

Dance Event Organizers - Google Calendar Update Instructions

Dance event organizers - you can create/edit events in the appropriate calendar from your own google account. The events will show up on the [Master Traditional Dance Calendar](#), dance type calendars (e.g. contra dances) and the Google calendar on your web page.

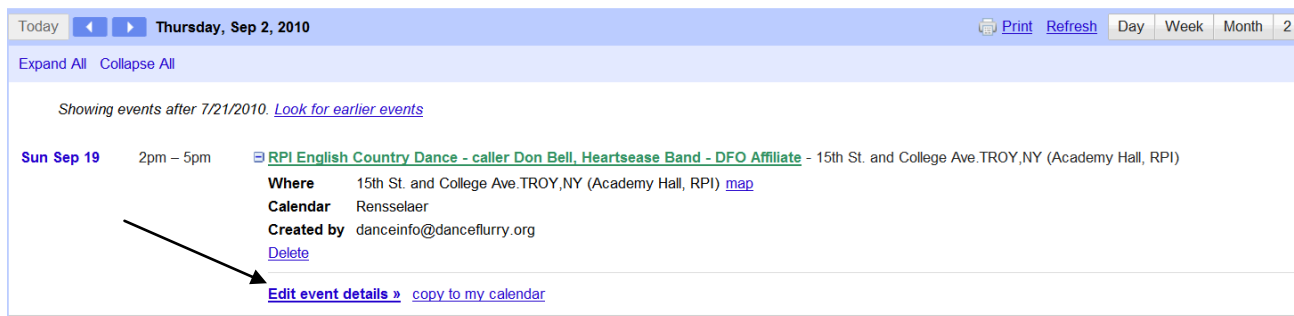
If you don't yet have a google account, you'll need to create one.

It's easy and they are free. Go to <https://www.google.com/calendar/>

1. Sign in to your Google account with your email address and Google account password.
2. Under 'Other' Calendars, click on your dance calendar's name

To edit an existing entry:

- click on the entry,
- click on 'edit event details'



- make changes
- click on 'save'

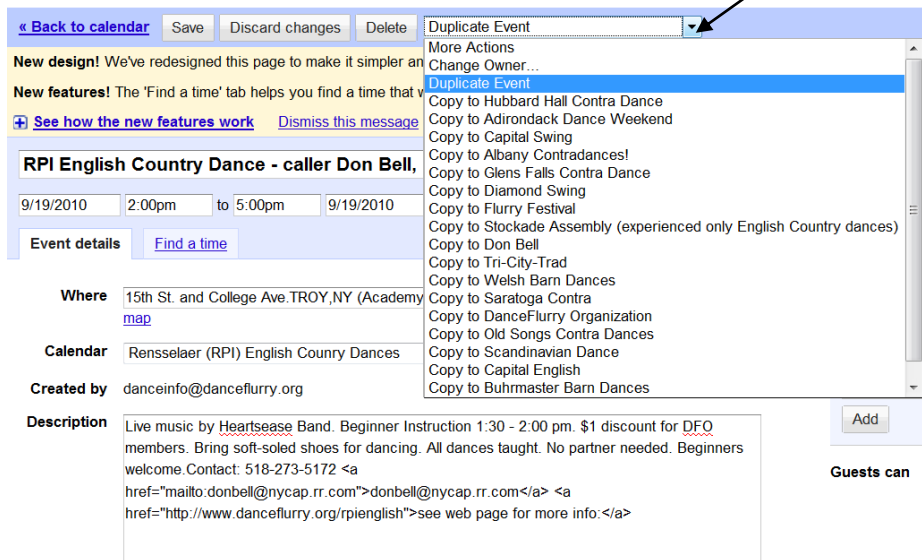
Note: If you want to include links to an email address or web page in the event details, you will have to put the html code in yourself.

- **Code for email address:**
donbell@nycap.rr.com (replace my email address with yours)
- **Code for linking to a web page:**
see web site for more info (replace the web address for the rpi.html page with your web page address)

WARNING When you edit or duplicate an event, all the text will still be there, but any html code will be gone. Not very user-friendly! ! You will have to re-enter the code each time you edit or duplicate an event. I suggest keeping a copy of your event description with any html code in a separate file so that you can just copy it to the calendar form.

To create a new entry:

- click on any existing event
- click on 'edit event details'
- click on the down arrow next to 'More Actions'



The screenshot shows a web interface for editing an event. At the top, there are buttons for 'Back to calendar', 'Save', 'Discard changes', and 'Delete'. A dropdown menu is open, showing 'Duplicate Event' as the selected option. Below the menu, there are fields for event details: 'Where' (15th St. and College Ave. TROY, NY), 'Calendar' (Rensselaer (RPI) English Country Dances), 'Created by' (danceinfo@danceflurry.org), and 'Description' (Live music by Heartsease Band...). An 'Add' button is visible at the bottom right of the form.

- click on 'Duplicate Event'
- edit the event
- click on 'Save'

Event Editing Guidelines

Title: [series name] - Caller: [caller's name], Music: [band/musicians]

Location: list the location of each event starting with a street address so that you can get a link to Google maps.

Description: cost, more info links to band sites. If your event title includes a band name, it's a good idea to include the names of the band members and the instruments they play. Here's where you can add links to your band/musician/caller web sites if you like

Example:

Albany Contradances! - Caller Quena Crain with the Red State String Band - DFO sponsored

When: Fri, September 10, 8pm – 11pm

Where: 375 Ontario Street (Ancient Order of Hibernians Hall - five blocks south of Madison Ave), corner of Mercer St, in Albany) ([map](#))

Description: Beginner workshop 7:45 Admission: \$10 (general admission), DFO members \$9, \$5 (students with ID). Please wear sneakers or shoes with clean, soft soles Contact: Peter (518) 489-9066, peter.stix@me.com, [See web site for more info.](#)