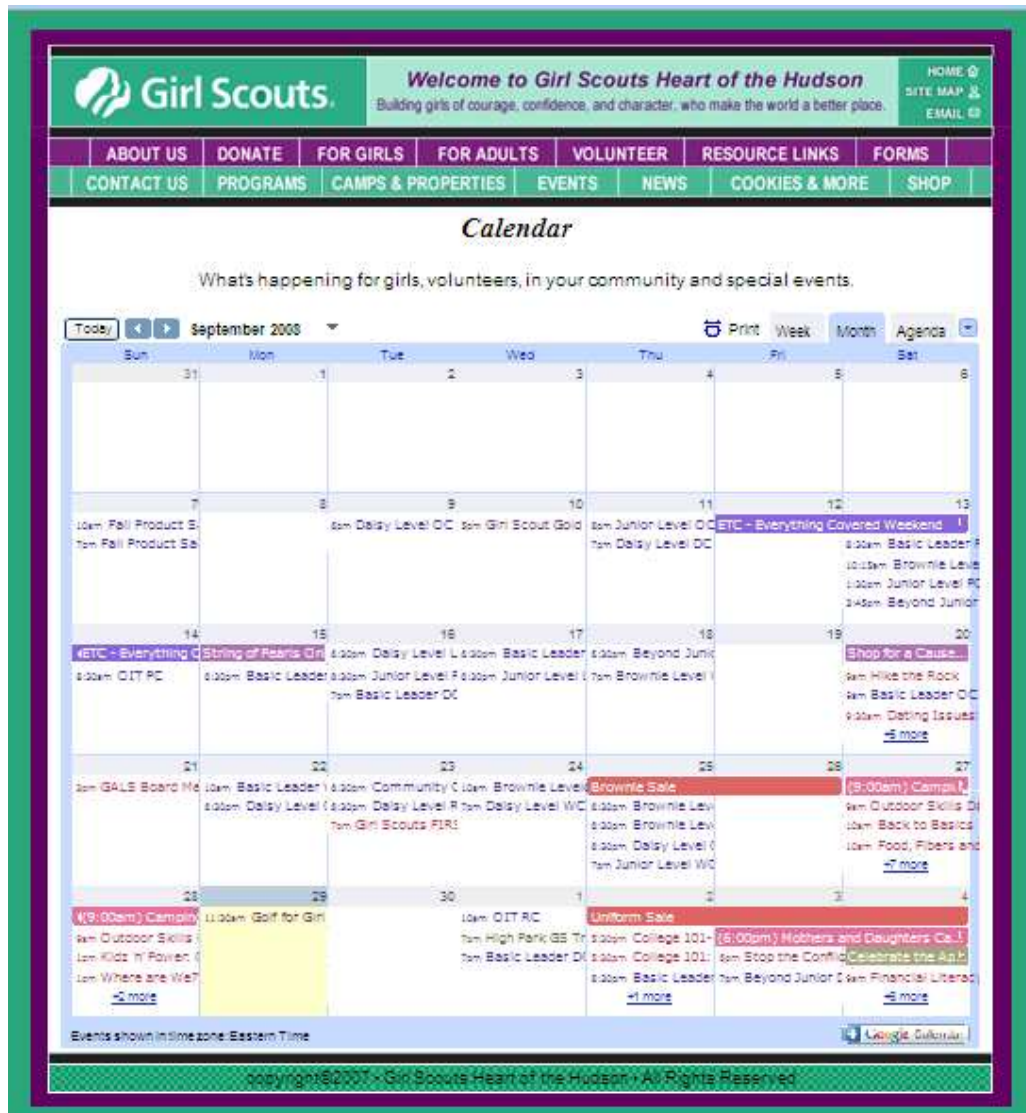


Google Calendar Tutorial

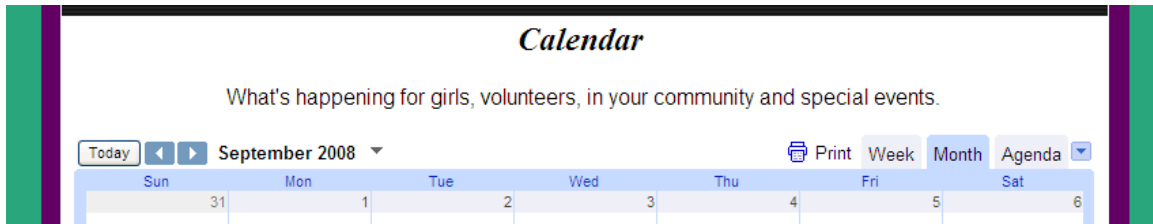
This document is a brief overview of how to use the new calendar on our website. If you have more advanced questions, Google offers help files on the Google Calendar Application on their site here:

<http://www.google.com/support/calendar/>



The way the calendar first appears when the page is opened is called the **default view**. The Default view is monthly, with all of the events for the month visible. The colors represent different categories (we'll get into what the colors mean in a moment).

If you click on the event a summary description will appear. You can then click on the "more details" link to open up the event.

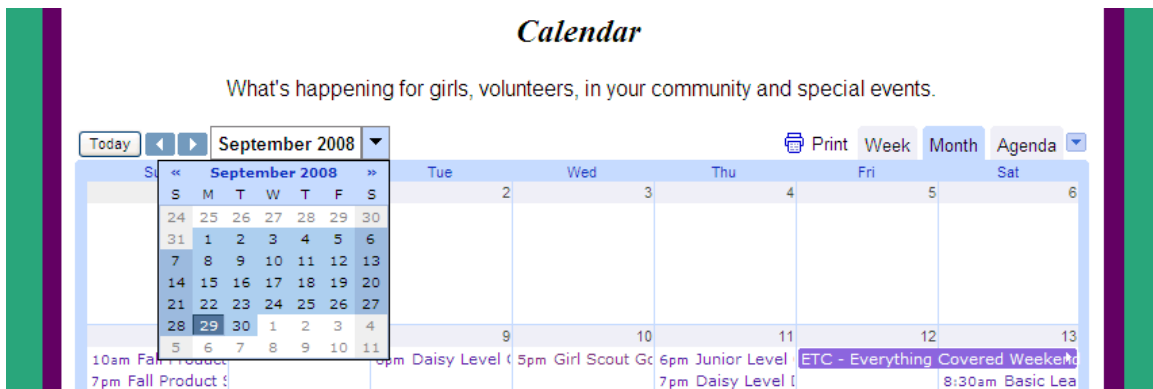


Let's talk about the buttons on the top navigation. From left to right, we have:

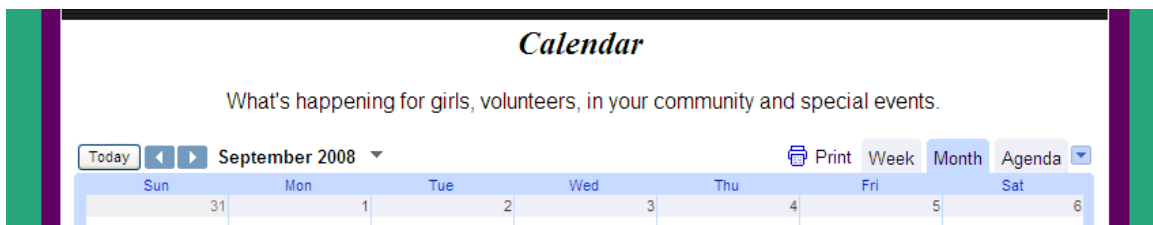
Today Button: this button will take you to the current date, regardless of the view you are currently looking at.

Left Arrow Button: this button looks like a triangle with the point facing to the left. Click this and you will go to the previous month in monthly view or the previous week in weekly view.

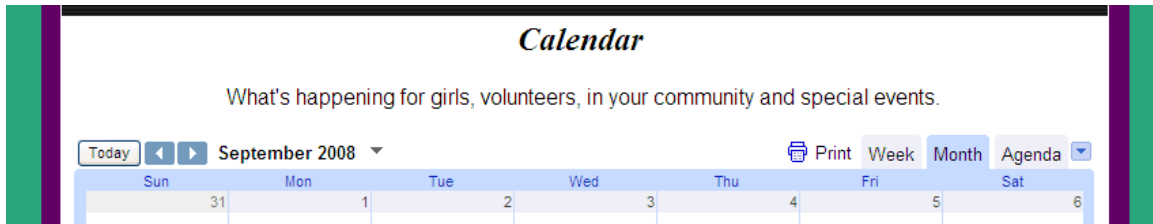
Right Arrow Button: this button looks like a triangle with the point facing to the right. Click this and you will go to the next month in monthly view or the next week in weekly view.



Date Button: Click on the little downward facing triangle next to the date and you will get a mini calendar that you can select the date(s) you want to look at by clicking on a particular day or week.

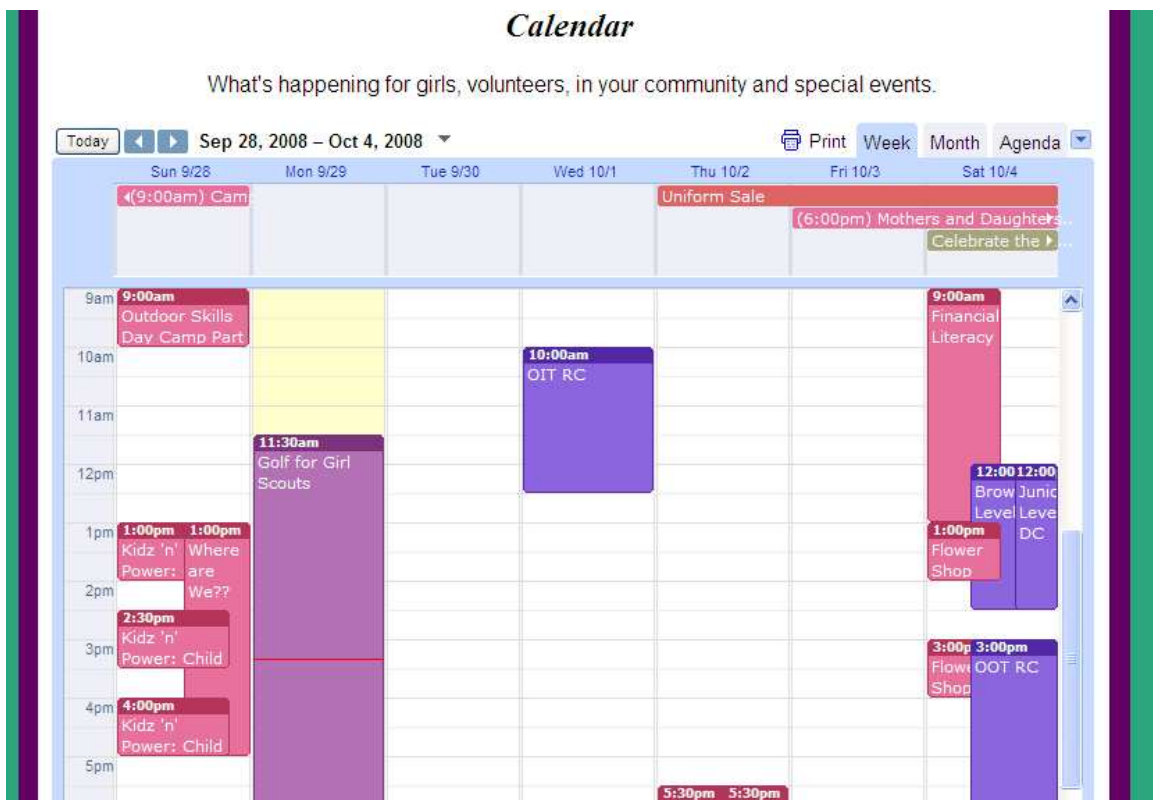


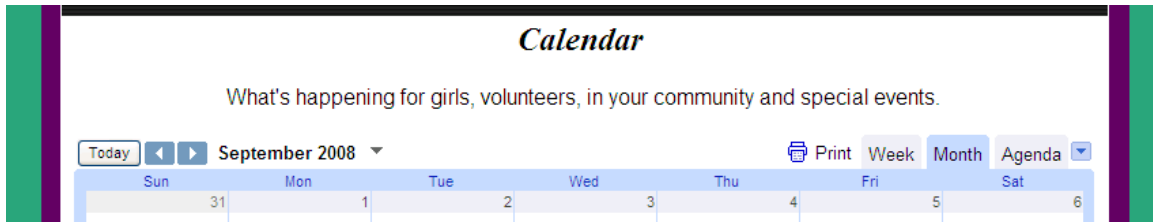
Print Tab: Click on the word Print next to the little printer icon (to the left and above “Fri”) and a window will open up directing you how to print.



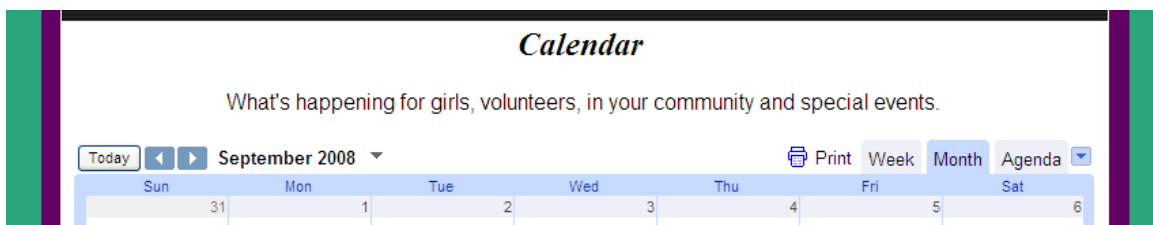
There are other views besides the Default (Monthly) view that might be helpful.

Week Tab: Click the word Month (directly above “Fri”) If you want to view a week at a time. Weekly view works much the same as the Month View, Click once on the Event Title to view a summary and click the “More Details” link to view the whole event. The image below is the “Weekly View”

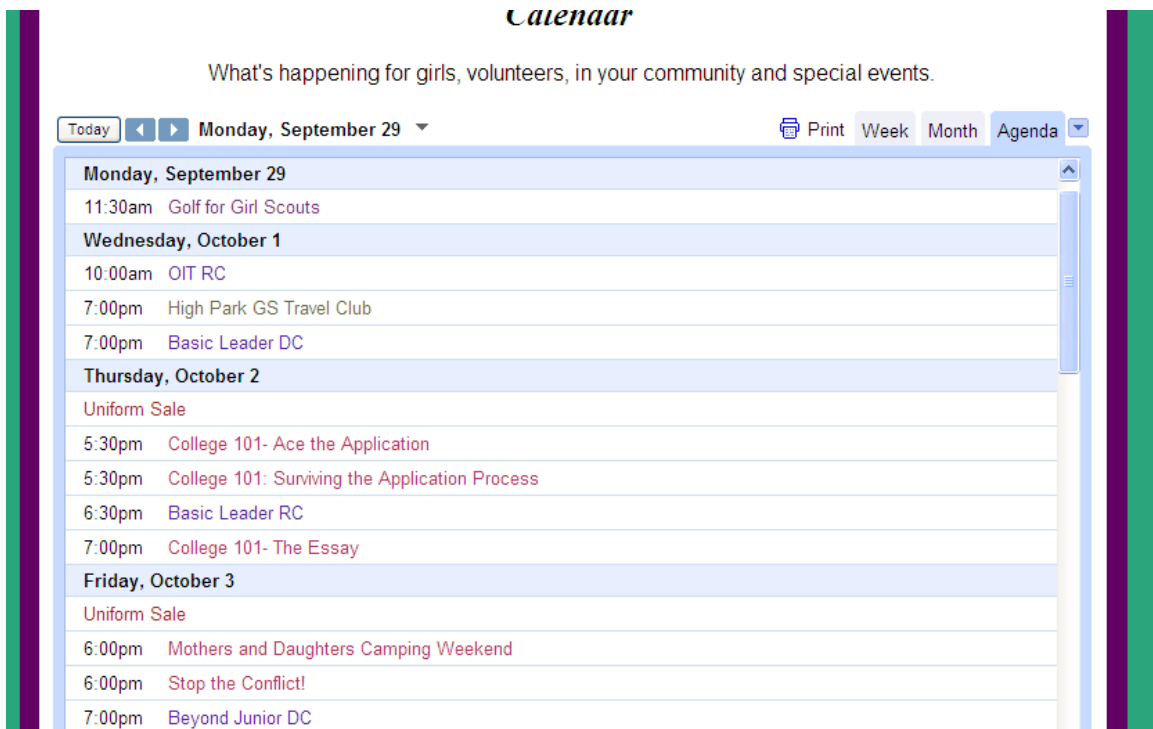




Month Tab: Click the word Month (located above and to the left of “Sat”) to access the Monthly or Default View.



Agenda Tab: Click the word Agenda (located right above “Sat”) to access the Agenda View. The Agenda view opens up a list of the events by date. Click on the event title and a summary will appear, then click on “More Details” for more information. Agenda view is shown below.





Calendar Key Button: Click the downward facing arrow next to the word Agenda to both see what the colors mean and also to select what types of events to view. Click on the little checkboxes to turn event viewing on and off (checked is on)

- Girl Scouts Heart of the Hudson** (green) – General council events, office closings
- Alumnae** (dark blue) – Alumnae events
- Community Events** (brown) – Community events
- Programs for Girls** (pink) – *CONNECTIONS* events and other programs for girls
- Service Opportunities** (teal) – Service opportunities for troops and individual girls
- Shop** (red) – Events at our council shops: sales, specials & closures
- Special Events** (purple) – Council-wide special events
- Volunteers** (light blue) – Adult learning, events and other opportunities for volunteers