



CALENDARS

Buford



Managing Multiple Calendars

The screenshot shows the Google Calendar interface within a Gmail account. The interface includes a top navigation bar with the Buford City Schools logo, a search bar, and the user's email address (rebecca.moon@bufordcityschools.org). A red circle labeled '1.' highlights the Google Apps menu icon (a 3x3 grid of dots) in the top right corner. A red arrow labeled '2.' points from this menu to the 'Calendar' app icon in the dropdown menu. The 'Calendar' icon is also circled in red. In the main calendar view, a red circle labeled '3.' highlights the 'My calendars' section on the left side. A red arrow labeled '4.' points from this section to a 'Create new calendar' button that appears in a tooltip. The calendar view itself shows a monthly calendar for May 2015, with the date 25th highlighted. The 'My calendars' section lists several calendars: '10th Grade Testin...', '11th Grade Testin...', '12th Grade Testin...', '9th Grade Testing ...', and 'BCSS Master Cal...'. The 'Create new calendar' button is located at the bottom of the 'My calendars' section.

1. Google Apps menu icon

2. Calendar app icon

3. My calendars section

4. Create new calendar button

Calendar view details:

- Month: May 2015
- Days: S M T W T F S
- Week 1: 26 27 28 29 30 1 2
- Week 2: 3 4 5 6 7 8 9
- Week 3: 10 11 12 13 14 15 16
- Week 4: 17 18 19 20 21 22 23
- Week 5: 24 25 26 27 28 29 30
- Week 6: 31 1 2 3 4 5 6

My calendars:

- 10th Grade Testin...
- 11th Grade Testin...
- 12th Grade Testin...
- 9th Grade Testing ...
- BCSS Master Cal...

Create new calendar

Settings

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Google Productivity Training 2015



1. [Edit event »](#)

2. **Add guests**
Enter email addresses [Add](#)

Click the icons below to mark as optional.

3. [Email guests](#)

Guests
Yes: 0, Maybe: 0, No: 0, Awaiting: 0

- Buford High Website Calendar** [x](#)
- Leah Curtright** [x](#)

Guests can

- ☐ modify event
- ☒ invite others
- ☒ see guest list

4. [Send](#) [Don't send](#)

Yearbook Workshop
Thu, June 11
Video call [Join meeting: bufordwebsite](#)
Calendar bufordwebsite@gmail.com
Created by rebecca.moon@bufordcityschools.org
[copy to my calendar](#) | [Delete](#)

Subject: [Update] Yearbook Workshop

Message: Hi! Please add the Yearbook Summer Workshop to your calendar.

Note: event information will be included in the message.
☒ Send copy to myself

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Calendars & Phones

<https://www.google.com/calendar/syncselect>

Google calendar

Sync Settings

Select calendars to sync to your iPhone/iPad/iCal*

My Calendars

- ☒ rebecca.moon@bufordcityschools.org
- ☒ 10th Grade Testing Calendar
- ☒ 12th Grade Testing Calendar
- ☒ Buford High Website Calendar

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Embedding Calendars into Weebly

- *Go to the “Calendar Settings” for the calendar you wish to embed.*



Buford
City
Schools

Search Calendar

Calendar

CREATE ▼

▼ May 2015

S	M	T	W	T	F
26	27	28	29	30	31
3	4	5	6	7	8
10	11	12	13	14	15
17	18	19	20	21	22
24	25	26	27	28	29
31	1	2	3	4	5

Display only this Calendar

Hide this calendar from the list

Calendar settings

Create event on this calendar

Share this Calendar

Edit notifications



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Embedding Calendars into Weebly

- *Scroll down to “Embed This Calendar” and copy the embed code.*

Auto-accept invitations

Calendars for resources like conference rooms can automatically accept invitations from people with whom the calendar is shared when there are no conflicting events.

[Learn more](#)

- ☐ Auto-accept invitations that do not conflict.
- ☒ Automatically add all invitations to this calendar.
- ☐ Do not show invitations.

Embed This Calendar

Embed this calendar in your website or blog by pasting this code into your web page. To embed multiple calendars, click on the Customize Link



Paste this code into your website.
[Customize the color, size, and other options](#)

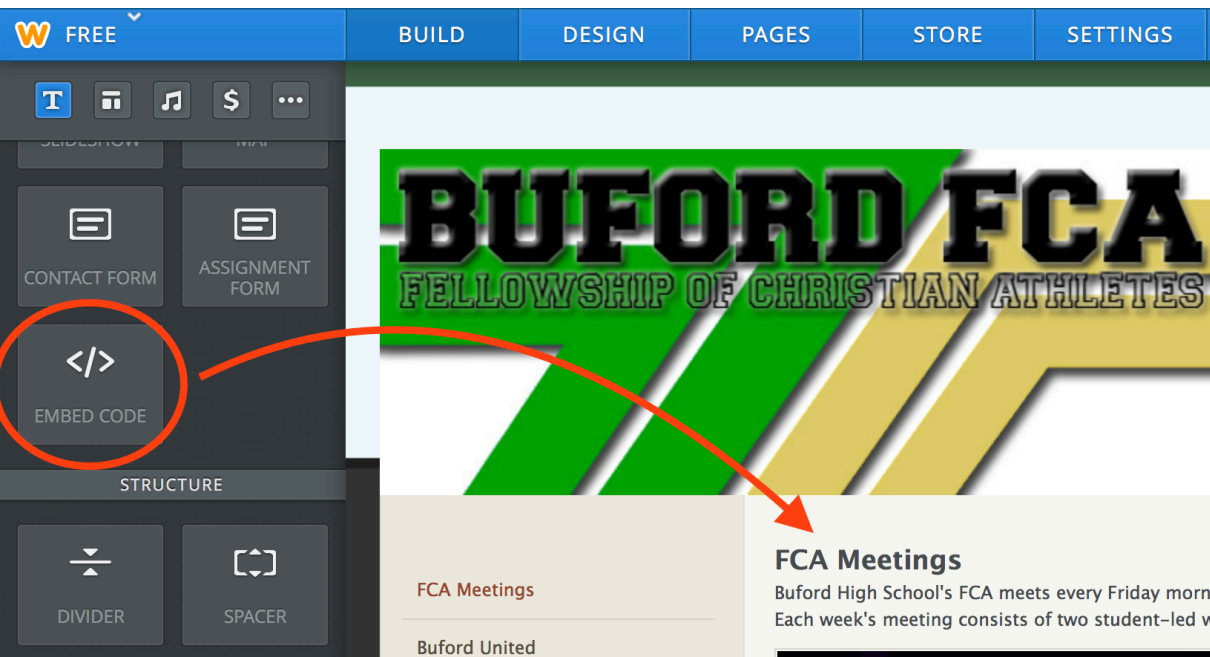
```
<iframe  
src="https://www.google.com/calend  
ar/embed?  
src=bufordcityschools.org_usgj9pco  
9vigvmgtvl0jff2ac%40group.calend
```

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Embedding Calendars into Weebly

- From Weebly, drag an “Embed Code” box onto your page, then paste your code into it.*



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Google Calendar SMS Reminders

- *In just a few steps, you can set Google Calendar to text you reminders about important upcoming events.*
- *Watch this movie for details:*
- <https://youtu.be/sqbXLR9gRP8>