For WYCC Event Sharing

Using Google Calendar
Benefits of Google Calendar

- Rapid sharing of upcoming events and information
- Private and secure
- Control what you see, when and how
- Stay up to date on WYCC, DNR and other events that would benefit Youth Delegates
Getting Started
Joining the Google Calendar Group

Contact one of the committee members to be added to the group. Once you are added, you will receive an email notification.

Invite if you **already have** a Google account

Invite if you **do not have** a Google account
If you have a Google account

The calendar will automatically be added to your existing Google calendar and will show up under “Other Calendars” in your list of available calendars.
If you do not have a Google account yet

There will be a link in the email to join Google. This DOES NOT require you to get a new email address. You can join Google using your existing email address!

We will go over the steps to join.
On sign in screen, select “Create account”
You do not need to create a gmail account. Click on the link that says “Use my current email address instead”.
Fill out the form with your information, create a password, and click “NEXT”.
Google will send you an email with a verification code, enter that code and click “VERIFY”.
Phone number is optional. It will be helpful with account recovery if you ever forget your password.
If you enter a phone number, Google will send you a text message to verify that it is your phone number.
Agree to the privacy terms. Keep clicking the blue circle until the link to “agree” appears at the bottom.
Your account is now all set. The next screen will take you to Google calendar and confirm adding WYCC.
Using Google Calendar
Now that you are all set.

The calendar will be added to your existing Google calendar and will show up under “Other Calendars” in your list of available calendars.
Hover over the WYCC calendar in the list and click on the 3 dots. This will open a list that you can change the color for the calendar and open the calendar settings.
In settings, you can change your preferences for notifications for events.
You can view calendar in multiple ways to see what is coming up.
Events
To add an event to the calendar, click the red circle with the +.
Add a title for the event, and select the date and time.
Under “EVENT DETAILS”, enter the location for the event, if Google recognizes it, it will offer a list of map addresses. You can select from the list to provide a map location for your event.
Add any extra details for the event. Conferencing is for video chat groups. Notifications would be for you only! Make sure that it says “WYCC” for the calendar selected. Don’t forget to enter any contact information, number limitations or special instructions into the description area.
You can add specific people you would like to invite to the event. They do NOT have to be part of the WYCC Calendar group, and you get to control what they can do.

Anyone in the WYCC calendar group will be notified that the event was created, regardless of being listed as a guest.
When you’re all set, click “SAVE” at the top. A box will pop up asking if you want to send invitations to guests. Make sure to click “SEND”, especially if you have guests who are not part of the group.
Notification Emails

Group Members

New event: testing @ Wed May 9, 2018 7:30am - 8:30am (CDT) (WYCC)

When: Wed May 9, 2018 7:30am – 8:30am (CDT)

Video call: https://hangouts.google.com/hangouts_/startlistries.com/wycc-testing

Who: tashina@startlistries.com - creator

Invitation from Google Calendar
You are receiving this email at the account tashina@graphikdesprinting.com because you are subscribed for new event updates on calendar tashina@startlistries.com.

To stop receiving these emails, please log in to https://www.google.com/calendar and change your notification settings for this calendar.

Forwarding this invitation could allow any recipient to modify your RSVP response. Learn More.

Inviteics Download

Guests

Invitation: Work Days for the Nature Classroom @ Sat May 26, 2018 1pm - 3pm (CDT) (Leth?)

Accept

Tentative

Decline

Propose New Time

Invitation: Work Days for the Nature Classroom @ Sat May 26, 2018 1pm - 3pm (CDT) (Leth?)

More details

Where: Richard Bong State Recreation Area, 26513 Burlington Rd, Waukesha, WI 53189, USA

When: Sat May 26, 2018 1pm – 3pm Central Time

Who: tashina@startlistries.com, startlistries.com, startlistries.com

Calendar: WYCC

Contact Delegate: Thret Ton (Leth?)

Work Days for the Nature Classroom

To help in the construction of an outdoor classroom for younger school children. Dress to be outside and working.

To RSVP:

Accept

Decline

Propose New Time

Invitation from Google Calendar
You are receiving this courtesy email at the account startlistries.com because you are an attendee of the event.

To stop receiving future updates for the event, alternatively you can sign up for a Google account at https://www.google.com and submit your notification settings for your own convenience.

Forwarding this invitation could allow any recipient to modify your RSVP response. Learn More.
What an event looks like in the calendar.

Western Racine County Frog Survey

Saturday, June 2
8:00pm – 11:00pm

Case Eagle Park
Rochester St, Burlington, WI 53105, USA

13 guests
13 awaiting

To listen, count, and record frog calls in Western Racine County. Participants should study Wisconsin frog vocalizations prior to participation. Having the ability to drive or be driven is necessary.

Contact Delegate: Trent Tonn (ttonn@basd.k12.wi.us or 262-210-0385)

WYCC
Created by: Tashina Meyer
Joining an Event

- Notify the event contact.
- Add your email to the guest list.
- Check for the event’s requirements.
Canceling an Event

- Go to the event and delete it from the calendar.
- If there are any guests listed, you will be asked if you want to notify the guests, please do.
- Just like creating an event, any member of the calendar group will be automatically notified.
Summary

- This is a private group for Mentors and Youth Delegates. Please respect the privacy of the group members.
- When adding a new event, please make sure to put in as much detail as possible. You can include attachments too.
- This is a new method of organizing events for the Youth Delegates. Any feedback is greatly appreciated.