

GOOGLE PUBLIC CALENDARS

Presented

For PATACS + OPCUG

By John Krout

Saturday, May 21, 2022

Why this topic is useful to you

- Digital calendars list upcoming events
- A public digital calendar can provide reminders of recurring events like meetings, both to members of a group and to the public at large
- Each digital calendar is accessible via a URL. You can share that URL via a web page, email, flyers, and social media.
- You can update an event in a digital calendar, and that update is distributed to everyone who uses the digital calendar.

Fundamentals of Google Calendars

- Google offers a free digital Google Calendar app for Apple and Android
- Anyone who has a gmail account can create a Google calendar.
- Calendars can be created in the app or on the Web. You can see the calendar in the app *and* on the Web.
- It is easy to add an event, and a repetitive event to a calendar

Fundamentals of Google Calendars

- If you need to see multiple Google Calendars all at once, then the Google Calendar app lets you see an *integrated* view including entries in all calendar.
- Events are color-coded to indicate the specific Google Calendar to which each event belongs.
- When viewing the calendar, tap a calendar event to see its details.
- The Google Calendar app offers reminders via notifications and alarms.
- Each calendar has a corresponding web page URL.

Private Google Calendars

- By default, a Google Calendar you create is for you alone. Nobody else can see its name or contents.
- You can use Google Calendar settings to invite specific individuals to see events and their details in your Google Calendar, and even to be co-editors.
- Those individuals, like you, need to use a Google account to log in and use the Calendar.
- Settings will let you enter a non-Gmail account for each invitation, but will not actually send such invitations.

Why make a calendar *public*?

- It is easy to change the access default to Public.
- Public Google Calendars can be viewed, and shared, by anyone given that calendar URL. Even persons with no Google account.
- Public calendars are ideal for encouraging members to stay involved, and for visitors to join and get involved.
- Updates to a public Google calendar event by the calendar owner or a co-editor will be sent to all who use that public Google Calendar within minutes.

Groups that can benefit by using Google Calendars

- Churches
- PTAs
- Tech user groups like PATACS
- Book clubs
- Photo clubs
- Outdoor activity clubs such as hiking, caving
- Bridge clubs
- Investment clubs
- Music Boosters and other support groups
- Automobile clubs
- Model train clubs
- Wedding party prep deadlines

AGENDA

- Get a free Google account
- Your Google account lets you create and use Google Calendars on the web and via the app
- Obtaining the free Google Calendar app
- How to view events in a Google Calendar using the app
- Info that can be included in a Google Calendar event

AGENDA

- How to create a Google Calendar
- How to add a repeating event to a Google Calendar
- How to edit/update/delete one or more instances of a repeating event.
- How to take a Google Calendar public
- How to find the Google Calendar web page URLs
- Why and how to share ownership rights in a public Google Calendar

PART 1.
GET STARTED

No Google Account needed to view Google Public Calendars

- All you need is the Google Calendar web page URL
- Only a Google account holder (usually meaning a Gmail account holder) can **create** Google Calendars
- The creator of a Google Calendar can supply the Calendar URL
- Use a web browser or the Google Calendar app to view a Google Calendar

Google Accounts

- Creating a Google account costs nothing.
- Typically an account is created using mail.google.com.
- You will be prompted to enter an account ID and a password, plus account recovery info.
- By doing that, you get: a Google account, and rights to use Google apps such as gmail, Drive (15 GB cloud storage), Productivity apps, and Calendar
- You can log into calendar.google.com to create a new Google Calendar

Scan the QR code!

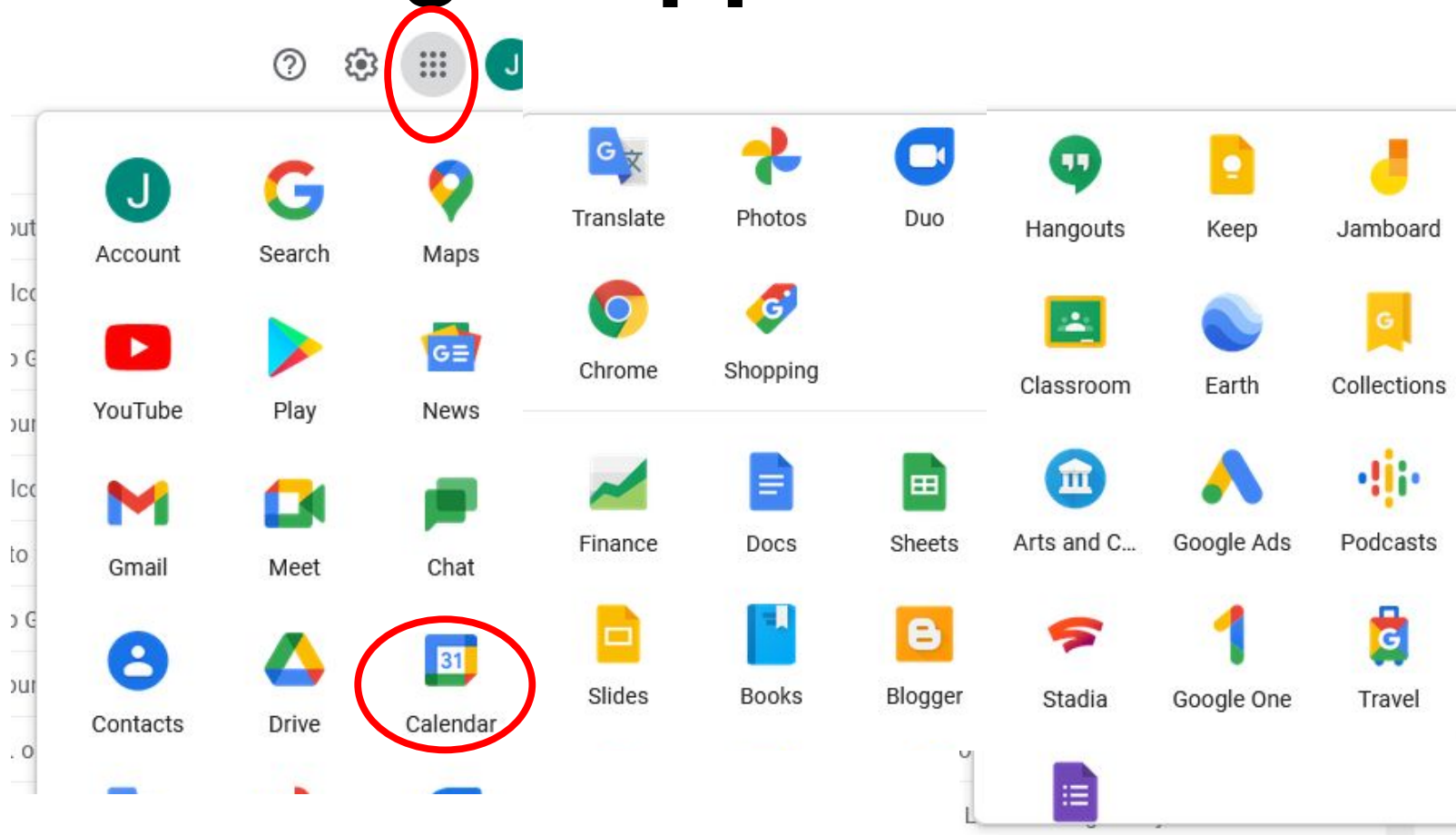


Scan the QR code!



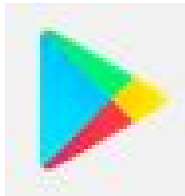
Google Apps

After logging in on the Web, tap the 9-dot icon in the upper right corner of the Web page to see this list of Google apps.



The Google Calendar app

- Free app for Android and Apple portable devices
- When installed on your device, the app name is **Calendar**
- Great for viewing Google Calendars



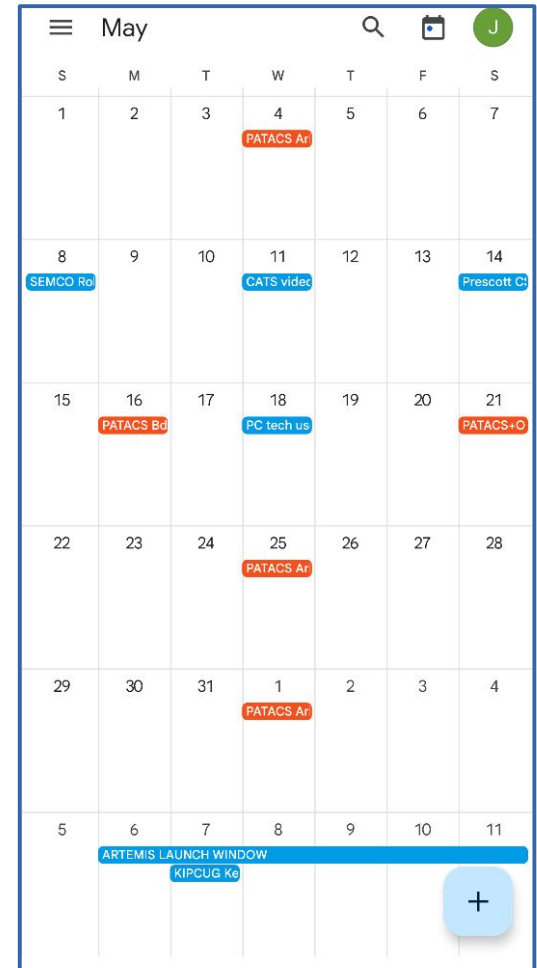
Google Calendar app
on Google Play Store



Google Calendar app
on Apple App store

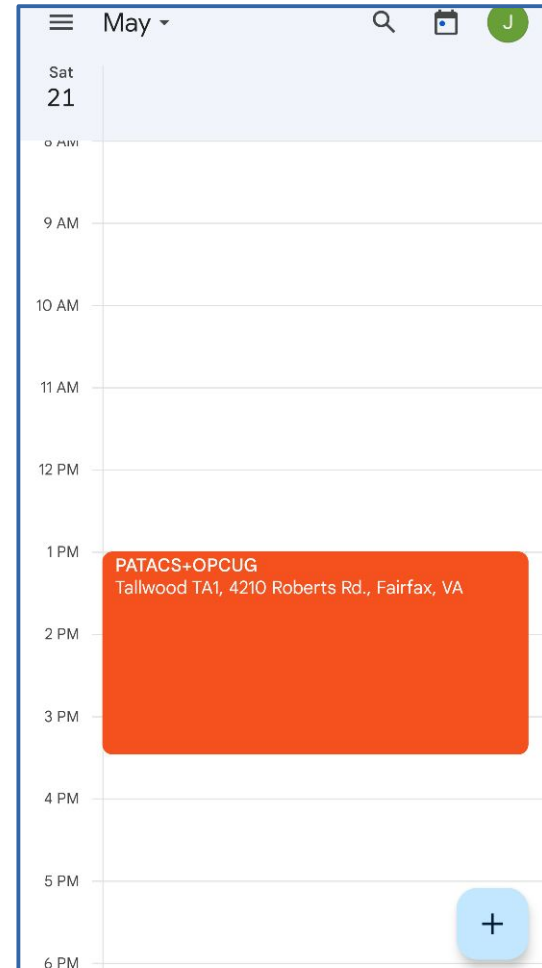
The Google Calendar app

- Here is an integrated view of two Google Calendars: a PATACS 2002 calendar in **red**, and my speaking engagement calendar in **blue**
- Tap any day to see details for that day



The Google Calendar app

- This is a **day view**.
- Tap an event to see its details.



The Google Calendar app

- This is an **Event Detail view**.

- This shows what can be included in an event:

Title, Date & Time, repetition

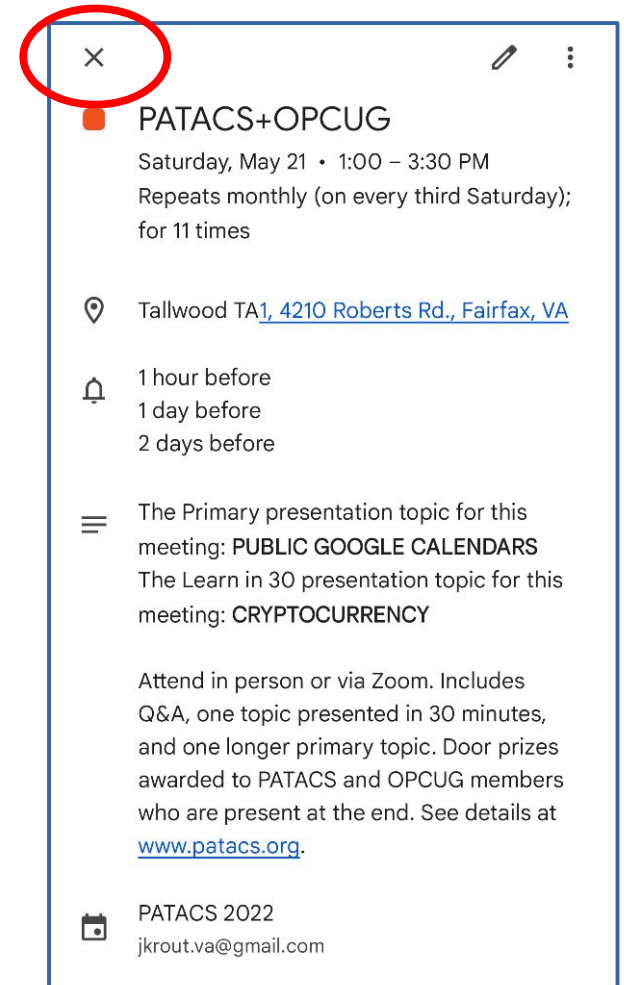
Address with automatic map link

Automated Notifications

Description with URLs

- Calendar name and owner appear at the bottom

- Close this view by tapping the X

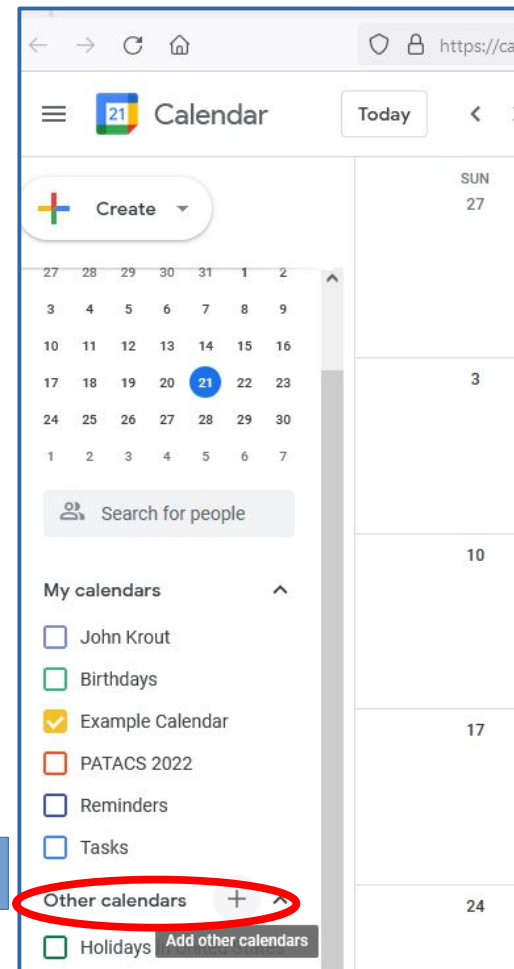


Adding a public Google Calendar to the Google Calendar app view

- **Method 1: Calendar URL received via email.**
Click the URL. A popup appears. Verify you want to add that new Calendar to the Google Calendar app view.
- **Method 2: Scan QR code.**
Click the URL. A popup appears. Verify you want to add that new Calendar to the Google Calendar app view.

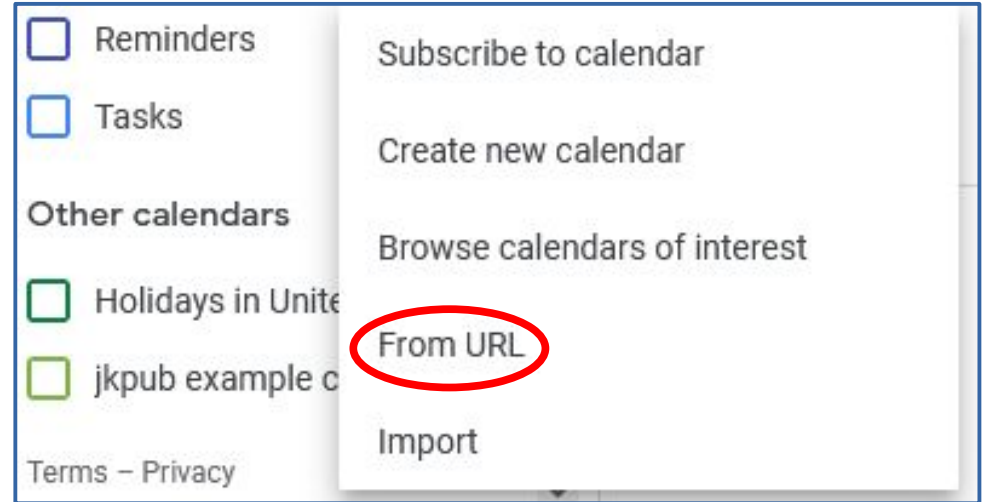
Google Calendar on the web

- Access any one Google Calendar by using your web browser to access the Calendar web page URL.
- If you have a Google account, you can integrate multiple public Google Calendars into your own account's calendar view.
- Log in, and access the Google Calendar app. The hamburger menu appears by default.
- At the bottom, find **OTHER CALENDARS**



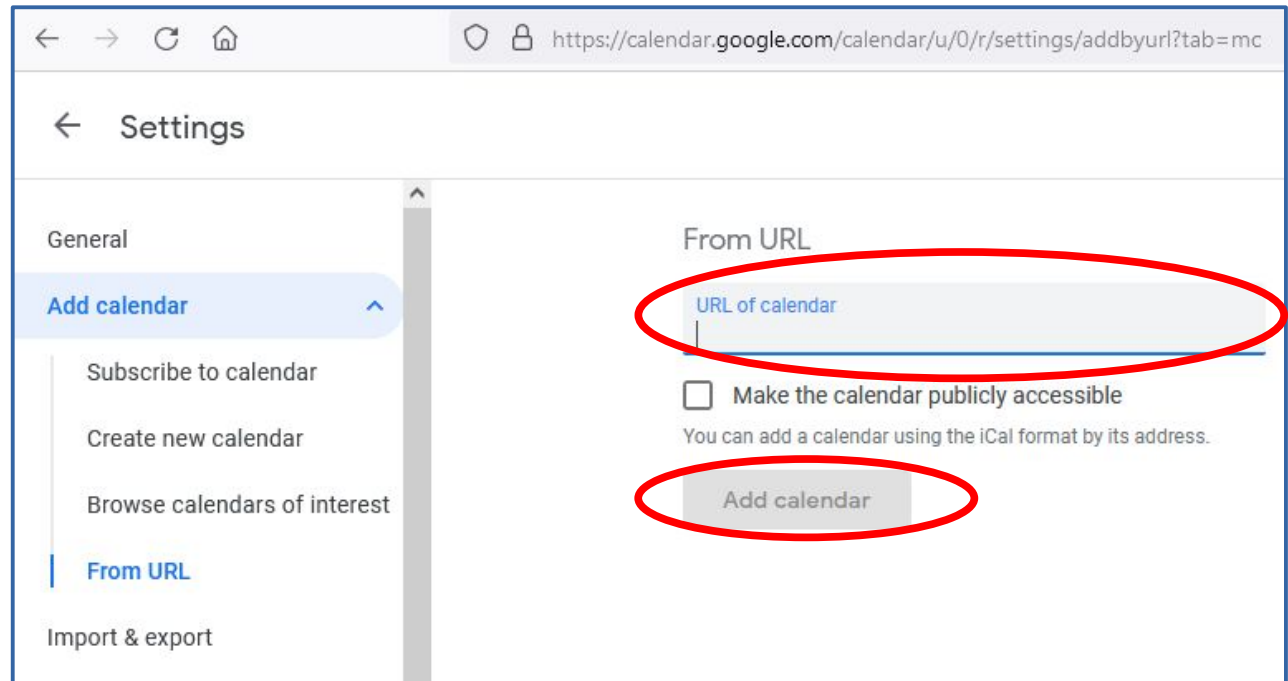
Google Calendar on the web

- Tap the + **symbol** to the right of OTHER CALENDARS
- A pop menu appears.
- Select **FROM URL**



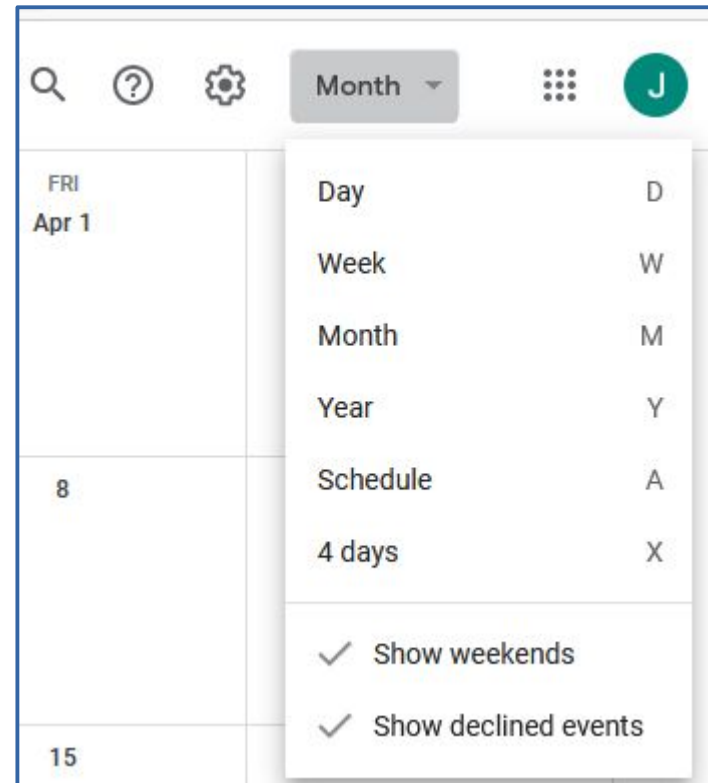
Google Calendar on the web

- The web page shows the following dialog
- Copy the URL into the field
- Click the **Add Calendar** button



Google Calendar on the web

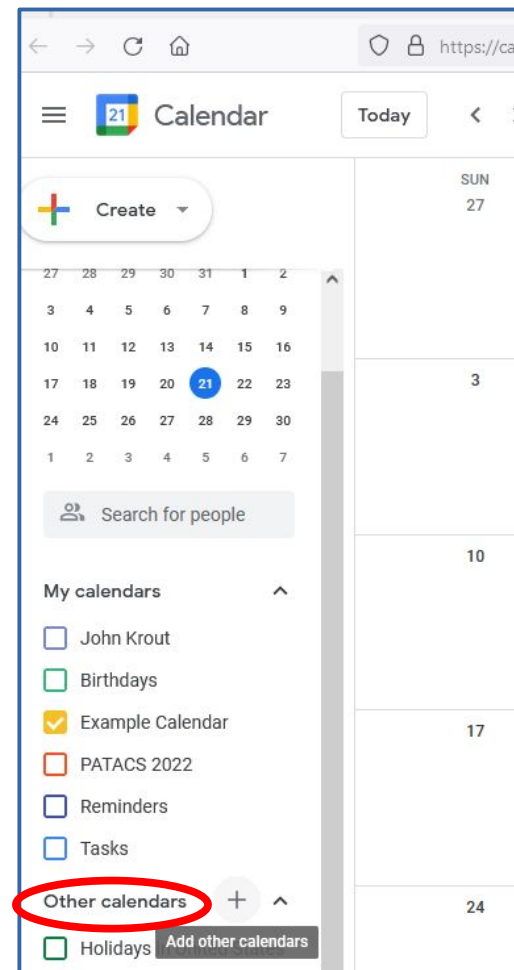
- You can hide or show any Calendar in your view using the check-mark boxes in the hamburger menu, just like in the Google Calendar app
- You can change the ***view time scope*** using a menu in the upper right corner.
- The menu includes keystroke equivalents.



PART 2.
CREATING A
GOOGLE CALENDAR

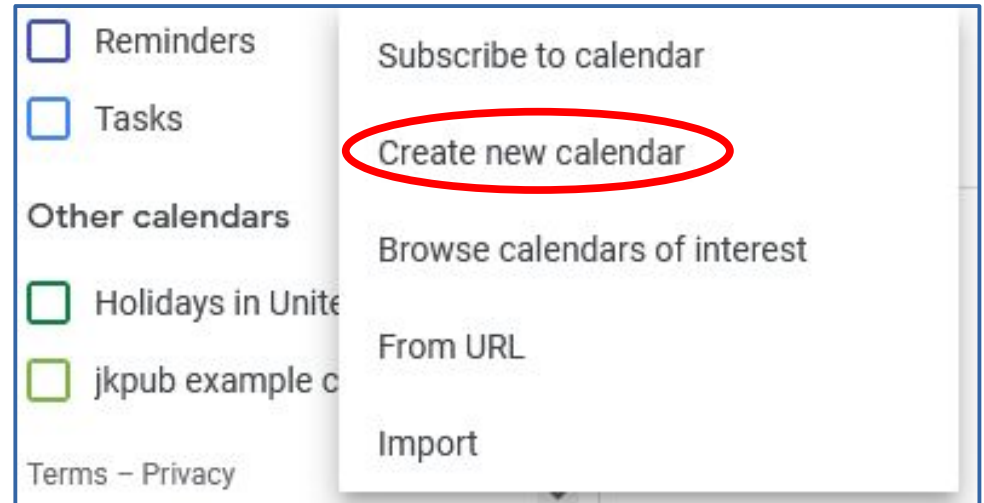
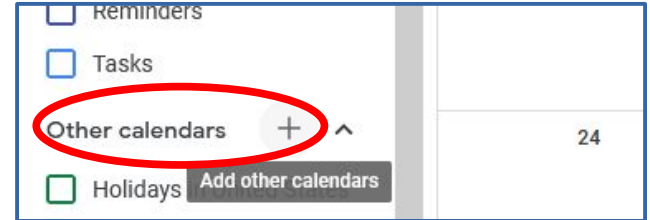
Google Calendar on the web

- You must have a Google account.
- Log in using that account, and access the Google Calendar app. The hamburger menu appears by default.
- At the bottom, find **OTHER CALENDARS**



Google Calendar on the web

- Tap the **+** symbol to the right of OTHER CALENDARS
- A pop menu appears.
- Select **CREATE NEW CALENDAR**



Google Calendar on the web

- This page appears
- Fill in **Name**
- Fill in **Description**
- Click the **Create Calendar button**

The screenshot shows the Google Calendar 'Create new calendar' settings page. The browser address bar displays the URL: <https://calendar.google.com/calendar/u/0/r/settings/createcalendar?tab=m>. The page title is 'Settings'. The left sidebar contains the following options: 'General', 'Add calendar' (with a dropdown arrow), 'Subscribe to calendar', 'Create new calendar' (highlighted with a blue bar), 'Browse calendars of interest', 'From URL', 'Import & export', and 'Settings for my calendars'. The main content area is titled 'Create new calendar' and contains the following fields: 'Name' (a text input field), 'Description' (a large text area), 'Time zone' (a dropdown menu currently set to '(GMT-04:00) Eastern Time - New York'), and 'Owner' (displaying 'John Krout'). At the bottom right, a blue 'Create calendar' button is circled in red.

A typical blank Calendar

The image shows a screenshot of the Google Calendar web interface. The browser address bar displays the URL <https://calendar.google.com/calendar/u/0/r?tab=mc>. The page title is "Calendar" and the current view is "Month" for "April 2022".

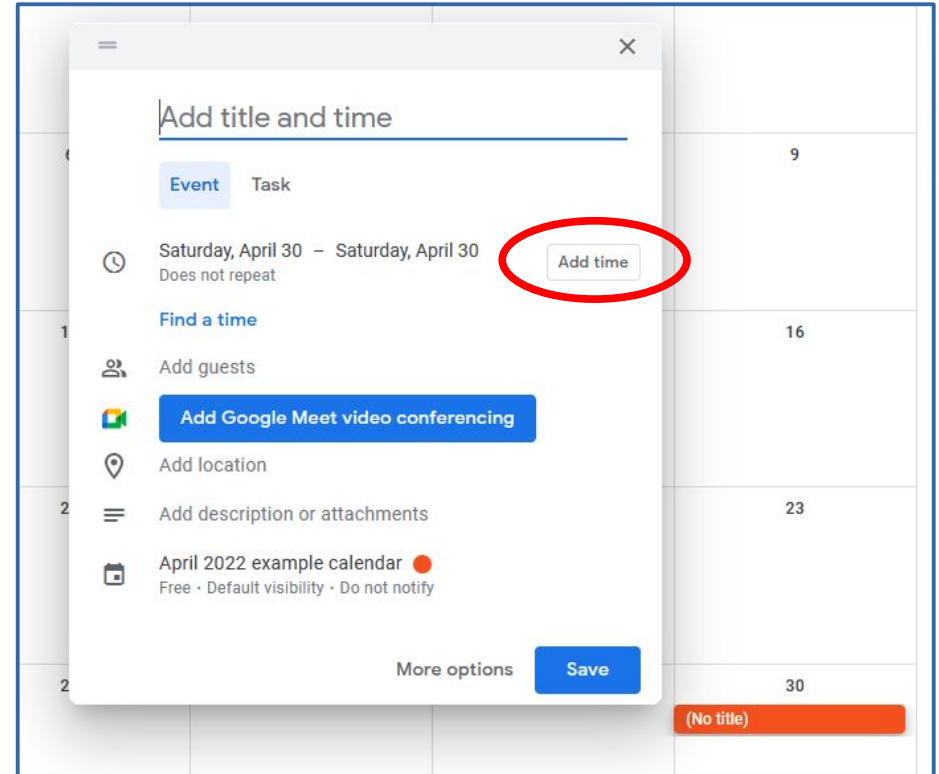
The main calendar grid shows the following dates:

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	Apr 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

The date 21st is highlighted with a blue circle. The left sidebar contains a "Create" button, a mini-month calendar, a "Search for people" field, and a list of "My calendars" including "John Krout", "Birthdays", "Example Calendar" (checked), "PATACS 2022", "Reminders", and "Tasks". Below this is a section for "Other calendars" with "Holidays" and "jkpub example calendar".

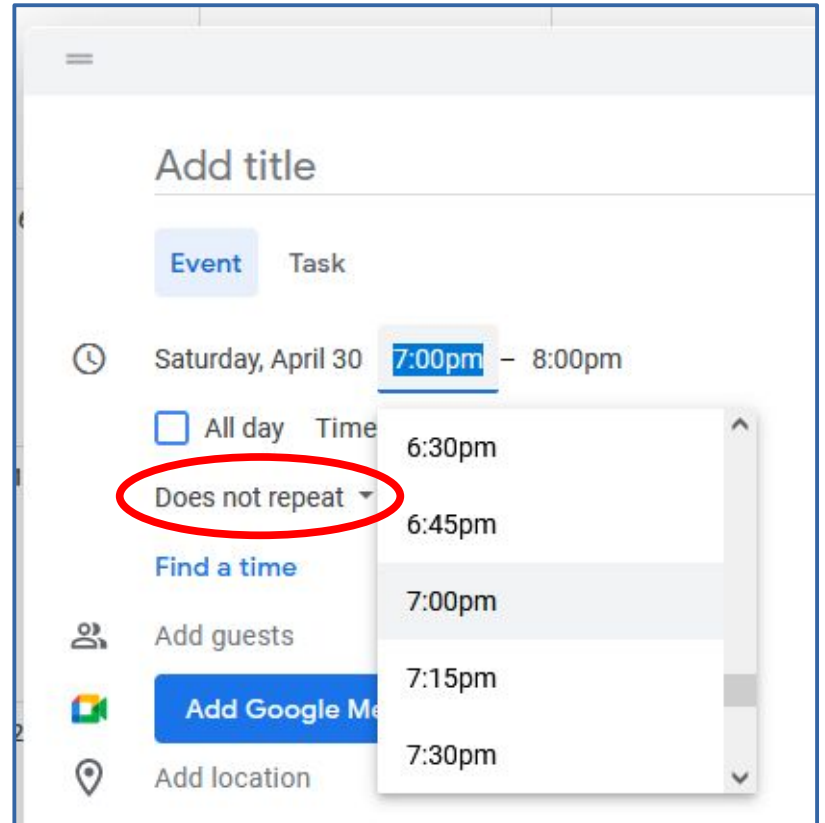
Add a new event to a Calendar

- Click a day in the calendar
- This dialog box appears
- A placeholder for the event appears in the day
- **Event** is appropriate for meetings
- Type a meeting title into the top field
- Click the **Add Time** button



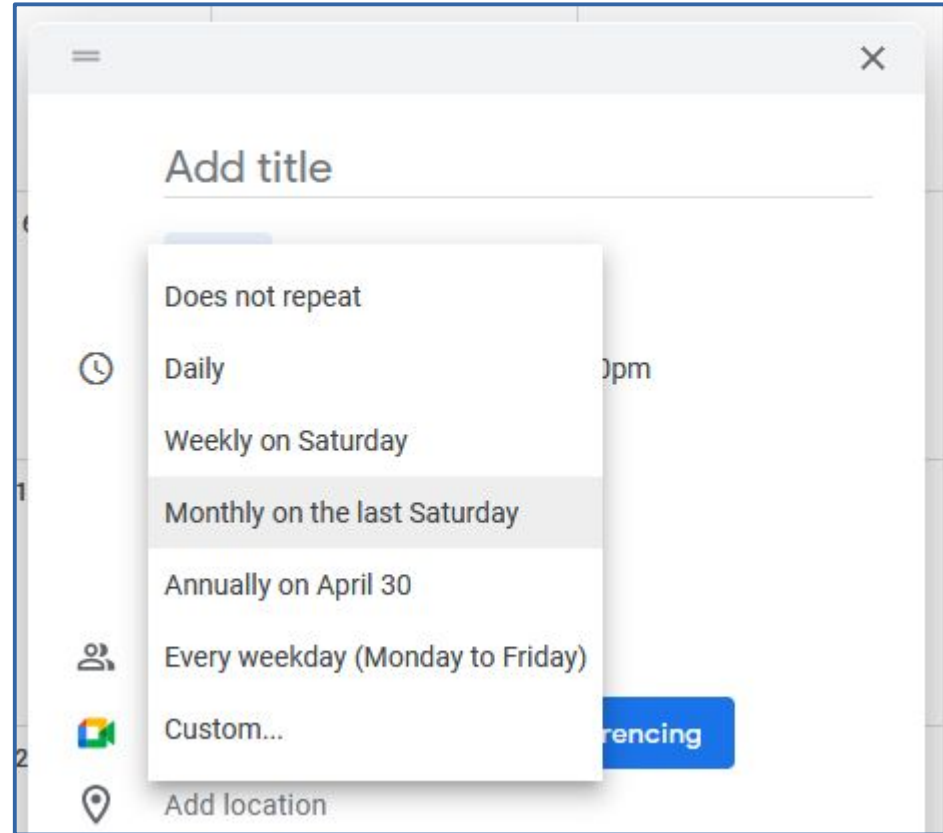
Add a new event to a Calendar

- The default start and end times are displayed.
- Tap a time to change it.
- Choose from a scrolling list of times.
- The scrolling list closes.
- If the event repeats on a regular basis, then click **DOES NOT REPEAT.** A menu appears.



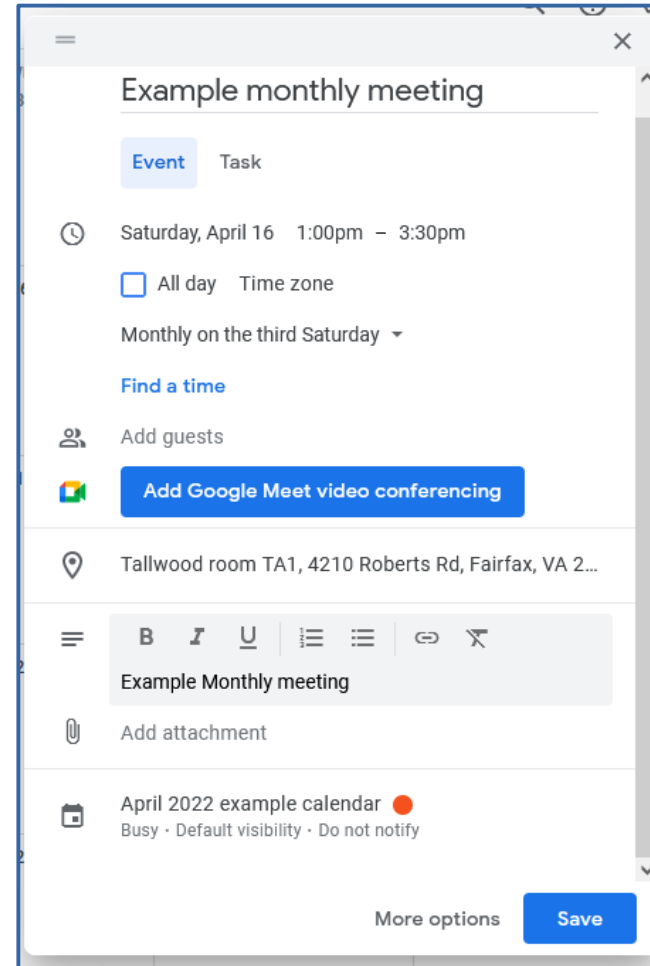
Add a new event to a Calendar

- A menu of repetition patterns pops up.
- Select the appropriate pattern.
- The menu closes.

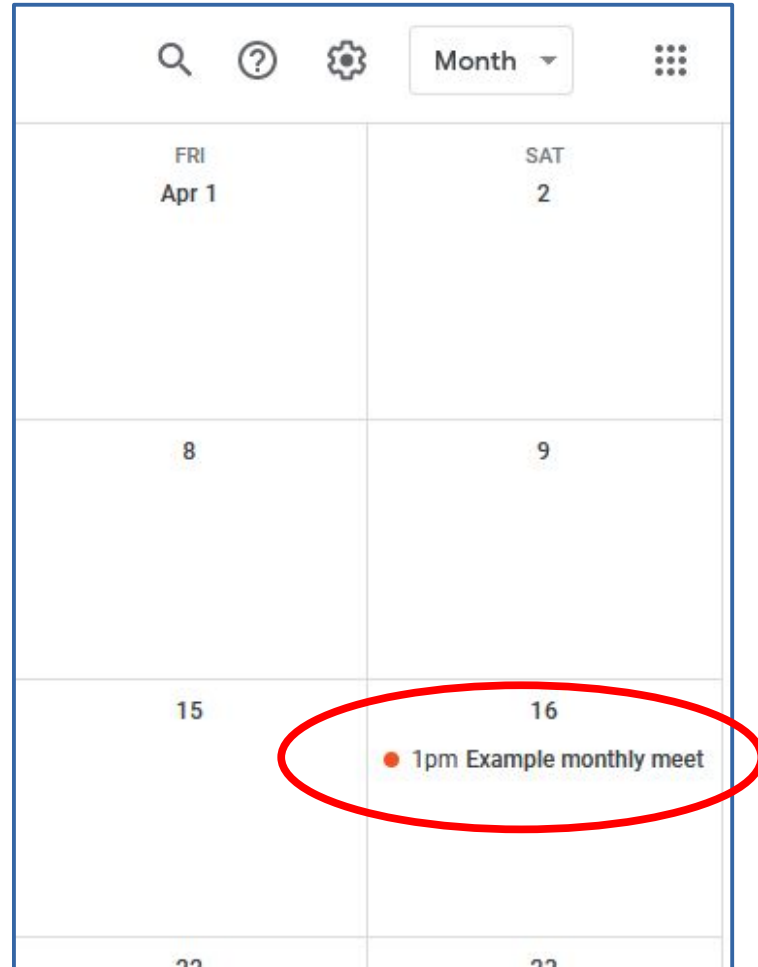


Add a new event to a Calendar

- Add locale and description.
- Description can be verbose.
- Tap the **Save button**
- The dialog box closes.
- The event appears in the calendar on the specified day(s).

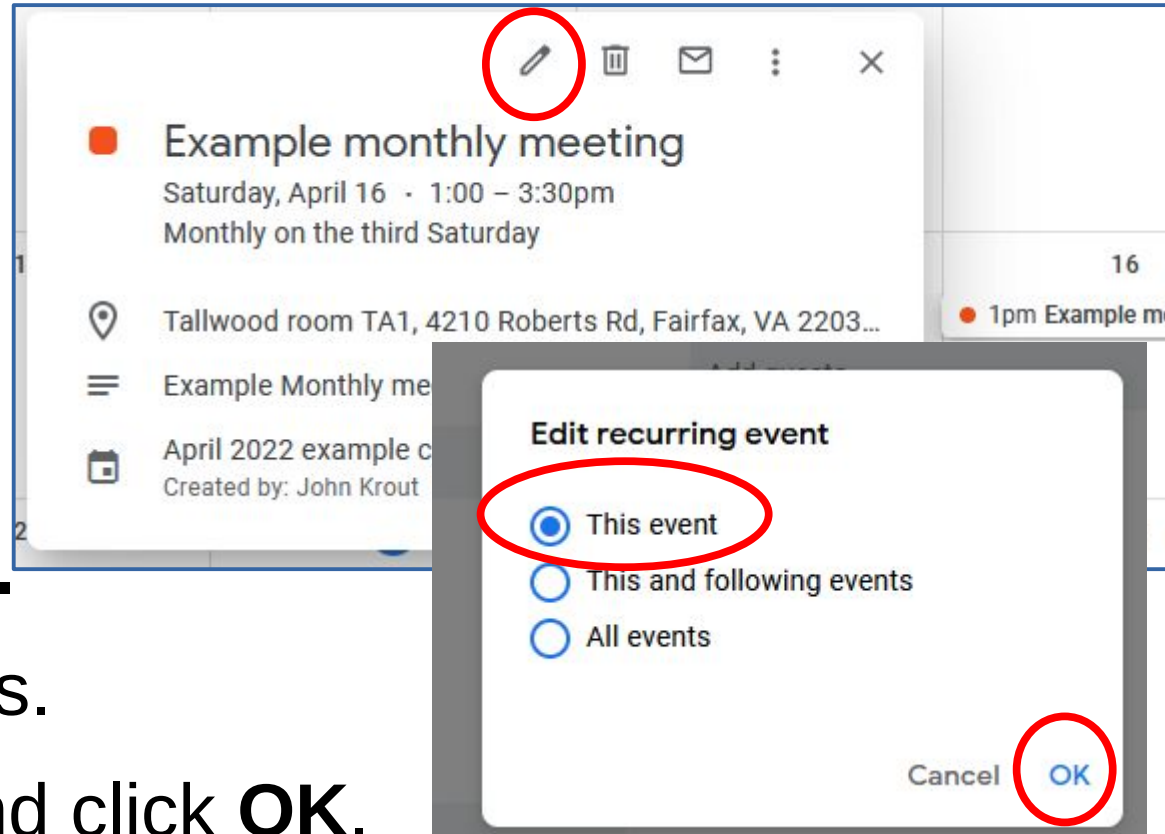


Calendar with event added



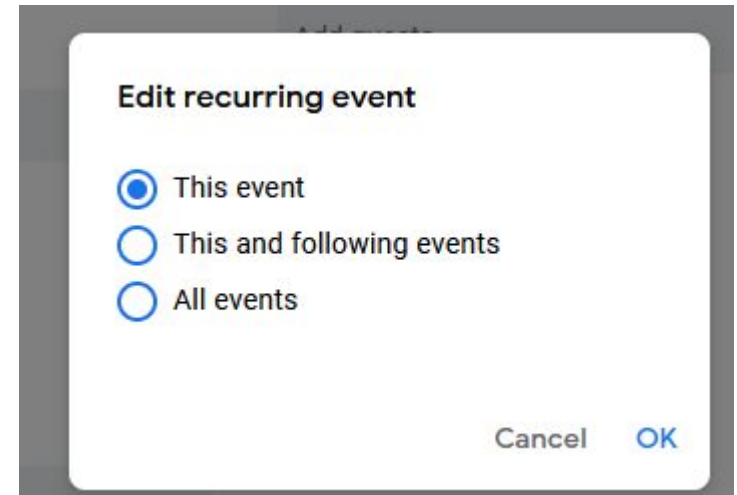
Modify one instance of a repeating event

- Click to open the event instance.
- Click the **PENCIL** icon
- Modify description and/or other info.
- Click the **SAVE** button.
- This dialog box appears.
- Select **THIS EVENT** and click **OK**.



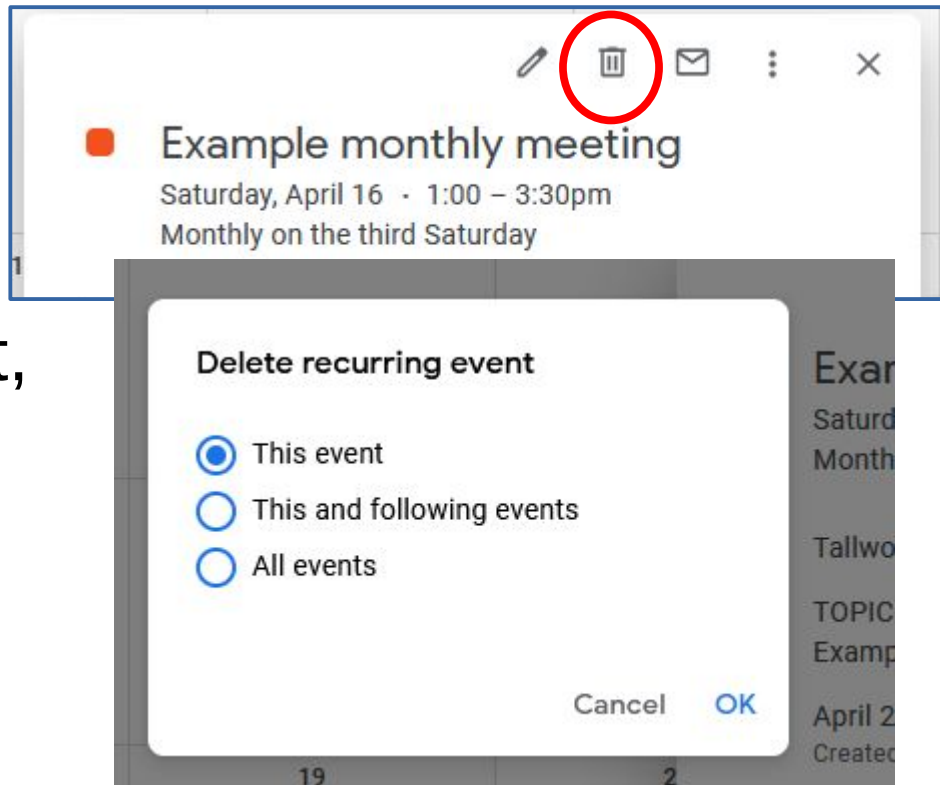
Other uses of the Edit Recurring Events dialog

- Select **This and Following events** for a permanent location change, time change etc. affecting all future meetings.
- Select **All Events** to fix typos in permanent “evergreen” info.



How to Delete an event

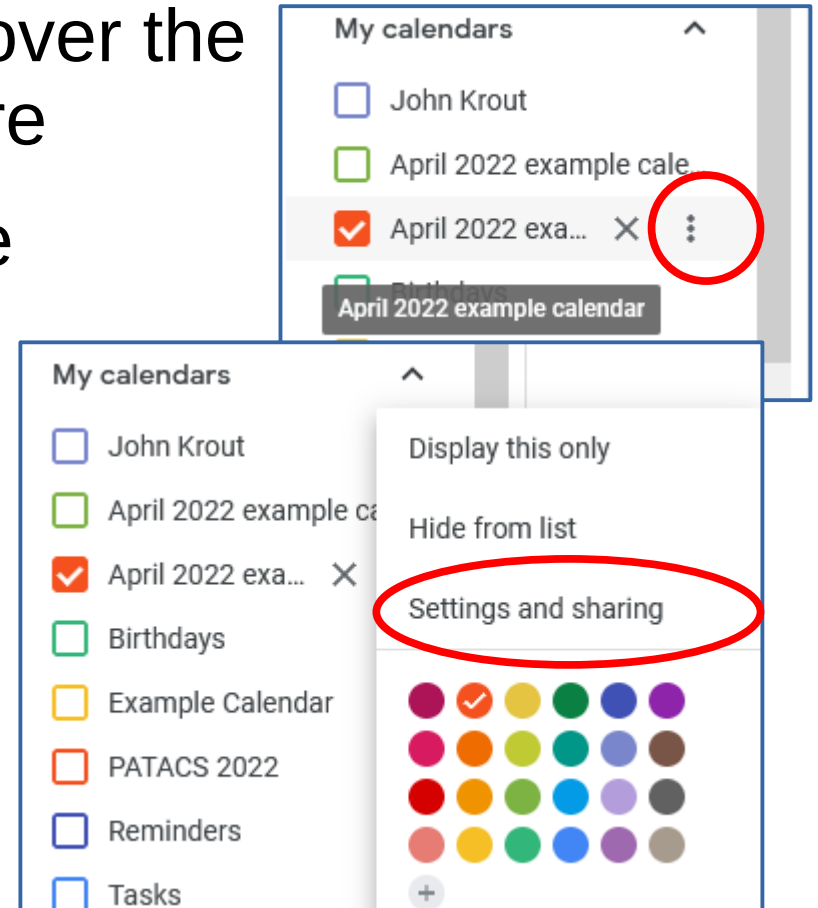
- Click to open the recurring event.
- Click the **Trashcan icon**.
- For deleting a recurring event, a similar dialog box appears.
- Select the scope of deletion and click the **OK button**.



PART 3.
TAKE YOUR GOOGLE
CALENDAR PUBLIC

In Google Calendar on the Web

- In the hamburger menu, hover over the calendar name you wish to share
- A **three-dot icon** appears to the right of the calendar name
- Click that three-dot icon
- A popup menu appears
- Select **Settings and Sharing**



The Settings and Sharing page

← Settings

General

Add calendar ▾

Import & export

Settings for my calendars

- John Krout
- Birthdays
- **April 2022 example ca...** ^

Calendar settings

Auto-accept invitations

Access permissions for events

Access permissions for events

Make available to public See all event details ▾

[Get shareable link](#)

Learn more about [sharing your calendar](#)

Share with specific people

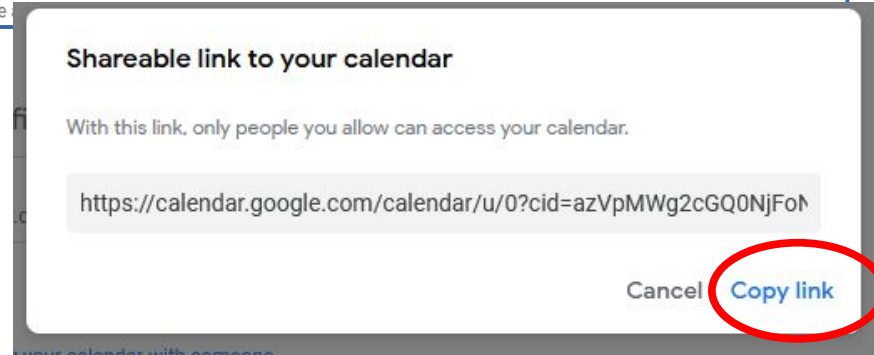
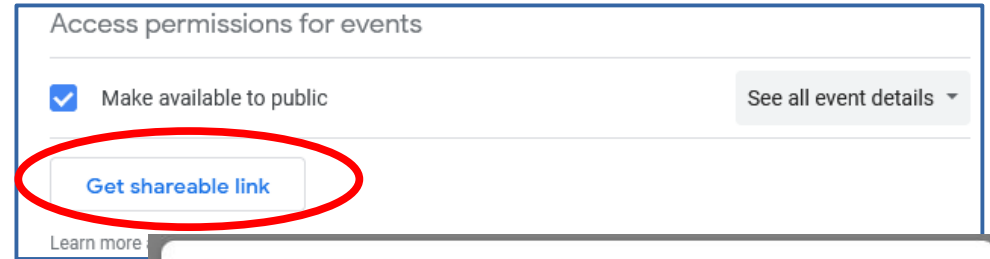
John Krout
jkrou.t.va@gmail.com Make changes and manage sharing ▾

[+ Add people](#)

Learn more about [sharing your calendar with someone](#)

Public Google Calendar web page URL

- Click on the Get Link button to obtain the web page URL
- The button pops up in a dialog window.
- Click the **Copy Link button**.
- Inevitably the link is VERY long.
- Try creating a short URL equivalent using **bit.ly** or **tinyurl.com**



Share the calendar with a few people

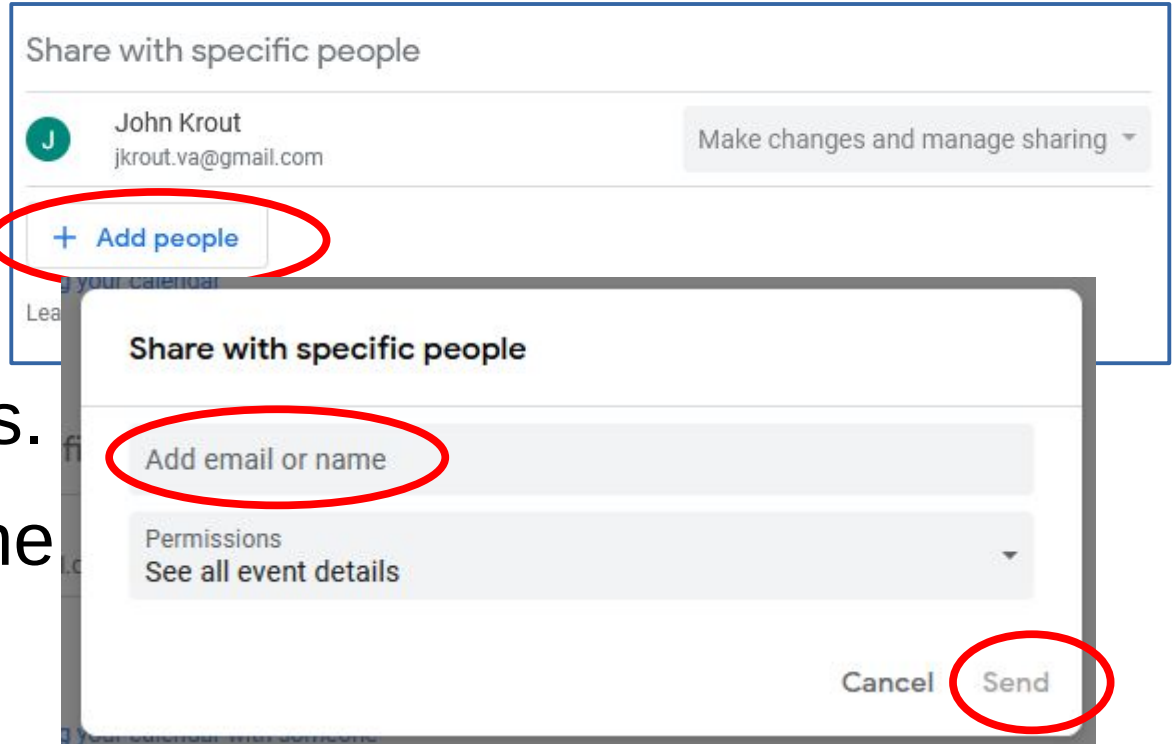
- This is useful for more than one purpose.
- One is for a truly private calendar that only members can see.
- The other is to enable trusted group members to be **co-editors of the calendar**, able to create, delete and update calendar events.
- It is important for every volunteer group to have a backup for every responsibility, including managing a Google Calendar which represents the group to the public.

Share the calendar with a few people

- You must provide an email address for each person.
- There is a gotcha in this part of Google Calendar: each person must be identified by their **Google account email address**.
- The system will accept other email addresses as input, but will ***not share the calendar with those persons***.

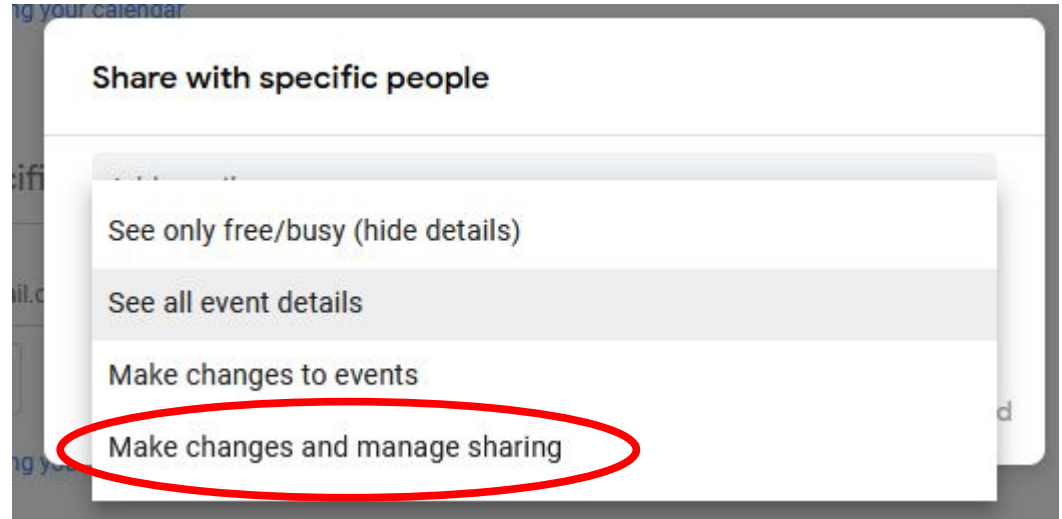
Share the calendar with a few people

- Click the **Add people** button.
- A dialog box pops up.
- Enter the Google Account email address.
- The **Send button** in the lower right corner becomes active.



Share the calendar with a few people

- The default permission is the same as for sharing with the public: **See all event details**
- The permissions menu provides other options:
- **Make changes and manage sharing** is the most powerful set of permissions, the same used by by the Calendar creator. **Use this for assigning Co-Editor rights.**



Share the calendar with a few people

- After providing the Google account email address, and choosing permissions, tap the **Send button** in the lower right corner of the dialog box.
- Google will email the appropriate web page URL directly to the Google Account email address.

About the Google Calendar URLs

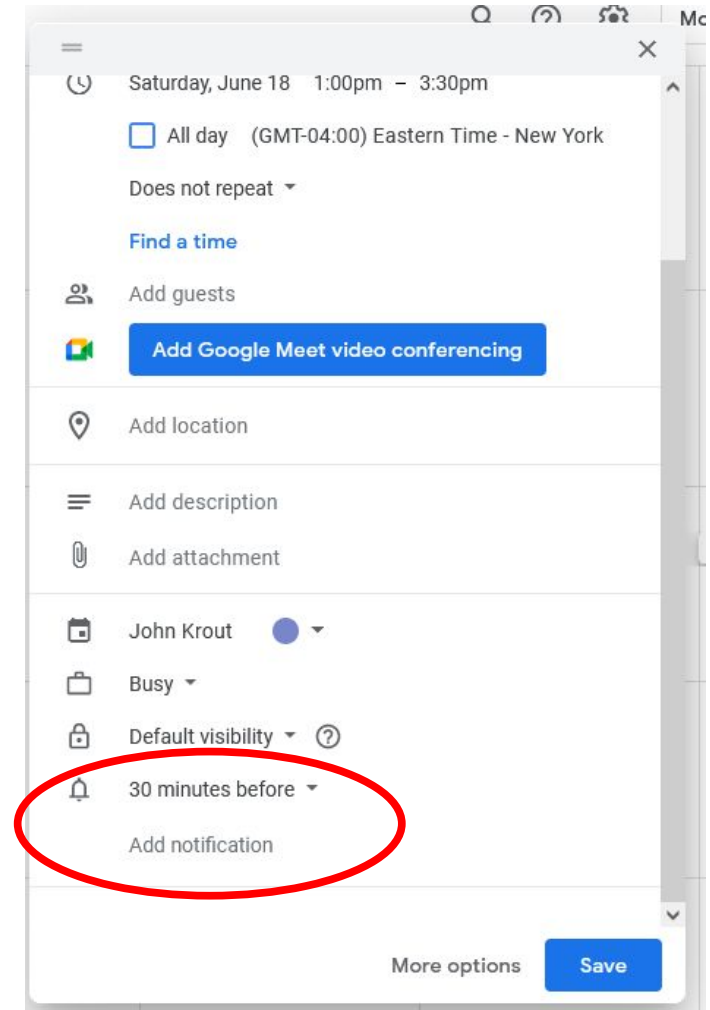
- As you can appreciate, a public calendar can have one or more co-editors.
- The URL for public access is NOT the same URL used by co-editors.
- If you want to post the public URL on a web page for your group, then make sure you provide the **Public URL**.

Adding Notifications to Events

- A Notification is a pop-up reminder that an event will happen soon.
- Each event can include multiple notifications
- The Google Calendar app performs a notification by making a sound and displaying event name
- Notifications will be distributed to all users of the Google Calendar, just like adding an event or updating an event description

How to add a Notification

- Set a specific start and end time for the event.
- Scroll all the way to the bottom of the event editing window.
- The default Notification is 30 minutes prior to start time, for any event with a specific start time.
- Tap **Add Notification** to add another for the same event



How to Remove a Notification

- In the event editing popup, hover the mouse over the notification to be removed
- An X appears to the right of the notification
- Click the X

Summary

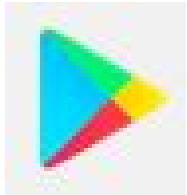
- A free public Google Calendar is a powerful publicity tool for reminding group members and the public of upcoming meetings
- A public Google Calendar is easy to share
- A public Google Calendar is easy to maintain
- Updates to any Google Calendar event are automatically distributed to all who use the Google Calendar

Apps mentioned in this presentation

- The Google Calendar app



on Google Play Store



on Apple App store

Preview Of Coming Attractions

The APCUG Wednesday Workshop on **Wednesday, May 25, 2022 at 12 noon ET** will feature two of my presentations.

The first is a *new topic*:

Intro to IP addresses and Port Numbers and
Add NAS to your Router

To attend, register at this URL:

<https://forms.gle/13FtGLaXuC78v8FD9>

Registration closes at
9 PM ET on Tuesday
May 24.

Scan the QR code



THE END