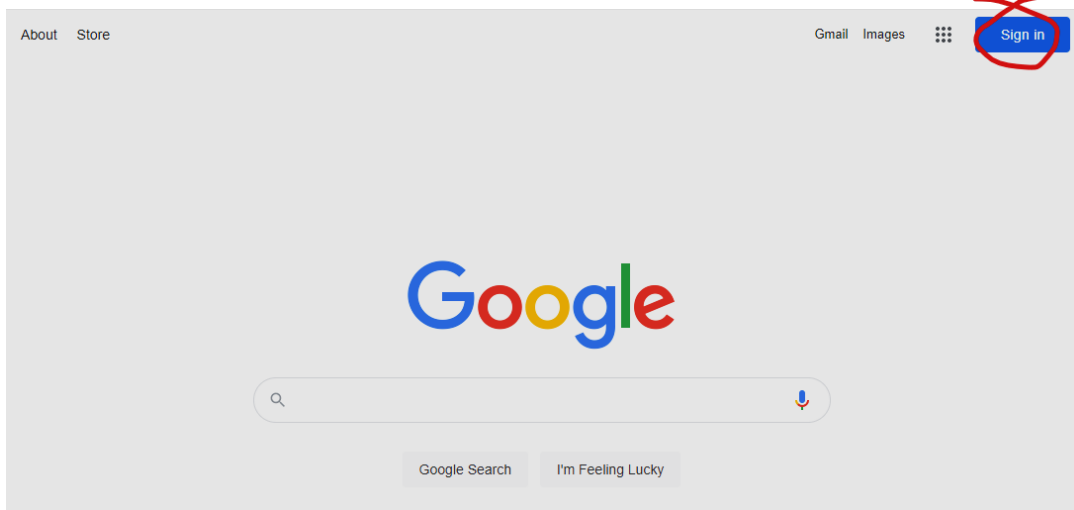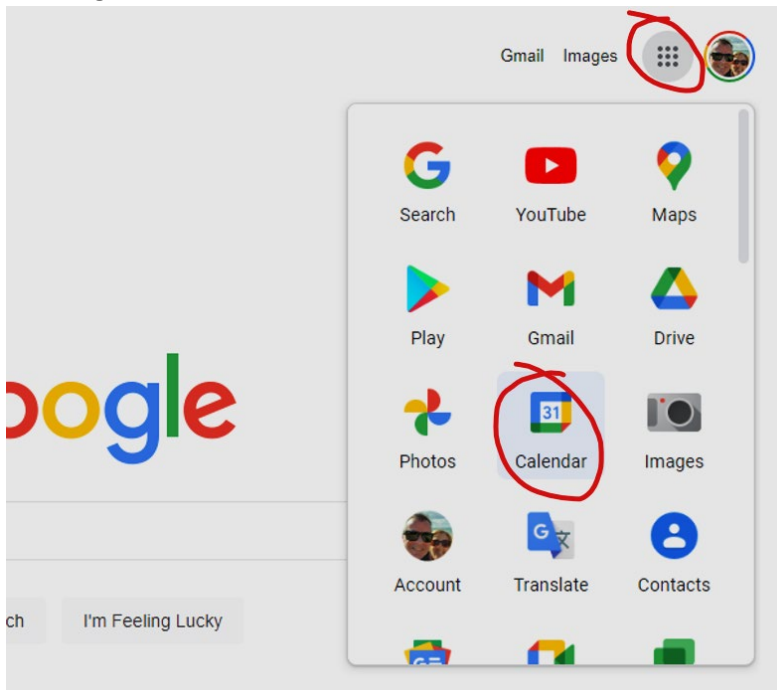# Wiltshire CBA Share Calendars

Before you start

1. If you don't have one already, you will need a Google account. Use the link below.
   Google Account Signup (You can use an existing non-Google email address to setup your account)
2. Once you have setup your account email me (welfare@teamwiltshire.org.uk) with your account email address. Depending on what you selected this could be a new Gmail address or your existing email address.
3. Once I have your registered Google email address, I will email you a calendar sharing link. Open the email and select the option to "Add this calendar"

Accessing the calendar.

1. Open a browser window and go to www.google.co.uk.
2. If not already, You will need to sign in to your account.

3. Once signed in, click the 9-dot menu and look for the calendar icon.

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Adding entries to the calendar.

4. The main calendar window appears as below.
   - You can scroll through months using the buttons (Position 1)
   - Ensure month view is selected (Position 2)
   - The calendars you own or have control of, will be listed down the left-hand side. You can use the ticks to either display or hide the calendar. (Position 3)

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5. To add a new entry, scroll to the correct month and click in an empty space on the day required. You will see a window similar to the one below.

- Add a title (Position 1)
- Ensure the correct date is selected. (Position 2)
- Click the "Add Time" button to set a time for the event (Position 3)
- Add a location. Google recognises most places. (Position 4)
- Add a description for the event (Position 5)
- Important. Ensure the correct calendar is selected. Google will probably select your personal calendar by default. Click the calendar (Position 6) and select the calendar you have been assigned.
- Click save (Position 7) and your event will become live on the calendar.
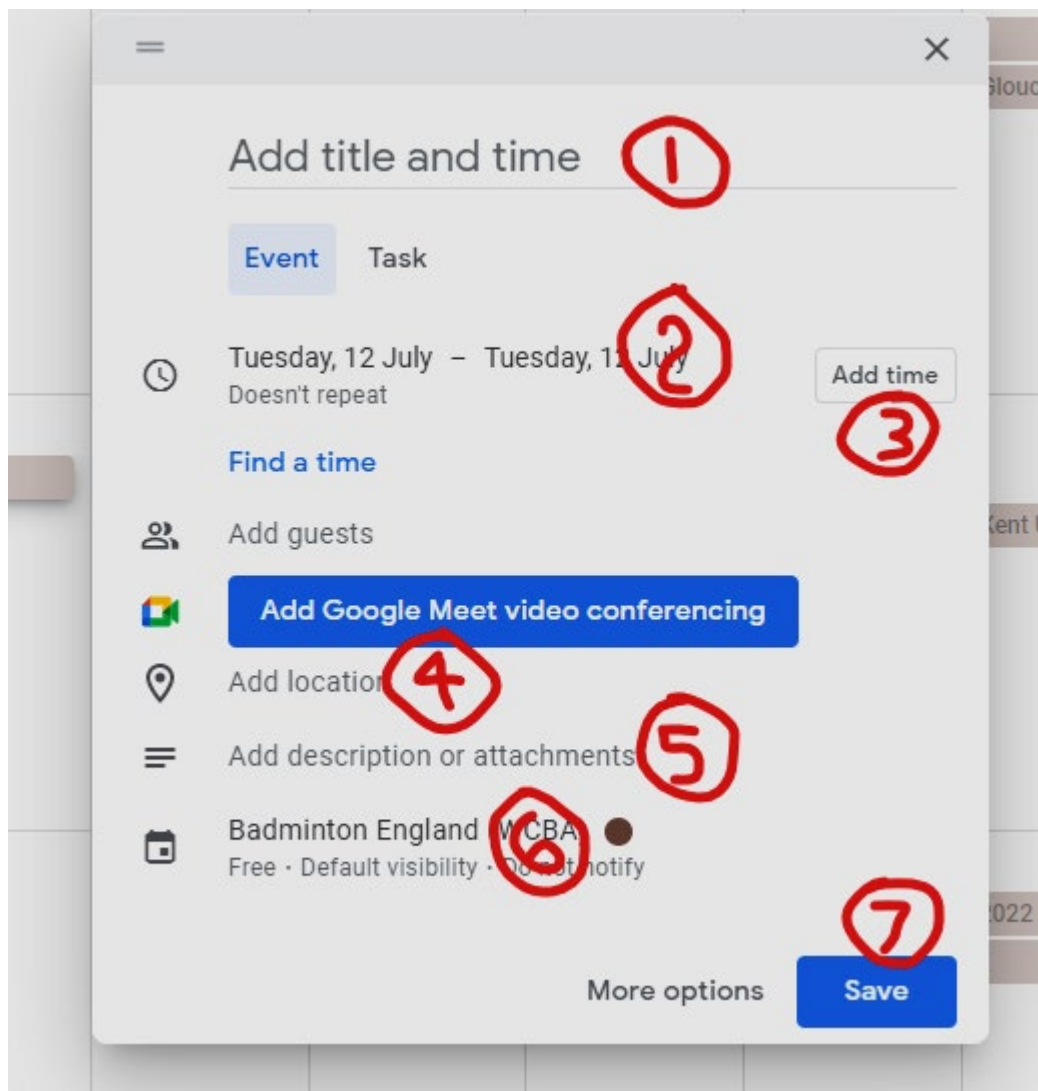
6. As a final confirmation that all has worked as it should. Go to http://teamwiltshire.org.uk/index.php/view-all-wiltshire-calendars and look for your calendar entry.