

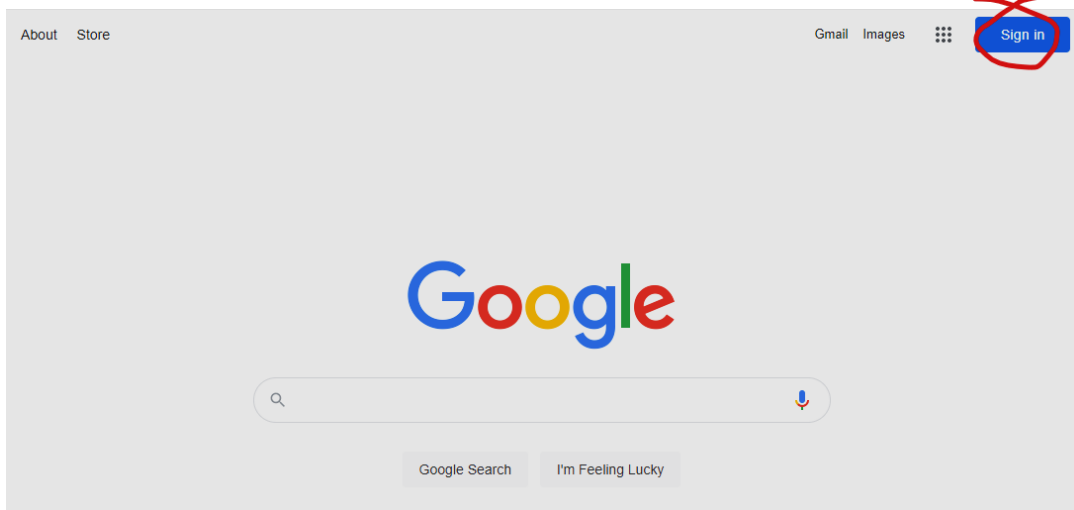
Wiltshire CBA Share Calendars

Before you start

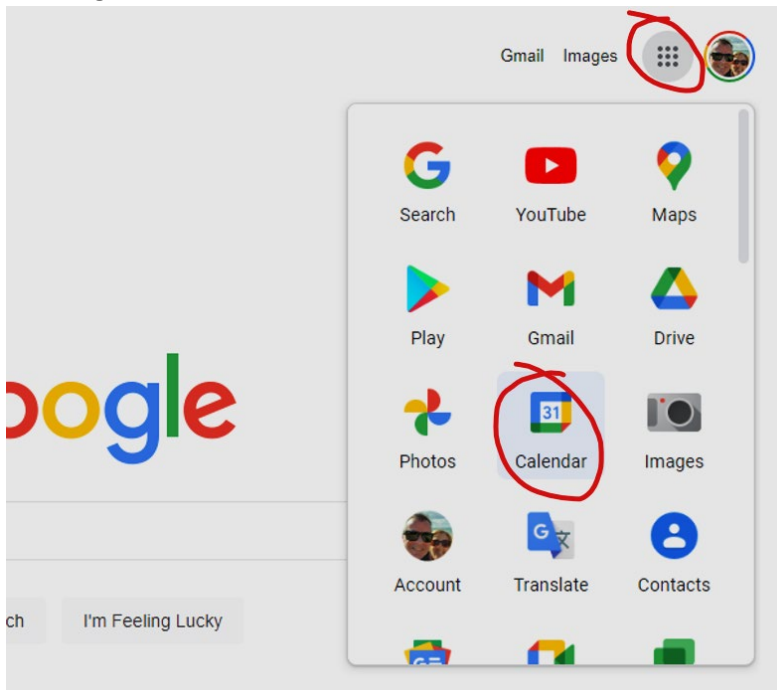
1. If you don't have one already, you will need a Google account. Use the link below. [Google Account Signup](#) (You can use an existing non-Google email address to setup your account)
2. Once you have setup your account email me (welfare@teamwiltshire.org.uk) with your account email address. Depending 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.

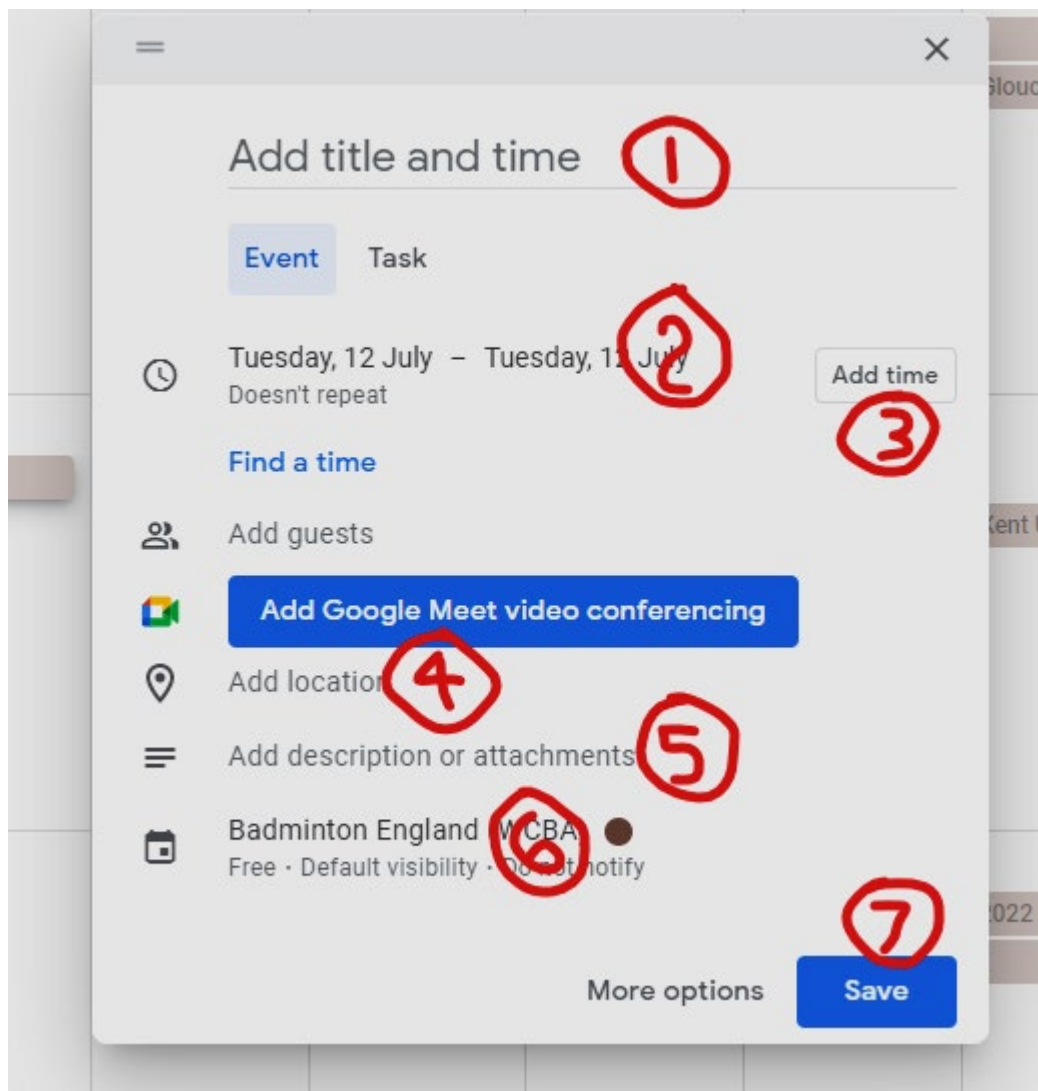
4. The main calendar window appears as below.

- 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)

The screenshot shows the Google Calendar interface for October 2022. At the top, there are navigation controls: 'Today', navigation arrows (circled in red with '1'), and 'October 2022'. To the right of the navigation bar is a 'Month' dropdown menu (circled in red with '2'). On the left side, there is a 'My calendars' list (circled in red with '3') with checkboxes for various calendars: Hackenbecker, Badminton England (WCBA), Contacts, County (WCBA), devizesbc@gmail.com, Family, Juniors (WCBA), Masters (WCBA), Mid Wilts (WCBA), Reminders, Salisbury (WCBA), Seniors (WCBA), Swindon (WCBA), Tasks, U14s, U16s, and Welfare (WCBA). The main calendar grid shows dates from 26 to 31. Events are displayed as colored blocks on the grid, including '19:00 Wiltshir' on Tuesday, October 27th, and several regional events like '2022 Northumb', 'Senior Restrict', 'U15 Gold Redbridge', '2022 Hull Senic', 'Leicestershire I', 'Warwickshire U', '2022 Northumberland Senior Silver', 'U17 Gold Gloucester 2022', 'DBA Senior Bro', 'Gloucestershire', 'The Middlesex Senior Gold Tournam', 'Suffolk U17 Brc', 'Suffolk U17 Silh', 'U13 Gold Redbr', 'Hampshire U17', 'Hampshire U15', 'Hampshire U13', 'Kent Masters G', 'Herefordshire S', '2022 Yorkshire', '2022 Northumberland Masters Silver', 'DBA Senior Silver 2022', 'Berkshire u15 S', '2022 Yorkshire', 'Suffolk Senior I', and 'Suffolk U19 Silh'.

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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.