## Google Calendar

The MCC calendar is available online as a Google Calendar. A link can be found in every e-newsletter or on our homepage:

http://www.middletonucc.org/connect/events-calendar/

There are separate calendars for:

Finance Middleton UCC Events **Building Use** Membership &

Christian Ed **Fellowship**  Mission & Stewardship

Worship

At least one member of each board should have access to that board's calendar, so you can add or change meetings and events. Contact Anne to get admin access.

## Create an event

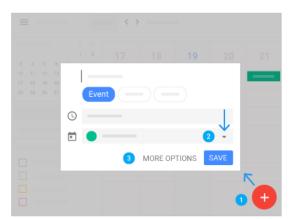
## Create an event:

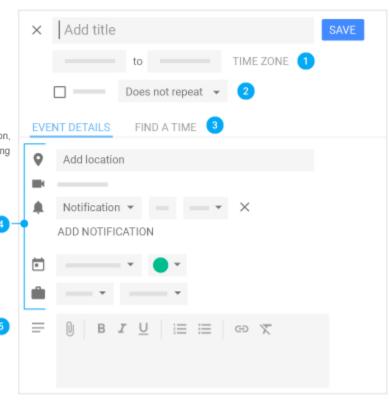
- 1 In calendar.google.com, click an empty time slot in the calendar grid and click Event. You can also click Create
- (Optional) To create an event using another calendar, next to your name, click the Down arrow v and select a calendar.
- Add an event title, date, and time, and click More options or

## Add event details

- Choose a time zone.
- Set up a recurring event.
- Find a time—Find a time when your coworkers are free for the meeting.
- Add event details—Add the meeting location, send event notifications, and more.
- Add an event description—Add details, such as contact information, instructions, or links for your event. Format your description by adding bold, italic, or underline, or add lists and links.

If you're not familiar with Google Calendar, search YouTube for "Google Calendar Tutorial" for an introduction. Then, if you still have questions, ask Anne or another staff member.







On the website, you can access the Events Calendar from the link on the main page. (above)

Click the Agenda tab in the upper right of the calendar for a list of upcoming events. (right)

This Events Calendar is a direct link to MCC's Google Calendar, so any changes will show up on the website immediately.

Click on +GoogleCalendar in the lower right to add selected MCC calendars to your own personal Google Calendar.

