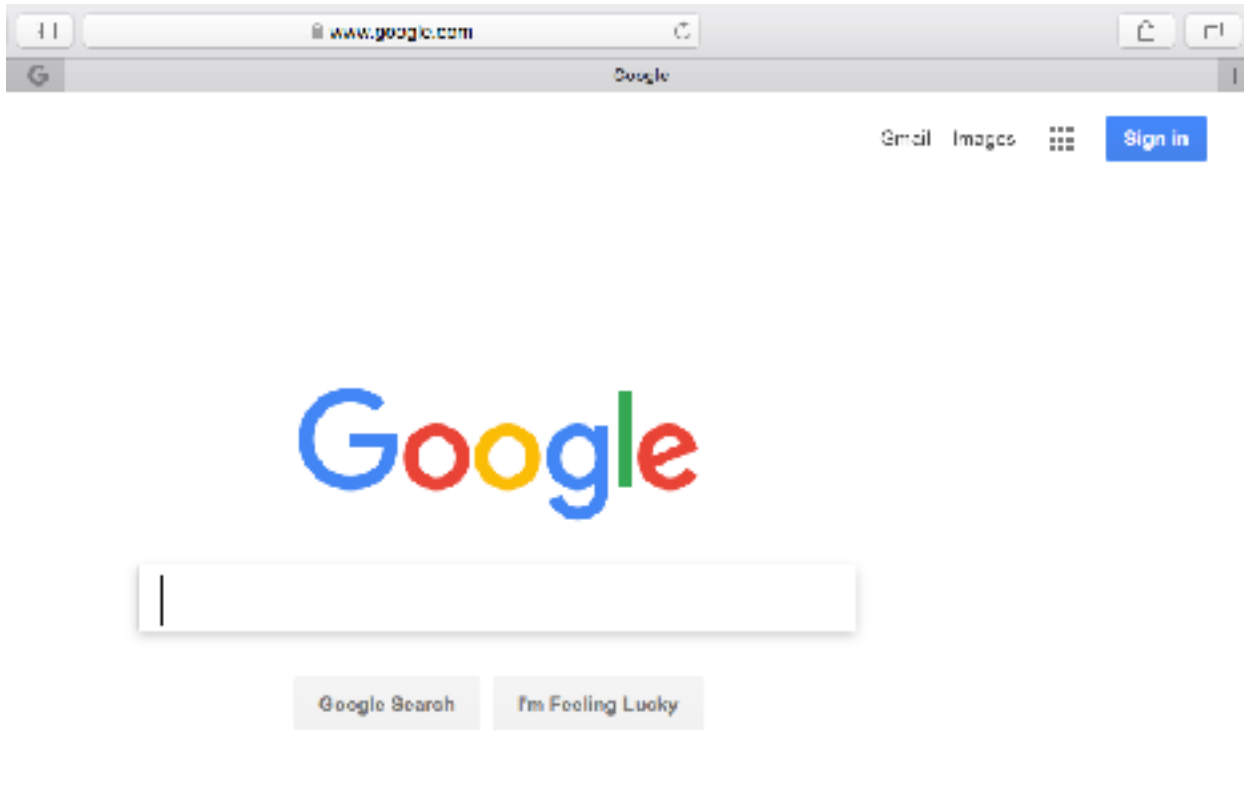
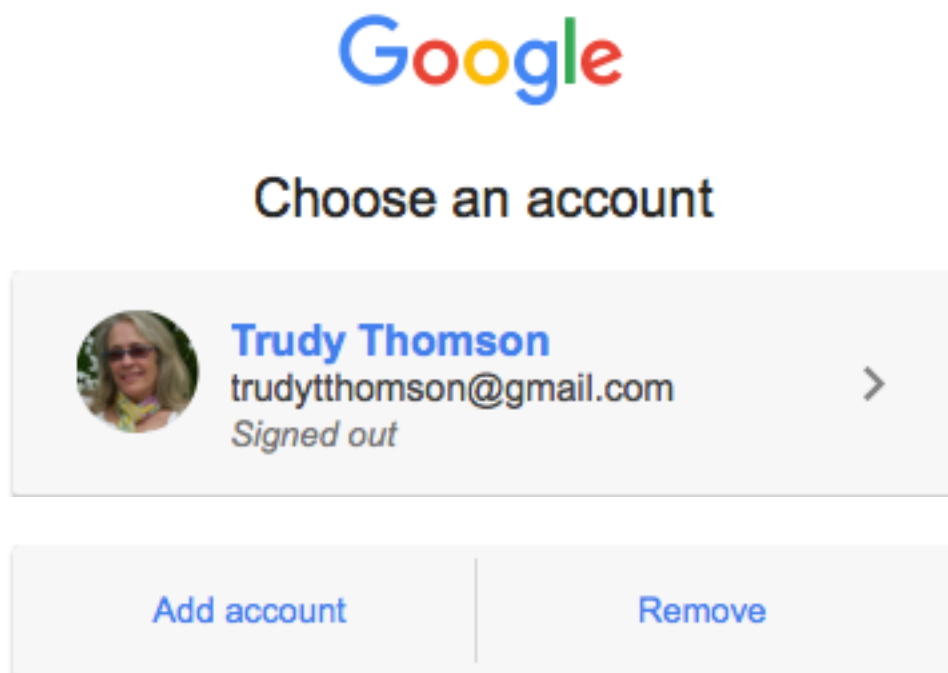


How to Access Our Google Calendar — After setting up a personal gmail account

1. Before you can work on the calendar you need to go to <http://google.com> and look to the far right and click the blue button Sign In.

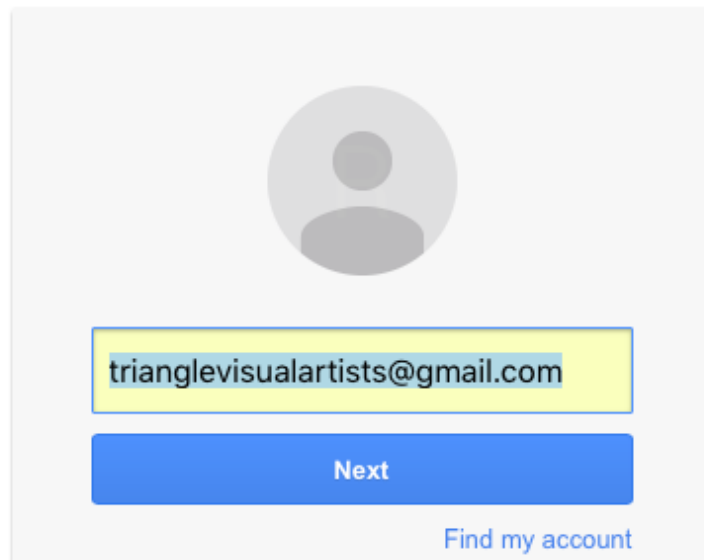


2. If you get a screen that only lists your account, you need to look below that and click Add Account

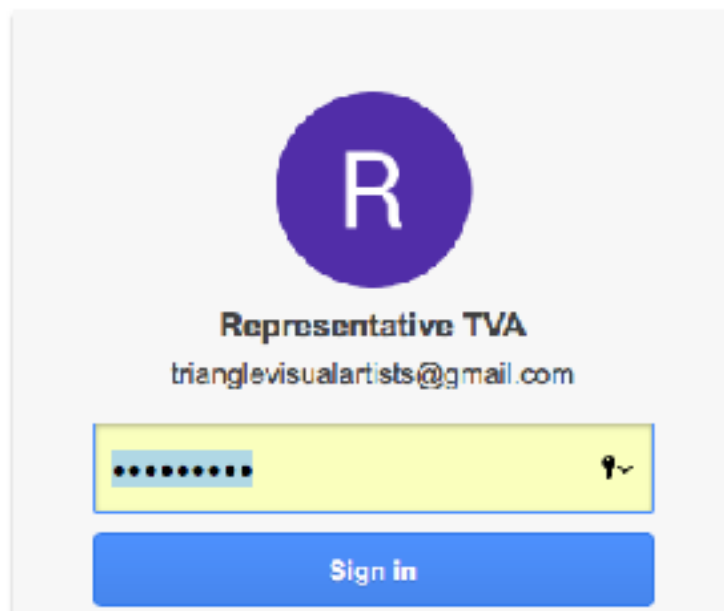


3. Then to add our account to yours, you have to sign in with our google account. Type the gmail for us: [trianglevisualartists.com](mailto:trianglevisualartists@gmail.com) and hit NEXT and then you see the large R and our name Representative TVA, enter the password for our account !

Sign in with your Google Account

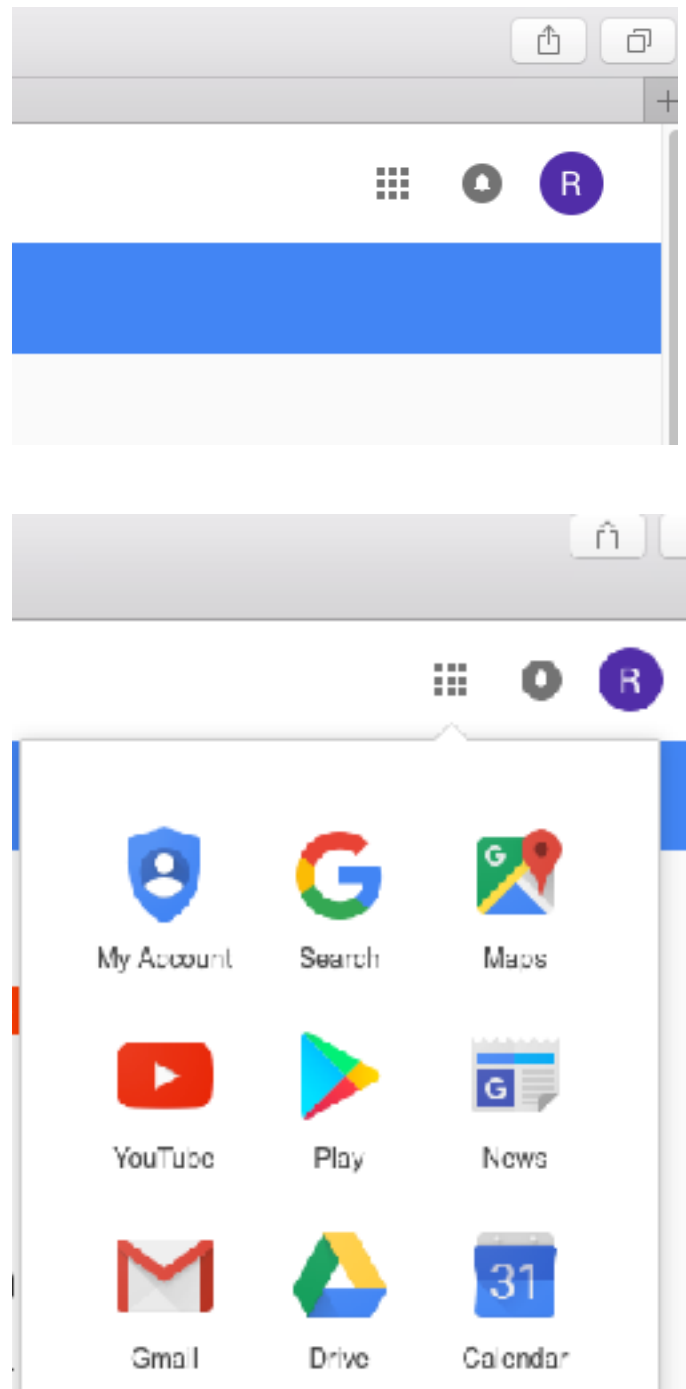


A sign-in screen with a grey background. At the top center is a grey circular placeholder for a profile picture. Below it is a yellow rectangular input field containing the email address `trianglevisualartists@gmail.com`. Underneath the input field is a blue button with the text "Next". At the bottom right of the screen is a blue link that says "Find my account".

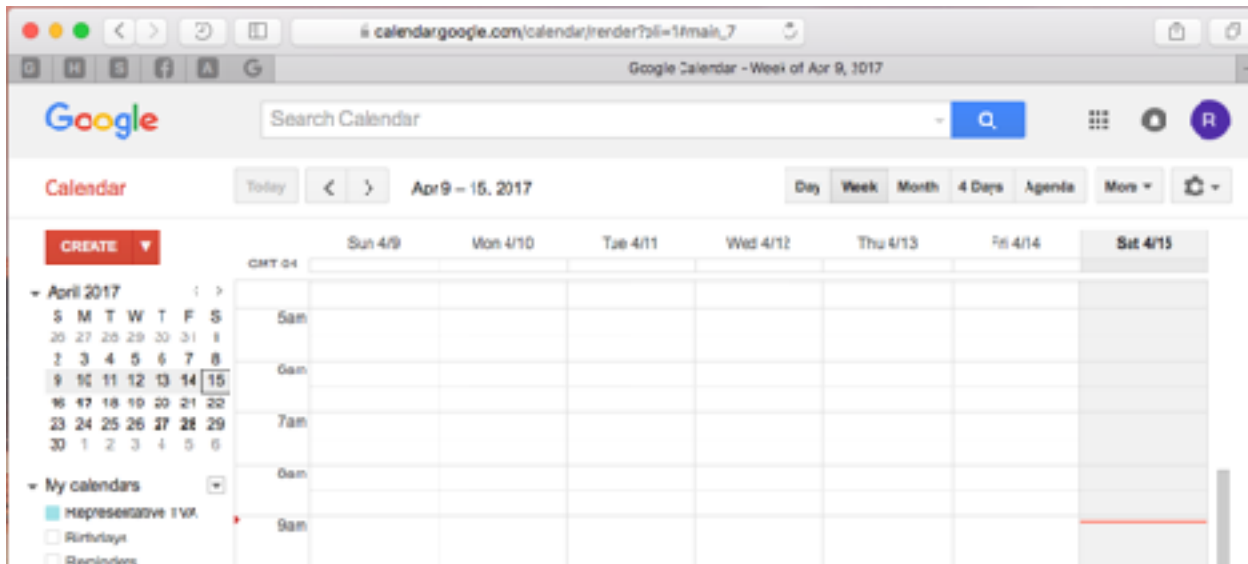


A sign-in screen with a grey background. At the top center is a purple circular profile picture containing a white letter "R". Below the profile picture is the name "Representative TVA" in bold black text, followed by the email address `trianglevisualartists@gmail.com`. Below the name and email is a yellow rectangular password input field with a series of black dots and a key icon on the right. At the bottom center is a blue button with the text "Sign in".

4. When you log into this account, you see a large R up at the top right. Then look for an icon that is a dotted square 3rd from “R” in upper right corner. The icon stands for Representative. Click on that and you see lots of google features, look for the Calendar and click on that!



5. When you see our calendar you can click into dates/times, add a name for the event, then click to add lots of detailed info about dates things go up, come down, addressed etc. You create an event then you edit the event.



Note from Louise: on Left under Create: see Quick Add — which will direct you to the Event box where you complete into: fill in the subject, time, date, event details, where. For **Calendar**: Representative TVA Calendar
For Event Description: **Event** colored lilac

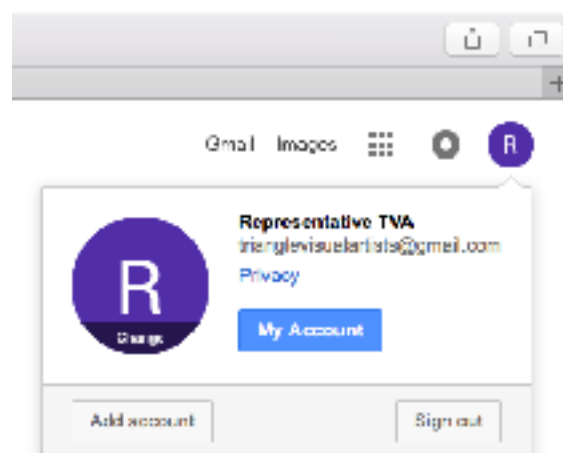
6. Use the arrows next to the calendar to access different weeks and months! And make your entries. PLEASE DO NOT MESS WITH SETTINGS!

Make sure VISIBILITY: is set to Public so that this can be viewed where it is embedded in our website page

7. Note that when you finish the event make sure you hit SAVE at the top before you finish.

The screenshot shows the Google Calendar event creation interface. At the top, there is a search bar and a navigation bar with buttons for '←', 'SAVE', 'Discard changes', 'Cancel', and 'More Actions'. The event title is 'FernsandFancy Craft Sale'. The date and time are set to 5/13/2017 from 1:00pm to 5:00pm. There are checkboxes for 'All day' and 'Repeat...'. Below this, there are tabs for 'Event details' and 'Find a time'. The 'Event details' section includes fields for 'Where' (15 Woodside Trail, Chapel Hill, NC, United States), 'Video call' (Add video call), 'Calendar' (Representative TNA), and 'Description' (FernsandFancy studio gallery is open the day before Mother's Day so you can find that perfect handcrafted gift! For samples see: http://fernandfancy.com). There are also options for 'Attachment' (Add attachment), 'Event color' (a color palette), and 'Notifications' (30 minutes). At the bottom, there are options for 'Show me as' (Available, Busy) and 'Visibility' (Calendar default, Public, Private). A 'Guests' section on the right has 'Add guests' and 'Guests can' options (modify event, invite others, see guest list).


Don't forget to sign out when you are finished by hitting the large R and Sign out!




After you have accessed and used the Representative TVA account it should show up below your personal gmail account so you can simple choose that account to work on your entries.



Choose an account



Trudy Thomson
trudythomson@gmail.com
Signed out



Representative TVA
trianglevisualartists@gmail.com
Signed out

[Add account](#)

[Remove](#)