



Updating the Villages Honor Flight Calendar

- 1 Logon to Google Calendars
 - 1.1 Start up browser
 - 1.2 Go to www.google.com
 - 1.3 Click on Sign In (upper right corner)
- 2 Sign into Google account (click on **Sign In** button in upper right corner of screen)
 - 2.1 Username = vhfcalendar@gmail.com
 - 2.2 Password = [vhf20!@VHF](#) (case sensitive)
- 3 Navigate to Calendars (method depends on how Google is feeling – there may be a Calendar menu pick or you may have to go to More | Calendars or you may have to enter **calendar.google.com** into the url line)
 - 3.1 Activate the correct calendar (there are several)
 - 3.2 On the left side, find **My Calendars**
 - 3.3 Click on **VHF Board** (orange) or **Villages Honor Flight** (green) or **VHF Club** (purple)
 - 3.4 If you place the mouse over one of the calendars, the little box on the left will indicate the calendar “color” and a little inverted triangle appears; if you click on it you can display only that calendar (very good idea)
 - 3.5 Make appropriate changes. Once you hit **SAVE**, the entire calendar is saved. If you made a mistake, there is no backup or restore capability; you have to manually fix the mistake. **An Undo button was recently added; not sure how well it works**
 - 3.6 **NOTE:** turning US History and Weather features (other calendars) on or off will have no effect on what is displayed on the VHF calendar web page
- 4 Log Off
 - 4.1 Notice the little blue gear in the upper right corner
 - 4.2 Click on the small down triangle next to gear
 - 4.3 Click to Sign Out

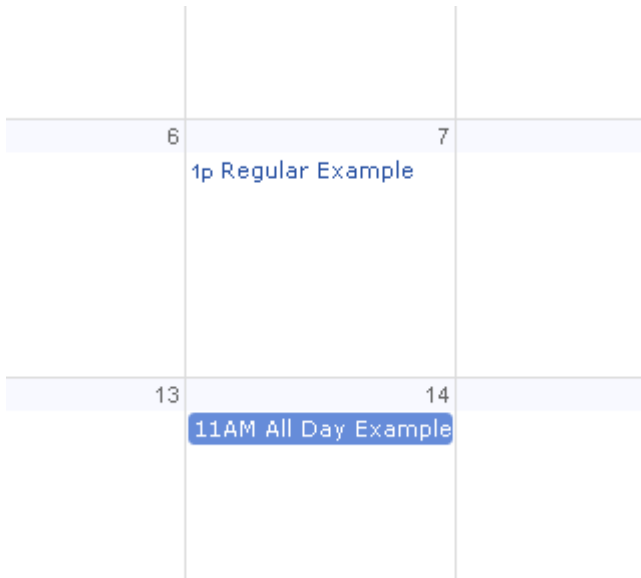
Working with the Calendar

- 1 Calendar “view”

- 1.1 The easiest view to work with is probably the monthly view
- 2 Create an entry
 - 2.1 Navigate to appropriate date using arrows and tabs at the top and your mouse
 - 2.2 Single click on a day to add a **TASK** (everything about the task is on a single line); enter text, click on **Create Event** (inconsistent)
 - 2.3 Double click on a day to add an **EVENT** (can define time, duration, details, etc); enter details; click on **Save**
- 3 Modify an entry
 - 3.1 Navigate to appropriate date
 - 3.2 Double click on the entry and a modification window will open
 - 3.3 Perform modifications
 - 3.4 Click on Save**
- 4 Delete an entry
 - 4.1 Navigate to appropriate date
 - 4.2 Single click on the entry and then click on Delete
- 5 Advanced Use
 - 5.1 Code every event as an **All Day** event and put the actual time in the Description box. This will provide a much more readable top level entry for users. See Visual Emphasis on next page
 - 5.2 Not wise to put location into **Where** box. Recommend that you leave that blank. If you enter something, Google will try to figure out where that is and may provide bogus information to users. Put location in Description field
 - 5.3 Adding hyperlinks to Description field: you can add a hyperlink to another web page with some careful entry of text

Visual Emphasis

The calendar owner does not have a lot of control over how the event visually appears in the calendar.



For a regular event, the cal owner enters the start and end time. The start time and title is shown in the appropriate day/week/month display. The font used is “weak” and the event can be overlooked

For an all-day event, the cal owner must check the all-day event box and find another way to tell others about the time.

One simply way is to include the start (or start and end) time in the title or in the description. The advantage of this approach is that the visual display is much more prominent and much less likely to be overlooked

Including Hyperlinks

Google calendars do not provide a simple way to include a hyperlink. But you can add one to the description if you follow a few simple rules. You need to include the hyperlink information in html format, for example

```
<A href="this is the link to your web page, file, etc">This is the displayed text</A>
```

To include a link to www.someothersite.com, the appropriate code would be

```
<A href=www.someothersite.com>SomeOtherSite</A>
```

Webmasters

For the options for customizing the calendar you want to embed, they don't even give you a text color dropdown box (or if it's there, it's not showing up in the latest version of Firefox). To customize your text color, you have to sample the background colors to get the color code you want for the text and then when that color code displays in the bgcolor part of the script, copy it and use it to replace the default text color code (which is not labeled as such; it's just the second color spec in the script). Awfully Rube Goldberg when it could be so easy.

```
<iframe src="https://www.google.com/calendar/embed?height=600&
    wkst=1&
    bgcolor=%23999900&
    src=n6tmr3kvtei2f0d4ukh6pjrdg%40group.calendar.google.com&
    color=%238C500B&
    ctz=America%2FNew_York" style=" border:solid 5px #777 " width="835" height="500"
frameborder="0" scrolling="no">
    </iframe>
```

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bcooksey1122@centurylink.net
deborahw2a@msn.com
finto1234@comcast.net
gkadow@aol.com
jim@dowworld.com
jbhambright@msn.com
john.peters2528@comcast.net
kdm632@gmail.com
kratzmann222@gmail.com
lizadiana@aol.com
mapbeach@comcast.net
tate1443@aol.com

To create a filter to forward Emails to multiple accounts:

1. Access your Gmail web interface (mail.google.com) and find the little gear in the top right hand corner and left click it.
2. Left click on settings

3. Find the blue navigation items, across the top, and click on "Forwarding and PO/IMAP"
4. Click on the Add a forwarding address button
5. Enter in the Email address that you would like to forward the Emails to
6. Google will send a verification Email, to the address chosen, so you will have to log into the account you added and click the link in the Email to verify the Email address.
7. Repeat steps 4 through 6 for all Email addresses you are forwarding to
8. Access the settings again, with steps 1 and 2, but this time select the "filters" navigation item
9. Click the link to "Create a new filter"
10. In the To field, fill in the Email address of the account you are forwarding Emails for (this would be the account you are currently logged in with)
11. Select the Forward it to: and choose your first address to forward the Emails to. Don't worry, we will add the rest momentarily
12. Click the link "Create filter with this search" and you will be returned to the filters main screen
13. Repeat steps 9 through 12 to add in all the other Email recipients and keep all the settings the same