

## Entering Events & Activities into Google Calendar

If you are not using a Gmail account, you may not be able to edit the calendar using your regular email address for work. If that is the case, go to [www.gmail.com](http://www.gmail.com) and log in with the following account information:

email: [evidencebasedhealthpromotion@gmail.com](mailto:evidencebasedhealthpromotion@gmail.com)

name: MAC Multnomah

password: Multnomah2014

Google Calendar location:

[https://www.google.com/calendar/embed?src=multco.us\\_ahv4iki0duba2ibfikjgpnr96c%40group.calendar.google.com&ctz=America/Los\\_Angeles](https://www.google.com/calendar/embed?src=multco.us_ahv4iki0duba2ibfikjgpnr96c%40group.calendar.google.com&ctz=America/Los_Angeles)

Step-by-step instructions for entering a meeting, class, or event into Google Calendar:

<http://www.wikihow.com/Add-an-Event-to-Google-Calendar>

### Calendar Settings

- **Event Title:** Use full title of class with no abbreviations, please indicate if it is targeted to a specific group or condition, i.e. Diabetes, LGBT, Foreign Language. If you rename your program to make it more marketable, please use the more recognizable title first and then put the working title in parenthesis. This will help our helpline staff identify the appropriate program quickly.
- **Date:** Enter the first class date
- **Time:** Enter the advertised starting and end time (ensure you have indicated the correct time zone)
- **Repeat:** Check the repeat box and you will be prompted for frequency and number of weeks. This will pre-populate the calendar so you only need to enter each course offering once.
- **Where:** Enter complete address or name of location if Google pre-populates the field.
- **Calendar:** Health Promotion Activities
- **Description:**
  - Provider: (your organization here)
  - Description: (please use a basic description pulled from the creator's website and then add any details about your program that make it unique).
  - Register: (phone number or email the public should use to contact you plus your website if relevant).
- **Add attachment:** you may upload a marketing flyer for the course here
- **Color:** purple for EBHP, red for leader trainings, green for public events, health fairs, etc.
- **Show as:** available
- **Privacy:** public
- **Guests:** leave blank
- **Guests can:** uncheck all
- Don't forget to save the event (at the top of the page)