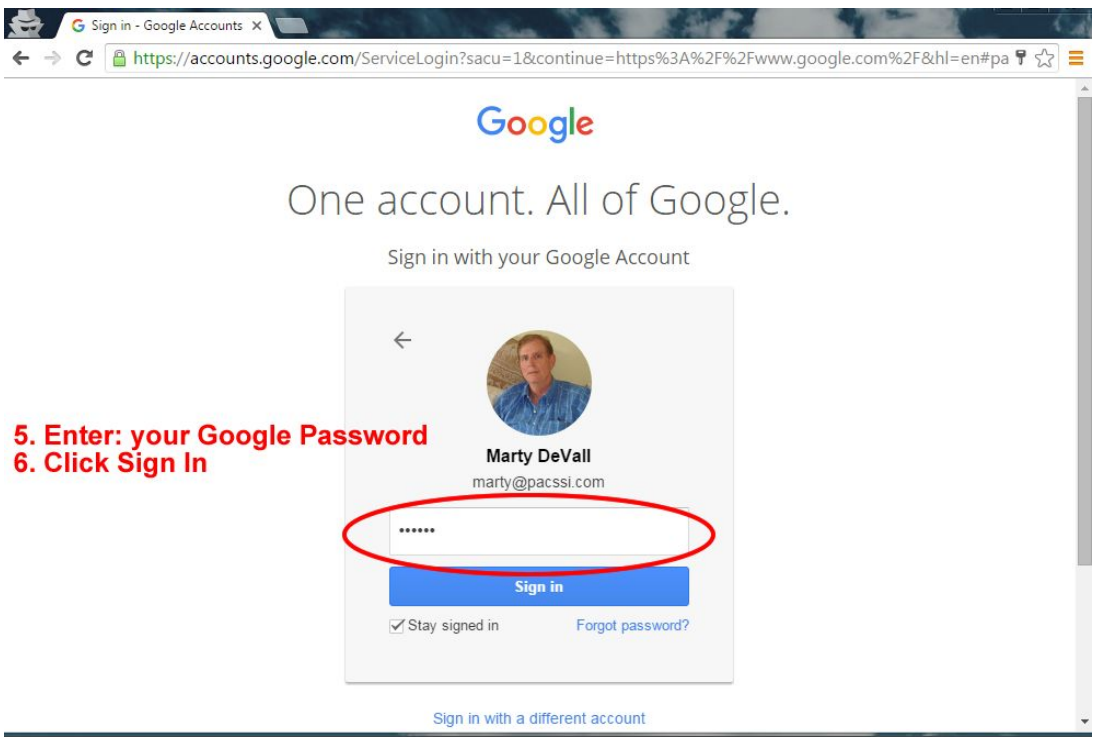


Enter your password and click next. Keep track of your password, if you lose it then always use the password recovery link provided. Creating a new account creates extra work for the OET web and calendar administrators.



My Google Account

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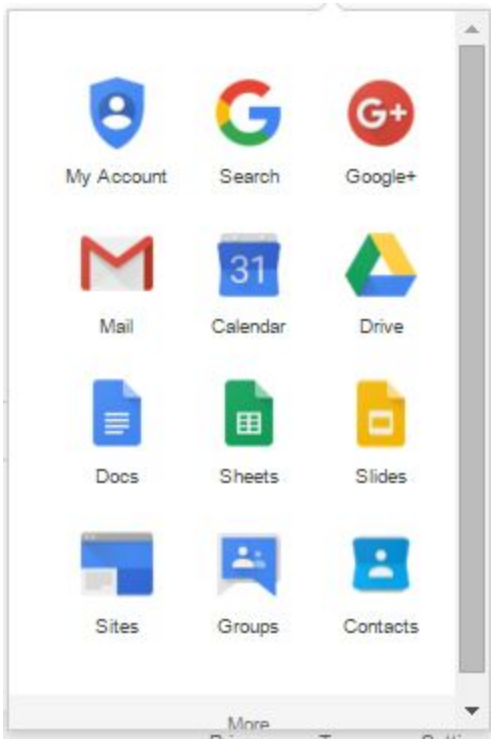
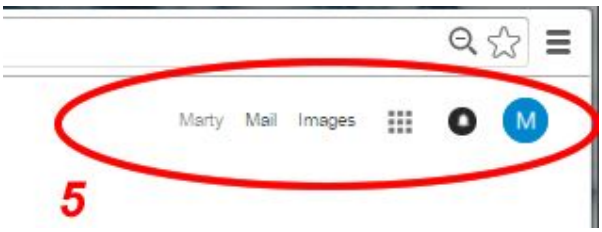
Once logged into your Google account you have direct access to a number of useful applications. The one Google account provides access to a number of free Google Cloud Based Applications. Your Google user account provides access to **Gmail**, **Youtube** (a place to share Chapter Videos) , **Groups** (create mailing lists and discussion groups) , **Calendar** (access the chapters online calendar), **Drive** (access to the new OET Volunteer Reporting Spreadsheet), **Sheets** , **Docs** (create Word and Excel documents) and a number of other Google Cloud Based Applications.

The Google App launched is opened by clicking on ⋮⋮⋮ Icon in the upper left corner just after logging in to your Google Account.





Notice the names and icons shown circled by item 5.

- Marty - Account name
- Mail - Click to open Gmail Tab
- Images - Open Google Images Tab
- 3x3 dots icon - Open Google Launcher App window
- Round circle with bell - Current Notifications
- Colored circle with a Letter - Account Profile/Status. Click to switch to different Google Account.

For additional help with getting started with Google Apps.

- https://apps.google.com/learning-center/products/quickstart/
- https://admin.google.com/user/hub

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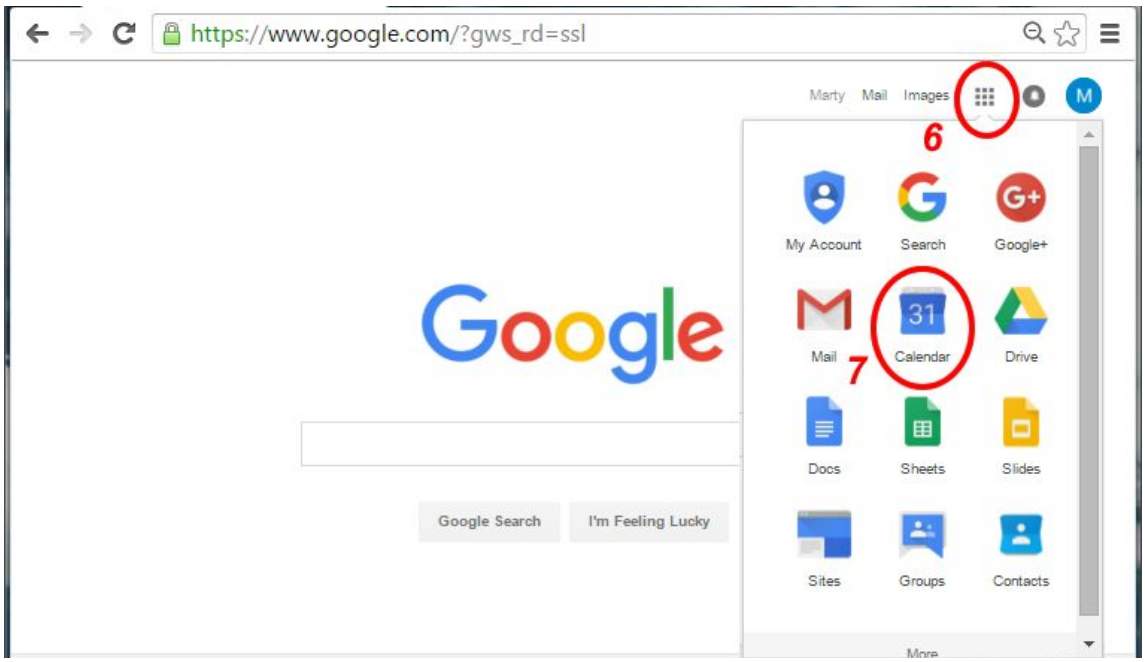
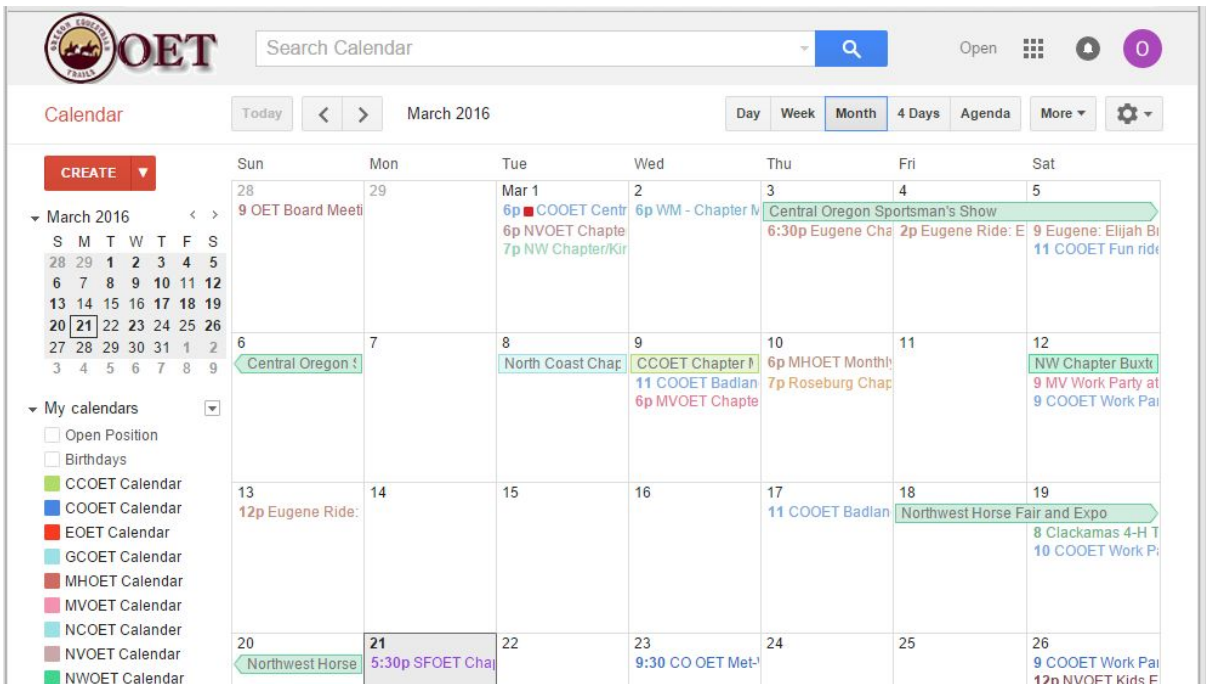
Open My Google Calendar App

To open the Google Calendar App, login to your Gmail account click on the 3x3 dots at the top to open the Google App Launcher. From there just pick Calendar App from the list in the Google Launcher Window.
When you pick the Google Launcher icon (3x3 dots) a drop-down window will appear showing



a number of icons. Pick "Calendar" to open your Google Calendar window.



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OET Online Calendars

The OET Online Calendars are made up of sixteen Google Calendars. The OET web site displays all eleven together on the OET Calendar page. Here are the eleven OET calendars.

- OET State Calendar
- CCOET Calendar
- COOET Calendar
- EOET Calendar
- GCOET Calendar
- MHOET Calendar
- MVOET Calendar
- NCOET Calendar
- NVOET Calendar
- NWOET Calendar
- ROET Calendar
- RVOET Calendar
- SFOET Calendar
- WMOET Calendar
- WVOET Calendar
- Public Equestrian Events Calendar

The OET State Calendar are for state wide events like the OET state ride. The Public Equestrian Events Calendar are for non OET equestrian events.

Through the use of Share permissions, your Google Account will provide you edit access to your Chapter's Calendar and for some, either the OET State Calendar or Public Equestrian Events Calendar. As a chapter member who would like to manage and add events to your chapter's Calendar please contact your chapter president, chapter calendar coordinator or web@oregonequestriantrails.org.

Calendar Guidelines

There are a couple of Calendar guidelines to follow when adding events, so the OET Web Site Calendar page will look uniform and readers will be able to find a chapters events.

1. When entering the Title of an article always begin it with your Chapter Name or Initials, ie. “North Valley Work Party”, “NVOET Trail Ride”, or “COOET Chapter Meeting”. If you use only “Trail Ride” or Chapter Meeting” it will be harder to tell which chapter is putting on the event.
2. Date & Time - If the event is not multiple days in a row, uncheck All Day Event and enter the start and end times.
3. The Location of the event. When entering a location for your event make sure the Google Map location is included. By including the events actual map location will allow smartphone users to pick

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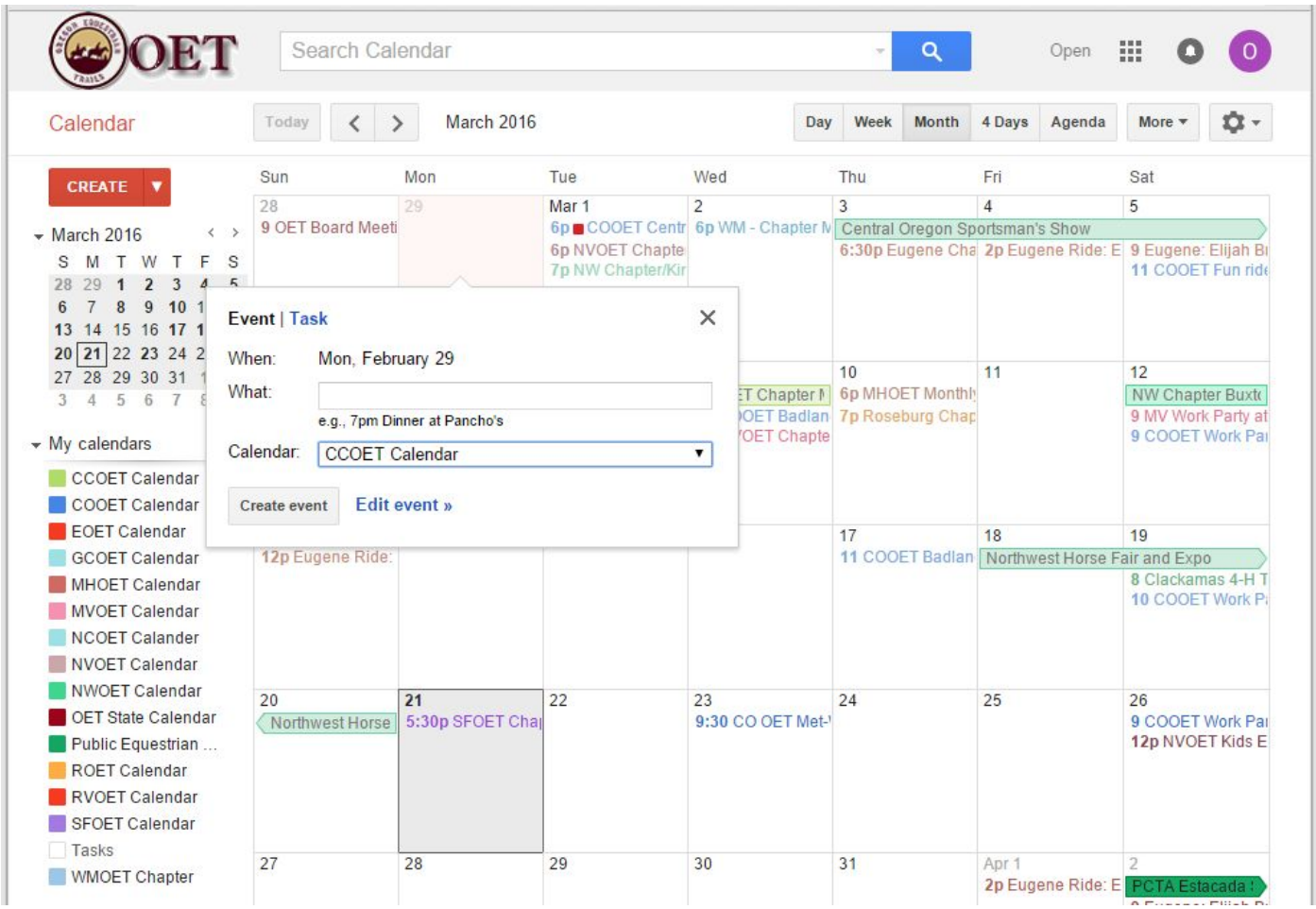
the location from the calendar event and get driving directions directly on their smartphones navigation software.

4. The Description field is there to include all details about your event. There is no limit, but currently it does not support pictures, only text.

Adding Calendar Events

1. While in the Google Calendar App, Click on a day you will to add an event to.



2. A small Event window appears on top near the day you selected. The “When:” field shows The Date selected is listed, the “What:” field is for the title and the third field “Calendar:”
3. Next, enter the Title of your event in the “What:” field following the Calendar Guidelines listed above.

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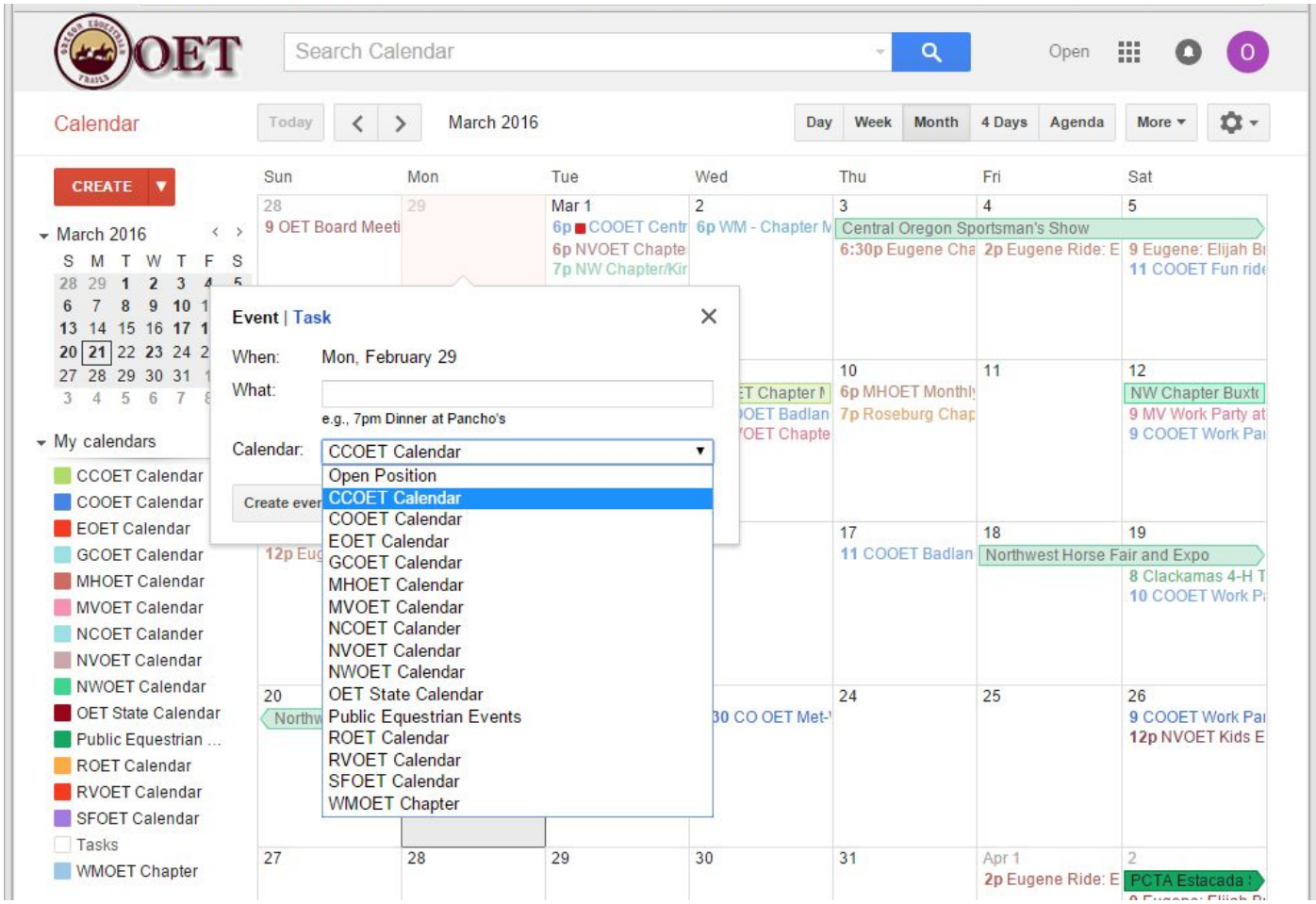

4. Next select the small arrow in the “Calendar:” field to reveal all the Calendars your account has access to. In the this example there are a number to choose from. Normally you will only have 2 or 3 to choose from. If your chapter's Calendar name does not appear in the the list then you do not have permissions to add events to that calendar. Contact your Chapter president, Chapter Calendar Coordinator or the OET Web Administrator for access. You want to select the Calendar for your chapter, failing to correctly set the Calendar name here will make the event invisible on the the OET website and on anyone's personal calendar who may have subscribed to your calendar.

   Note: The first in the list is the calendar that is automatically created when you create your Google Account. For example “Marty DeVall (Web Admin)” was created when the web@apps.oregonequestraintrails.org Google Account was setup. This Calendar named “Marty DeVall (Web Admin)” is not displayed on the OET Web site so any events tied to this calendar will not be visible there.

5. Next click on “Edit event” to add more details to your event.

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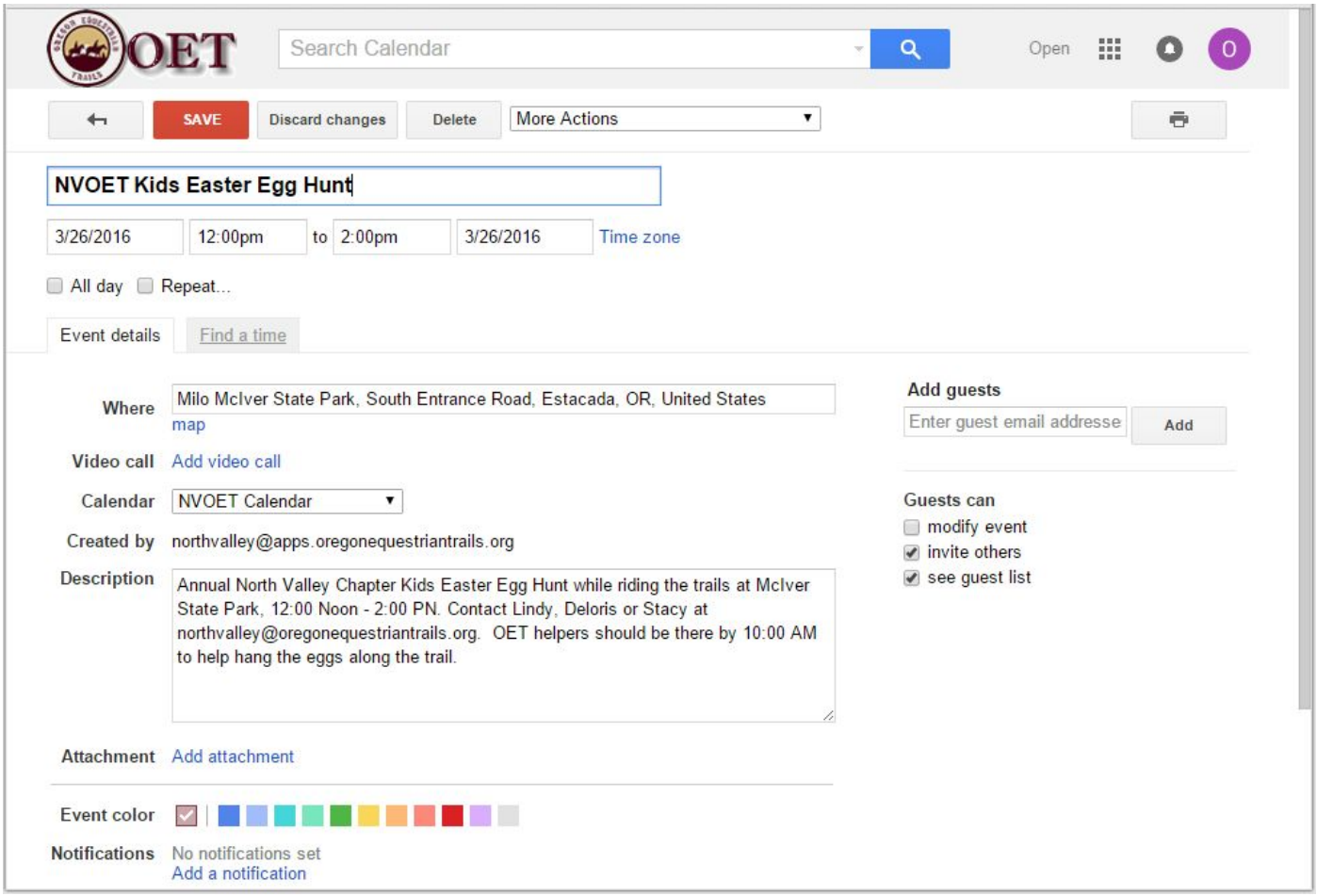

6. Here in the full edit window uncheck “All Day” if it is not an overnight event and enter the start and end time.

7. Ensure the correct Calendar is selected, next to “Calendar” and in the “Description” field enter any other information you would like to include that makes sense for your readers.

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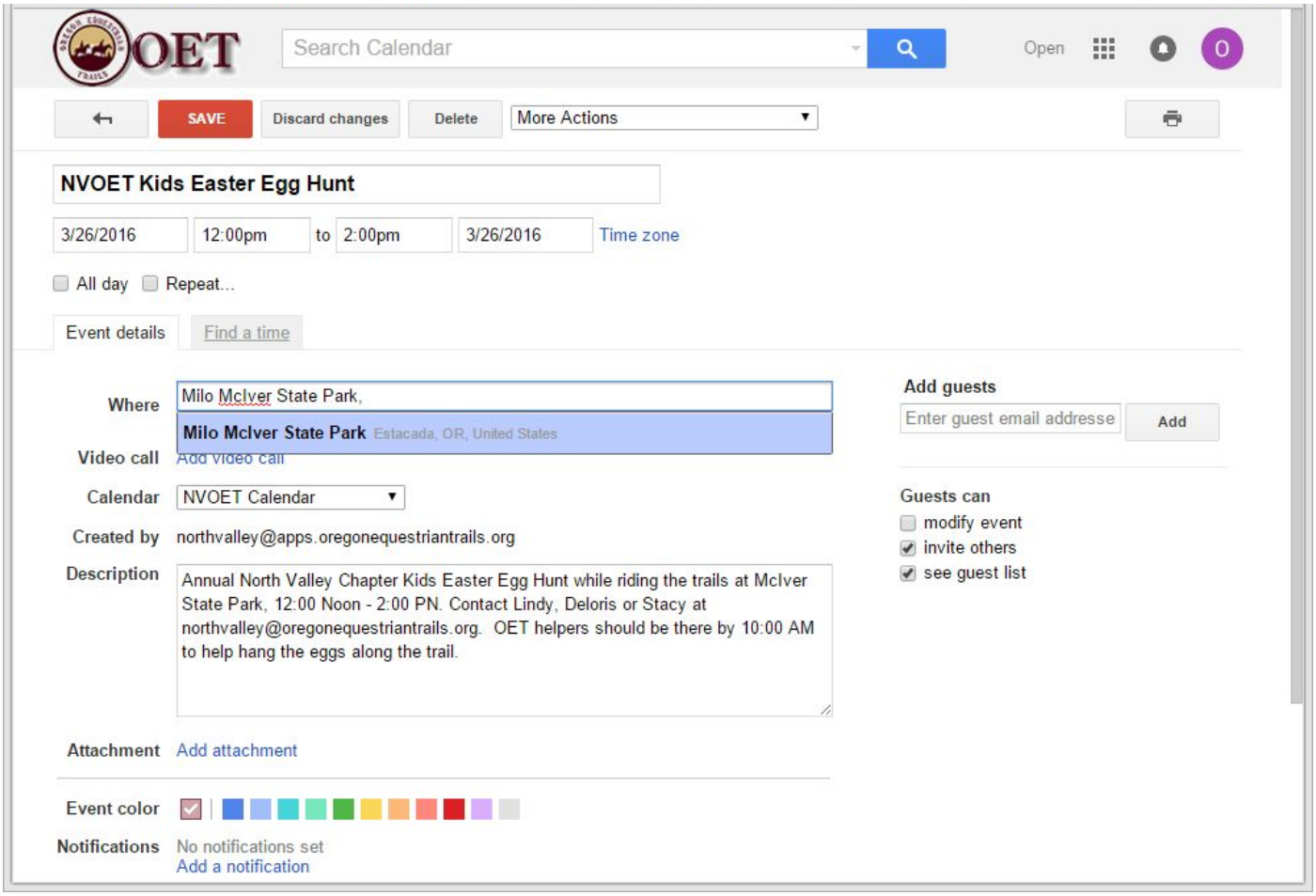

8. For the “Where:” field start typing the location or Address of your location and the Calendar will automatically find the actual map location for you. Here “Milo McIver State Park” typed in, but below in light blue Google found the actual map location. With the mouse select the blue highlighted text to pick the actual map location for your event.

9. When you are satisfied with your event, click on the red “Save” button to save your event date.

10. To modify an event simply locate the event listed on the Calendar and double click on the event to reopen the small edit window. Click on “Edit event” to access the full edit window again.

Managing Calendars

The Google Calendar App provides the ability to share calendar duties with other chapter members, change which calendar are viewable in your view, change the color used by your different Calendars and create more calendars. You can choose which calendars are visible in your window or you can share the Calendar with another chapter member so they can also add events.

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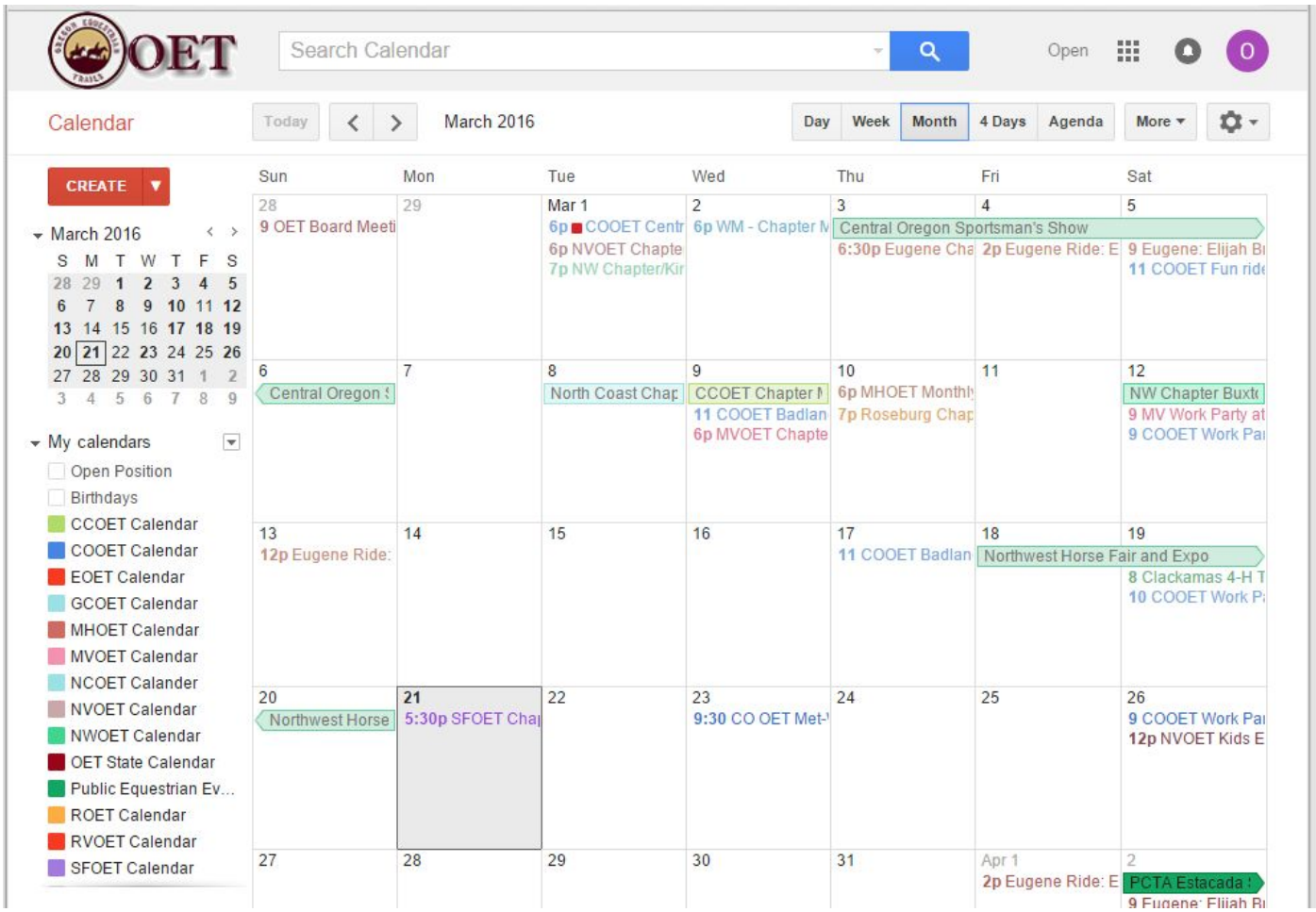
Toggle Calendar visibility

When viewing your Calendar in the the Google Calendar App window the names of the different calendars associated with your account are listed on the left side. When the colored box is showing this indicates the calendar is visible in the view below. Simply move the mouse over the name and click, move the mouse off the name and the color in the box will disappear and any events associated with that calendar will no longer be visible on the view below.

Note: This only changes the view below and has nothing to do with how the calendar is displayed on the OET web site.



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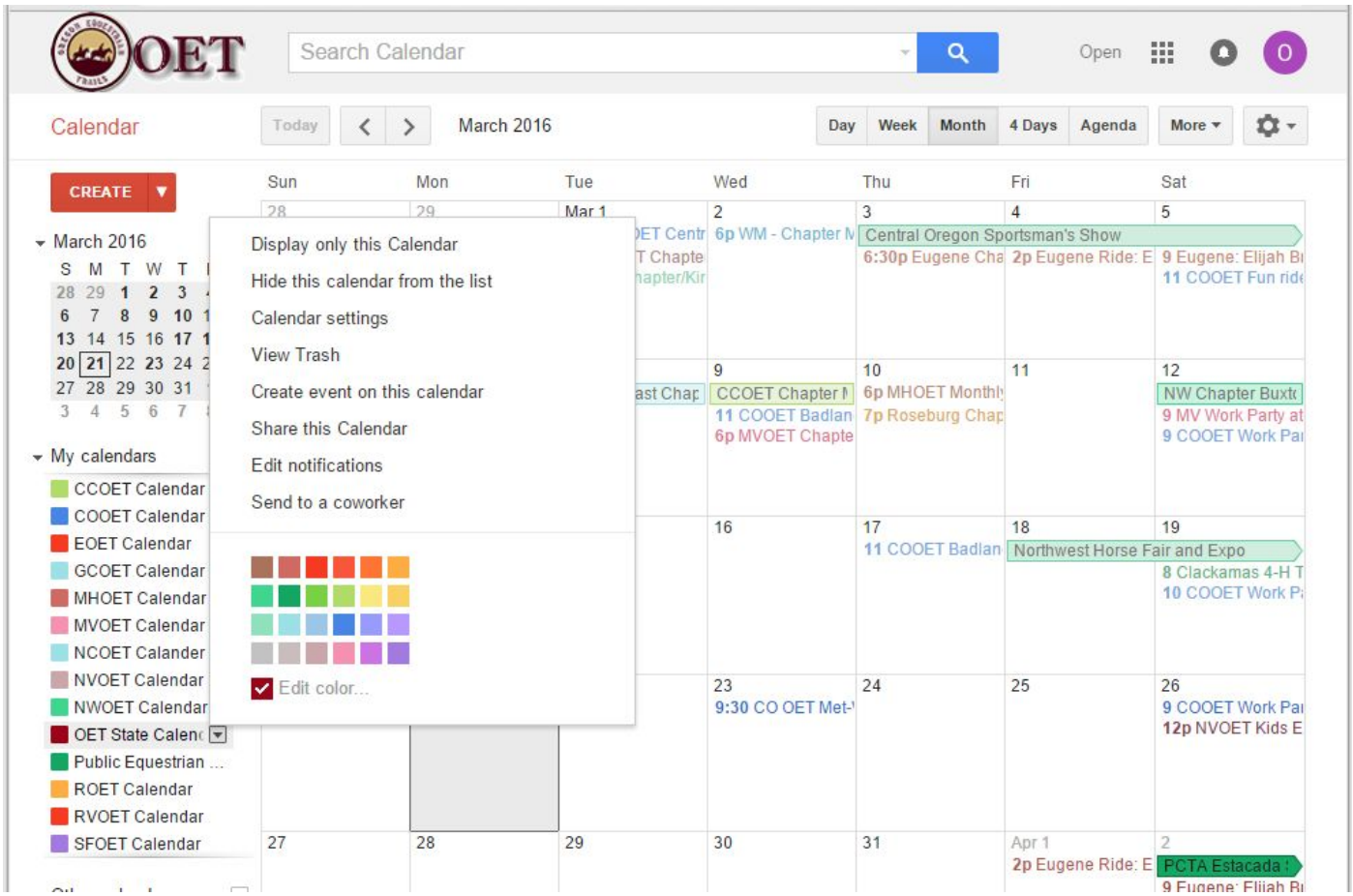
Change Calendar Color

When viewing your Calendar in the the Google Calendar App window the names of the different calendars associated with your account are listed on the left side. The colored box showing indicates the color that will be used for that calendar. Move the mouse pointer over one of the calendar names and select the down arrow to the right of the name. This will produce a menu, from the menu it shows a list of colors you can set for the calendar to use. The one with a check box indicates the current color. Just click on a different color to change the color used by that calendar for the view shown below.

Note: This only changes the color on the view below and has nothing to do will how the calendar is displayed on the OET web site.



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Share A Calendar to a Chapter Member

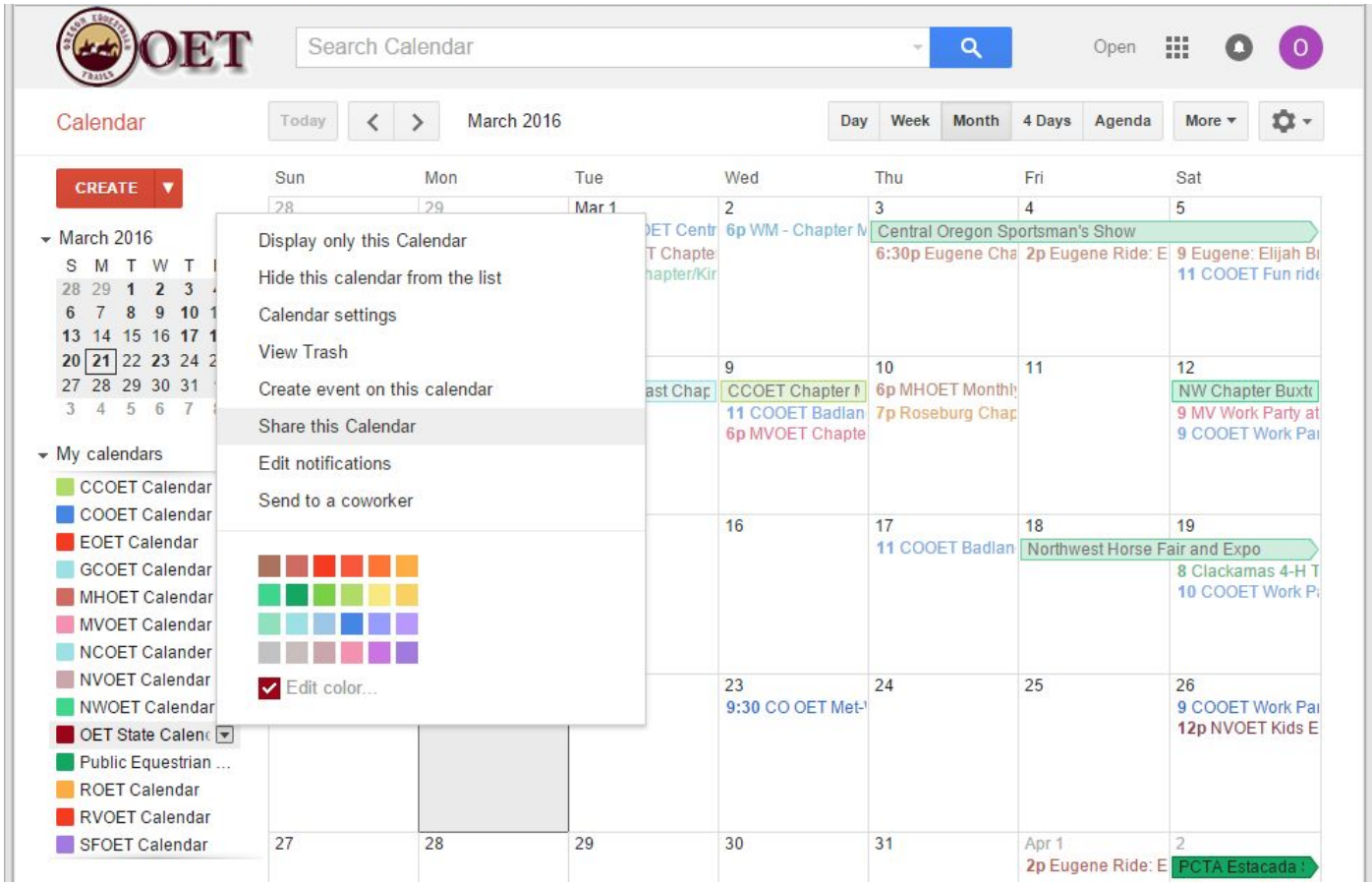
The OET predefined Calendars are all set to be visible by the public. This implies anyone can view the event dates and also subscribe to them. Additional permissions can be set so specific OET members can:

- Make changes AND manage sharing
- Make changes to Events

You can also add someone and give them “See all Events” permissions. This is the same is having them go to the OET web site calendar web page and choose to subscribe to the calendar. People who subscribe to the Calendar will get automatic email messages when events change of when events are added.

To share your chapter's Calendar:

1. Move the mouse pointer over one of the calendar names and select the down arrow to the right of the name. This will produce a menu.



2. From the menu select “Share this Calendar”.

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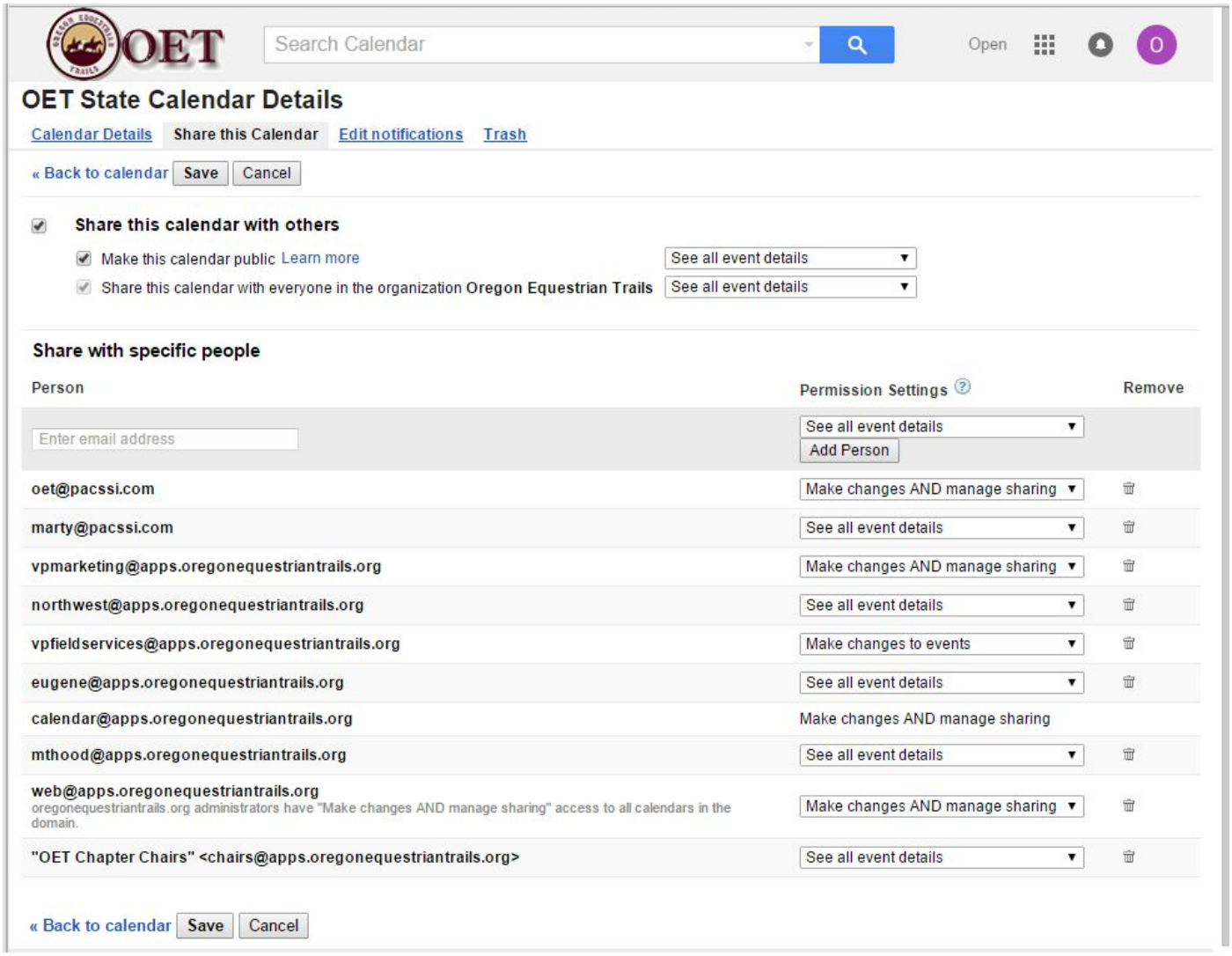

3. Here you see the Gmail users and their assigned permission for the OET State Calendar. Address entered here must be Google Accounts, entering a non Google account will not grant them access.
4. Enter a Google Account email address in the box provided, set the permission to either "**Make changes AND manage sharing**" or "**Make changes to Events**" and click on the Save button.
5. Next Click on the link "Back to Calendar".

Testing Calendar Changes

Currently the OET Web site uses some special calendar add-on software to display the Google Calendar feeds. The OET Web site add-on software reads the Google Calendar feeds to extract the calendar data from each of the sixteen calendars once per day. This means changes to the OET online Google calendars will not show on the website calendar for at most 24 hours.

Here is another way you can test your changes that you make without having to wait.

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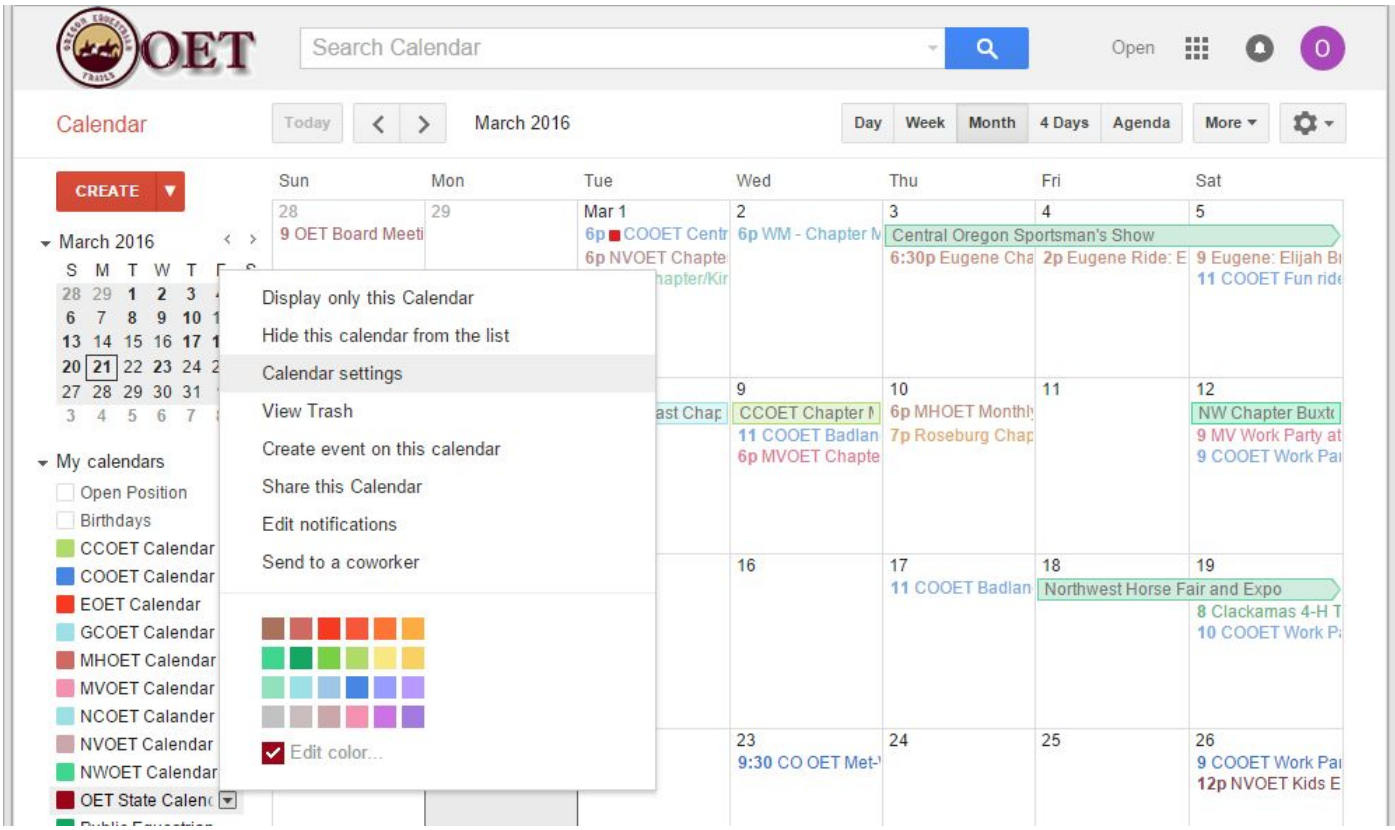
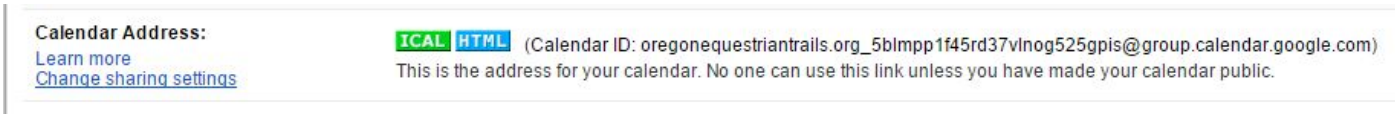
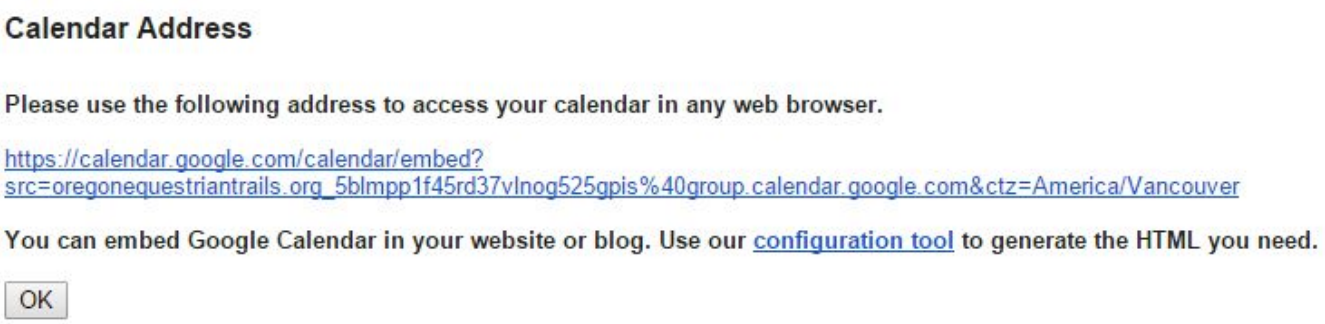
1. Move the mouse pointer over one of the calendar names and select the down arrow to the right of the name. This will produce a menu. From the menu select **Calendar Settings**.



2. In the next window that is shown, look for the Calendar Address section towards the bottom, and click on the blue button labeled HTML



3. In the next window click on the long blue underlined web link. This is the web link to the one google calendar you selected. This will open a new window or tab showing the calendar so you can verify you event was added.



4. When done click OK, then at the top of the calendar configuration screen, click **Back to calendar.**