

# CREATING CHURCH CALENDAR EVENTS WITH GOOGLE CALENDAR

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[indigoblues.ca](http://indigoblues.ca)

Google

Choose an account



Zion-Amabel Webmaster  
zion.amabel.webmaster@gmail.com  
*Signed out*



Use another account

Remove an account

## STEP 1 - SIGN INTO GMAIL.COM

- TYPE [HTTPS://WWW.GMAIL.COM](https://www.gmail.com)  
INTO YOUR BROWSER

- SELECT THE PRIVATE ZION-AMABEL WEBMASTER  
EMAIL ACCOUNT

English (United States) ▾

Help

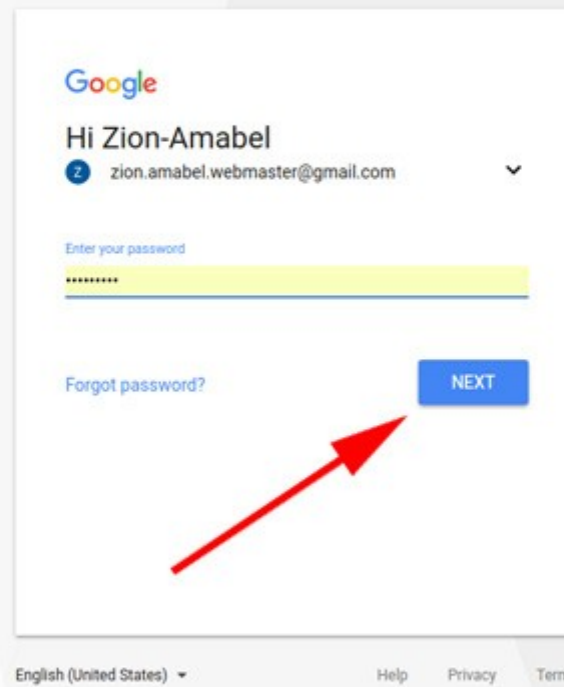
Privacy

Terms

## STEP 2 - SIGN INTO GMAIL.COM

- INSERT YOUR EMAIL PASSWORD.

- CLICK THE 'NEXT' BUTTON



The screenshot shows the Gmail sign-in interface. At the top left is the Google logo. Below it, the user is greeted with "Hi Zion-Amabel" and their email address "zion.amabel.webmaster@gmail.com" is displayed next to a small profile icon and a dropdown arrow. A password input field is present with the placeholder text "Enter your password" and a yellow highlight. Below the password field is a "Forgot password?" link. To the right of the password field is a blue "NEXT" button. A red arrow points from the bottom left towards the "NEXT" button. At the bottom of the page, there are links for "English (United States)", "Help", "Privacy", and "Terms".

Google

Click here to enable desktop notifications for Gmail. [Learn more](#) [Hide](#)

Gmail

COMPOSE

Inbox

Starred

Sent Mail

Drafts

More

Zion-Amabel +

Primary Social Promotions

<input type="checkbox"/>	<input type="checkbox"/>	WordPress.com	Activate zionamabelwebmaster - Welcome to WordPress.com! Thank you for signing up with WordPress.com. You cre	Jun 20
<input type="checkbox"/>	<input type="checkbox"/>	Andy from Google	Mark, welcome to your new Google Account - Hi Mark, I'm so glad you decided to try out Gmail. Here are a few tips to	Jun 19

0 GB (0%) of 15 GB used  
[Manage](#)

[Terms](#) - [Privacy](#)

Last account activity: 0 minutes ago  
Currently being used in 1 other location [Details](#)

No recent chats  
[Start a new one](#)

### STEP 3 - SELECTING THE CALENDAR

- ON THE MAIN GMAIL WINDOW LOOK FOR THE 'GOOGLE APPS' ICON.
- CLICK ON THE GOOGLE APPS ICON TO ACCESS THE CALENDAR.

Google

Click here to enable desktop notifications for Gmail. [Learn more](#) [Hide](#)

Gmail

COMPOSE

Primary Social Promotions

WordPress.com Activate zionamabelwebmaster - Welcome to WordPress.com! Thank you for sig

Andy from Google Mark, welcome to your new Google Account - Hi Mark, I'm so glad you decided t

Zion-Amabel +

0 GB (0%) of 15 GB used [Manage](#)

[Terms](#) - [Privacy](#)

No recent chats  
[Start a new one](#)

My Account Search Maps

YouTube Play News

Gmail Drive Calendar

Google+ Translate Photos

More

## STEP 4 - SELECTING THE CALENDAR

- CLICK ON THE GOOGLE CALENDAR ICON.
- THIS WILL OPEN THE GOOGLE CALENDAR IN A NEW TAB.

<https://www.google.ca/intl/en/options/>

Google Search Calendar

Calendar Today < > Oct 22 - 28, 2017 Day Week Month 4 Days Agenda Use new Calendar More ⚙

CREATE

October 2017 < >  
S M T W T F S  
24 25 26 27 28 29 30  
1 2 3 4 5 6 7  
8 9 10 11 12 13 14  
15 16 17 18 19 20 21  
22 23 24 25 26 27 28  
29 30 31 1 2 3 4

My calendars  
Zion-Amabel Webma...  
Birthdays  
Events  
Reminders

Other calendars

GMT-04  
5am  
6am  
7am  
8am  
9am  
10am  
11am  
12pm  
1pm  
2pm  
3pm  
4pm  
5pm  
6pm  
7pm  
8pm  
9pm

Sun 10/22 Mon 10/23 Tue 10/24 **Wed 10/25** Thu 10/26 Fri 10/27 Sat 10/28

9:30 - 11:30 Church Service

**STEP 5 - CHANGING THE CALENDAR VIEW**

- GOOGLE CALENDAR DEFAULTS TO THE 'WEEK VIEW'.

- THIS CAN BE CONFUSING SO CLICK ON 'MONTH' TO CHANGE TO MONTH VIEW.

Terms - Privacy

**CREATE** ▾

▼ October 2017 < >

S M T W T F S

24 25 26 27 28 29 30

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29 30 31 1 2 3 4

▼ My calendars ▾

- Zion-Amabel Webma...
- Birthdays
- Events
- Reminders

▶ Other calendars ▾

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Oct 1 9:30 Church Service	2	3	4	5	6	7
8 9:30 Church Service	9 Thanksgiving Day (regio	10	11	12	13	14
15 9:30 Church Service	16	17	18 Healthcare Aide Day (re	19	20	21
22 9:30 Church Service	23	24	25	26	27	28
29 9:30 Church Service	30	31 Hallowe	Nov 1	2	3	4

## STEP 6 - CREATE AN EVENT ENTRY

- TO CREATE AN EVENT ENTRY SIMPLY CLICK ON THE APPROPRIATE DATE IN THE CALENDAR (MUCH EASIER IN MONTH VIEW)



**CREATE** ▾

October 2017 < >

S	M	T	W	T	F	S
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

My calendars ▾

- Zion-Amabel Webma...
- Birthdays
- Events
- Reminders

Other calendars ▾

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## STEP 7 - CREATE AN EVENT ENTRY

- IN THE EVENT POPUP GIVE YOUR EVENT A TITLE.

- SELECT THE 'EVENTS' CALENDAR FROM THE DROPDOWN.

- CLICK THE 'EDIT EVENT' BUTTON TO INSERT DETAILS ABOUT YOUR EVENT.

Event | Reminder

My Event

When  
Wed, October 25

Calendar  
Events

Edit event Create

1

2



**STEP 8 - ADDING THE EVENT DETAILS**

- 'UNCHECK' THE 'ALL DAY' BOX TO EXPOSE THE FROM AND TO TIMES OF YOUR EVENT (UNLESS IT IS AN ALL DAY EVENT OF COURSE)
- FILL IN THE LOCATION OF THE EVENT (HINT - GOOGLE WILL TRY TO AUTOFILL THE EVENT LOCATION).
- DOUBLE CHECK THAT THE 'EVENTS' CALENDAR IS STILL SELECTED (GOOGLE CAN BURP FROM TIME TO TIME).
- ADD A DESCRIPTION AND DETAILS ABOUT YOUR EVENT
- WHEN ALL LOOKS GOOD CLICK ON THE 'SAVE' BUTTON TO SAVE YOUR EVENT.
- YOUR EVENT SHOULD APPEAR ON THE CHURCH CALENDAR IN BETWEEN 1 AND 10 MINUTES DEPENDING ON HOW BUSY THE GOOGLE CALENDAR SERVICE IS

Google

Search Calendar

← SAVE

My Event

10/25/2017 10:00am to 11:00am 10/25/2017 Time zone

All day  Recurring

Event details

Where

Video call

Calendar Events

Created by zion.amabel.webmaster@gmail.com

Description

Description of Event...

Attachment Add attachment

Event color

Notifications No notifications set

Show me as

Visibility

By default this event will follow the sharing settings of this calendar: event details will be visible to anyone who can see details of other events in this calendar. [Learn more](#)

## STEP 8 - ADDING THE EVENT DETAILS

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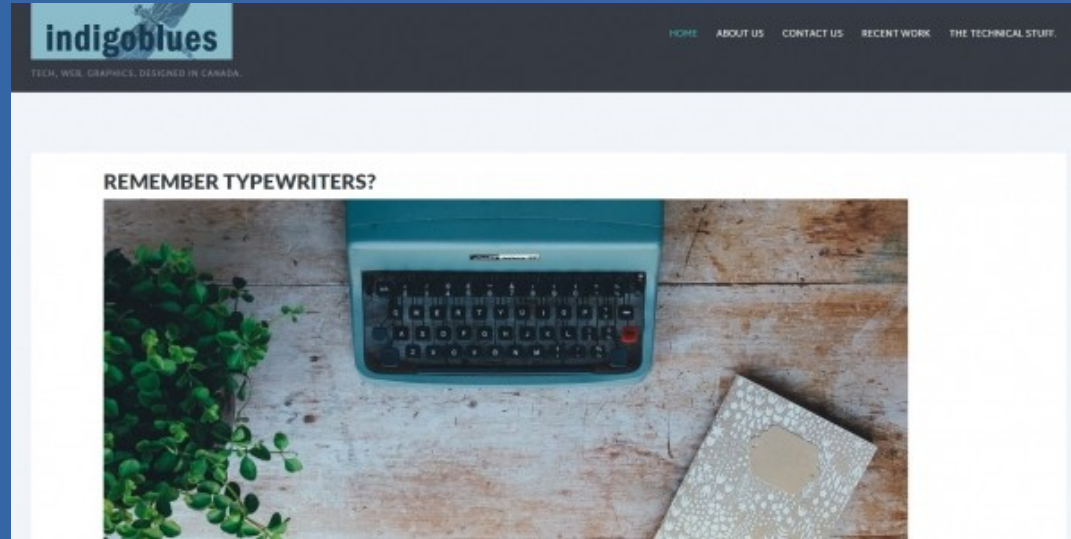
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## A LITTLE BACKGROUND ABOUT US.

We have been around since typewriters, longer than the Internet, before the days of drag 'n drop front-end web designing, before Google, before Facebook.

We remember when everything was coded from scratch, behind the scenes, when HTML was still new.

Our skills have evolved alongside all things digital, and we are always up to date on the essentials of creating a modern look and feel with up to date technical specifications.

Our extensive experience includes 20+ years of programming development, arts and design, desktop publishing, creative marketing and social media. On the side, you can throw in cryptography, meteorology, tech editing, professional musical leadership, along with all the functions required to keep a business running smoothly, like book-keeping, records, planning and over 25 years of retail experience.

Today, we offer a wide variety of services to our clients including graphic and web design, custom web programming and development, logo design, mobile apps, custom core programming, data and IT infrastructure, social media and other marketing support, as well as hardware system repairs and upgrades. We also offer layout and templating for printed materials.

Located in Southwestern Ontario, we bring our unique Canadian slant to the table in addition to our experienced global connections.

Visit us at <http://www.indigoblues.ca> for more information about what we can do for you!