

BCHO Online Calendar Help



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Introduction

The BCHO online calendars provide a means to list your Chapter's events on the bcho.org web site. The free online calendar tool we use is called Google Calendar. Anyone that has a Google user account or has a Gmail email address has the ability to add and manage your chapters online BCHO calendar. Through this free online tool you can add an event date for your Chapter and have it immediately be listed on the BCHO web site.

Here you see an example of the Google Calendar App you would use to add an event or edit a calendar event.

1) Click on a date on the calendar. 2) Enter the title of your event. 3) Select one of 10 BCHOs Calendars. 4) Enter the range of day or time. 5) Enter the location. 6) Enter some details about your event and Save.

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The screenshot shows the BCHO Online Calendar interface. At the top, there is a search bar labeled "Search Calendar" and a user profile for "Marty". Below the search bar, the calendar is set to "March 2016" and is displayed in a "Month" view. The calendar grid shows events for each day of the month. On the left side, there is a sidebar with a "CREATE" button, a calendar navigation tool for March 2016, and a list of "My calendars" and "Other calendars".

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	Mar 1	2	3	4	5
			WCBCHO Chapter	Central Oregon Sportsman's Show	BCHO Winter Convention BCHO Convention (12:00am) Winter convention	
6	7	8	9	10	11	12
Central Oregon S BCHO Winter Con BCHO Conventio Winter conventio		7p Territorial Riders 7p General Meeting				Baker Beach Clea 10:30 WCBCH Flyir 11 TRBCHO Chaj
13	14	15	16	17	18	19
Daylight Saving Ti		6:30p Board Meetin	Steens BCH Chap 6p CGBCHO chaptr		Northwest Horse Fair and Expo 9 WCBCHO	Sourdough BCH C 8 Clackamas 4-H T 9 WCBCHO
20	21	22	23	24	25	26
Northwest Horse 9 WCBCHO		6:30p Pack Clinic			6:30p Packing Train	
27	28	29	30	31	Apr 1	2
Easter Sunday						PCTA Estacada S TRBCHO 501 wo 9 TRBCHO Workpa

Requirements

To use and access the BCHO Online Google Calendar will require you to have a PC, MAC, Tablet, or Smartphone. It is easiest to add event with a larger window and have an keyboard and mouse when adding events. You must also have a Google account (Gmail address), but are not required to use Gmail. Your Google account will be used to access the Google Calendar App. Lastly you must also have a hi-speed Internet connection, dial-up will not work. It is always best to run Google Chrome to access all the features provided by Google Calendar.

Log in to My Google Account

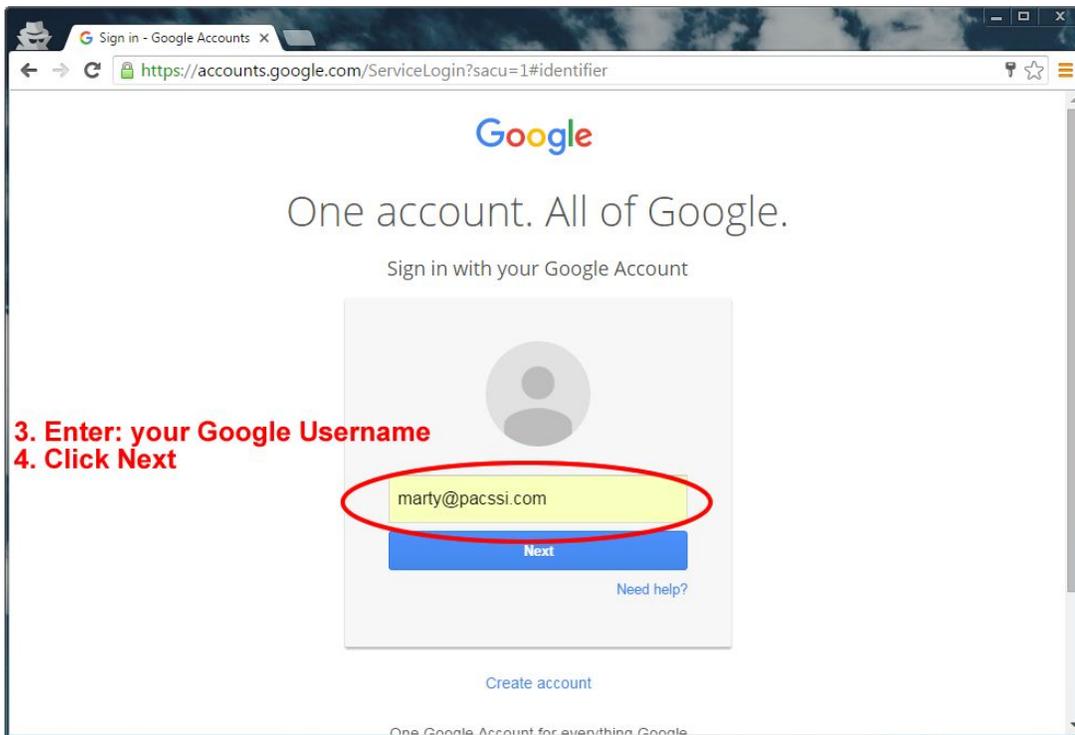
As when running Google Apps, it is best to use Google Chrome. In Google Chrome or other web browser applications go to <http://www.google.com>, in the upper right corner click "Sign in" in the upper right corner. If you see something else you may already be logged in to a Google Account. Click on the icon currently in the same location of the window to see which Google Account you are logged in as. If this is the case just skip the next 4 steps.

If you need to switch or change the account see the section below on switching to another account.

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Next enter your Google Username. This is always the email address you established when you created your Google account initially. The user name will always be <something>@gmail.com unless you own your own web Domain and it is being managed by Google. For example marty@pacssi.com and web-admin@bcho.org are managed by Google Apps and are equivalent to any @gmail.com address.



Enter your password and click next. Keep track of your password, if you lose it then always use the password recovery link provided. Creating a new account creates extra work for the BCHO web and calendar administrators.

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My Google Account

Once logged into your Google account you have direct access to a number of useful applications. The one Google account provides access to a number of free Google Cloud Based Applications. Your Google user account provides access to **Gmail**, **Youtube** (a place to share Chapter Videos) , **Groups** (create mailing lists and discussion groups) , **Calendar** (access the chapters online calendar), **Drive** (access to the new BCHO Volunteer Reporting Spreadsheet), **Sheets** , **Docs** (create Word and Excel documents) and a number of other Google Cloud Based Applications.

The Google App launched is opened by clicking on  Icon in the upper left corner just after logging in to your Google Account.



Notice the names and icons shown circled by item 5.

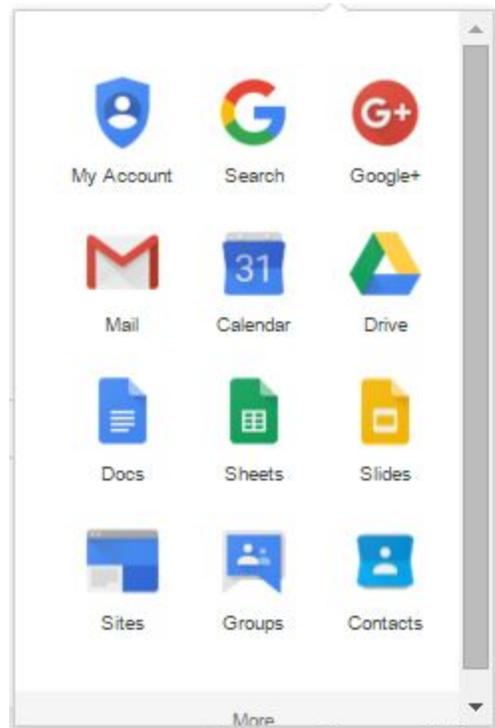
- Marty - Account name
- Mail - Click to open Gmail Tab
- Images - Open Google Images Tab
- 3x3 dots icon - Open Google Launcher App window
- Round circle with bell - Current Notifications
- Colored circle with a Letter - Account Profile/Status. Click switch to different Google Account.

For additional help with getting started with Google Apps.

- <https://apps.google.com/learning-center/products/quickstart/>
- <https://admin.google.com/user/hub>

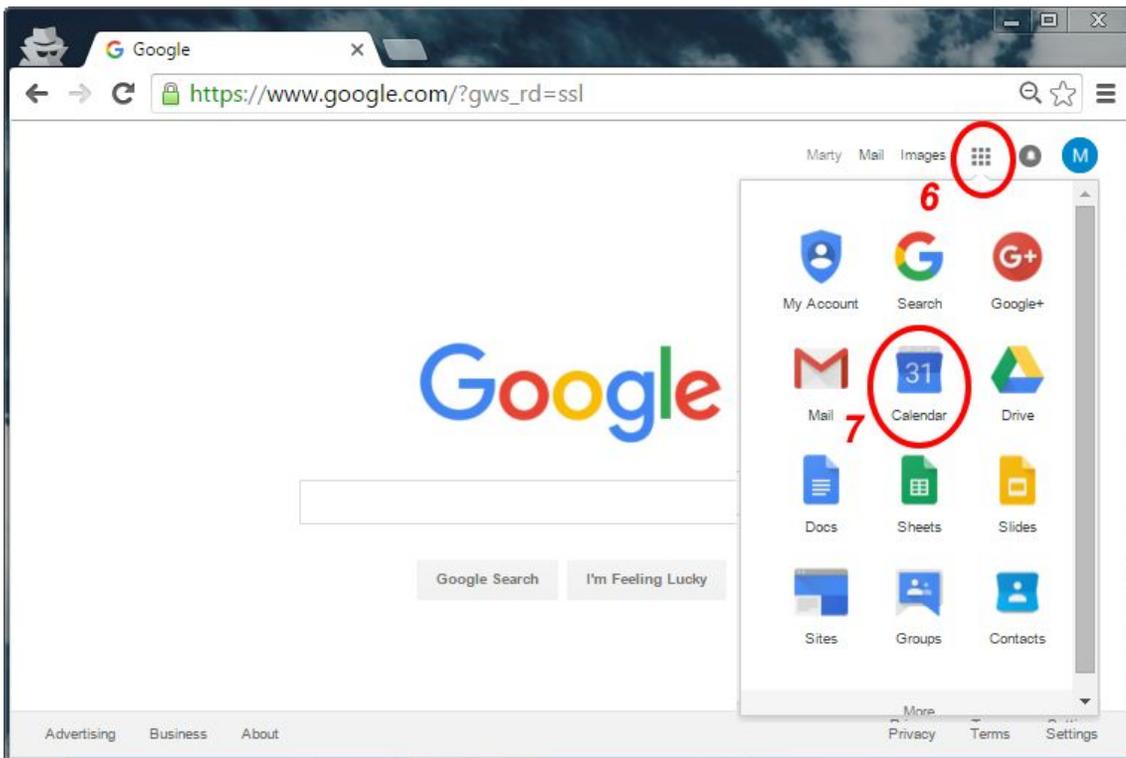
Open My Google Calendar App

To open the Google Calendar App login to your Gmail account click on the 3x3 dots at the top to open the Google App Launcher. From there just pick Calendar App from the list in the Google Launcher Window.

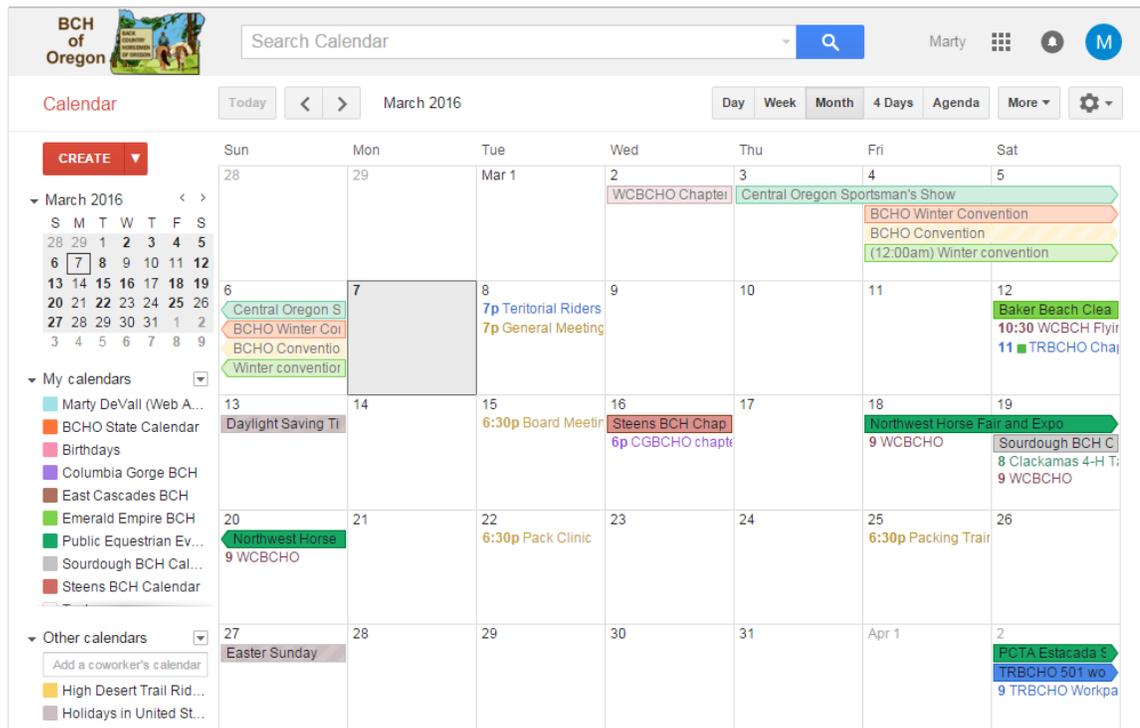


to

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When you pick the Google Launcher icon (3x3 dots) a drop-down window will appear showing a number of icons. Pick "Calendar" to open your Google Calendar window.



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BCHO Online Calendars

The BCHO Online Calendars are made up of eleven Google Calendars. The BCHO web site displays all eleven together on the BCHO Calendar page. Here are the eleven BCHO calendars.

- BCHO State Calendar
- Columbia Gorge BCH Calendar
- East Cascades BCH Calendar
- Emerald Empire BCH Calendar
- High Country Wilderness Packers BCH Calendar
- High Desert Trail Riders BCH Calendar
- Sourdough BCH Calendar
- Steens BCH Calendar
- Territorial Riders BCH Calendar
- West Cascades BCH Calendar
- Public Equestrian Events Calendar

The BCHO State Calendar are for state wide events like the BCHO state ride. The Public Equestrian Events Calendar are for non BCHO equestrian events.

Through the use of Share permissions your Google Account will provide you edit access to your Chapter's Calendar and for some either the BCHO State Calendar or Public Equestrian Events Calendar. As a chapter member who would like to manage and add events to your chapter's Calendar please contact your chapter president or web@bcho.org.

Calendar Guidelines

There are a couple of Calendar guidelines to follow when adding events, so the BCHO Web Site Calendar page will look uniform and readers will be able to find a chapters events.

1. When entering the Title of an article always begin it with your Chapter Name or Initials, ie. "Emerald Empire BCH Work Party", "EEBCH Trail Ride", or "HDTRBCH Board Meeting". If you use only "Trail Ride" or "Board Meeting" it will be harder to tell which chapter is putting on the event.
2. Date & Time - If the event is not multiple days in a row, uncheck All Day Event and enter the start and end times.
3. The Location of the event. When entering a location for your event make sure the Google Map location is included. By including the events actual map location will allow smartphone users to pick the location from the calendar event and get driving directions directly on their smartphones navigation software.
4. The Description field is there to include all details about your event. There is no limit, but currently it does not support pictures, only text.

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Adding Calendar Events

1. While in the Google Calendar App, Click on a day you will to add an event to.

The screenshot displays the Google Calendar interface. An 'Event | Task' window is open, showing the following fields:

- When:** Mon, February 29
- What:** (empty field with a placeholder: e.g., 7pm Dinner at Pancho's)
- Calendar:** Marty DeVall (Web Admin)

Buttons for 'Create event' and 'Edit event' are visible below the 'Calendar' dropdown. The background calendar shows a grid for March 2016 with various events listed, such as 'Central Oregon Sportsman's Show', 'BCHO Winter Convention', and 'Northwest Horse Fair and Expo'.

2. A small Event window appears on top near the day you selected. The "When:" field shows The Date selected is listed, the "What:" field is for the title and the third field "Calendar:"
3. Next, enter the Title of your event in the "What:" field following the Calendar Guidelines listed above.

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The screenshot shows a Google Calendar window with a browser address bar at https://calendar.google.com/calendar/render?tab=wc&pli=1#main_7%7C1. On the left, there's a sidebar with 'BCH of Oregon' logo, a 'Calendar' section with a 'CREATE' button, and a monthly view for March 2016. The main area shows an 'Event | Task' dialog box for 'Mon, February 29'. The 'What:' field contains 'e.g., 7pm Dinner at Pancho's'. The 'Calendar:' dropdown is open, showing a list of calendars including 'Marty DeVall (Web Admin)', 'BCHO State Calendar', 'Columbia Gorge BCH', 'East Cascades BCH', 'Emerald Empire BCH', 'Public Equestrian Events', 'Sourdough BCH Calendar', 'Steens BCH Calendar', 'Territorial Riders BCH', and 'West Cascades BCH'. The background calendar view shows a weekly grid with events like 'BCHO Winter Convention', 'BCHO Convention', and 'Northwest Horse Fair and Expo'.

- Next select the small arrow in the “Calendar:” field to reveal all the Calendars your account has access to. In this example here you see a number to choose from. Normally you will only have 2 or 3. If your chapter's Calendar name does not appear in the list then you do not have permissions to add events to that calendar. Contact your Chapter president or the BCHO Web Administrator for access. You want to select the Calendar for your chapter. Failing to correctly set the Calendar name here will make the event invisible on the BCHO website and on anyone's personal calendar who has subscribed to your calendar.

Note: The first in the list is the calendar that is automatically created when you create your Google Account. For example “Marty DeVall (Web Admin)” was created when the web-admin@bcho.org Google Account was setup. This Calendar named “Marty DeVall (Web Admin)” is not displayed on the BCHO Web site so any events tied to this calendar will not be visible.

- Next click on “Edit event” to add more details to your event.

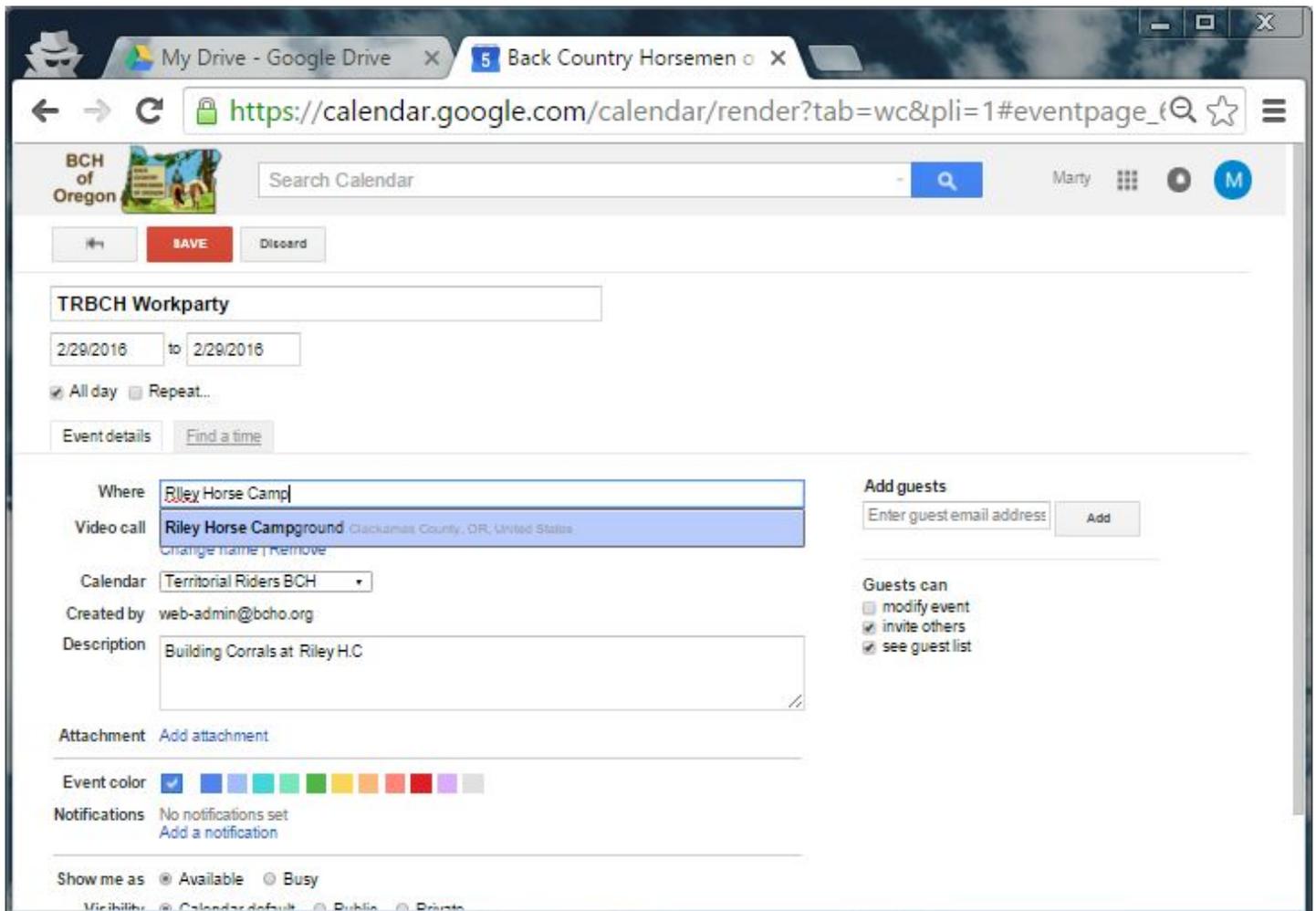
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The screenshot shows a web browser window with two tabs: 'My Drive - Google Drive' and 'Back Country Horsemen'. The address bar shows the URL: https://calendar.google.com/calendar/render?tab=wc&pli=1#eventpage_. The page header includes the 'BCH of Oregon' logo, a search bar, and user profile information for 'Marty'. The main content area is the event edit form for 'TRBCH Workparty'. The event is scheduled for 4/8/2016 to 4/9/2016. The 'All day' checkbox is checked. The location is 'Riley Horse Campground, Clackamas County, OR, United States'. The video call link is 'Join meeting: pacssi-com-af40'. The calendar is set to 'Territorial Riders BCH'. The description reads: 'Building Corrals at Riley H.C. , Work will begin a 9:00 AM and finish at 5:00pm each day. For more information contact territorialriders@bcho.org'. The 'Add guests' section has an input field and an 'Add' button. The 'Guests can' section has checkboxes for 'modify event', 'invite others', and 'see guest list'. The 'Event color' section shows a row of color swatches with the first one selected. The 'Notifications' section shows 'No notifications set' and an 'Add a notification' link. The 'Show me as' section has radio buttons for 'Available' and 'Busy'.

6. Here in the full edit window uncheck “All Day” if it is not an overnight event and enter the start and end time.
7. Ensure the correct Calendar is selected, next to “Calendar” and in the “Description” field enter any other information you would like to include that makes sense for your readers.

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8. For the “Where:” field start typing the location or Address of your location and the Calendar will automatically find the actual map location for you. Here “Riley Horse Camp” typed in, misspelling riley, but below in light blue Google found the actual map location. With the mouse select the blue highlighted text to pick the actual map location for your event.
9. When you are satisfied with your event, click on the red “Save” button to save your event date.
10. To modify an event simply locate the event listed on the Calendar and double click on the event to reopen the small edit window. Click on “Edit event” to access the full edit window again.

Managing Calendars

The Google Calendar App provides the ability to share calendar duties with other chapter members, change which calendar are viewable in your view, change the color used by your different Calendars and create more calendars. You can choose which calendars are visible in your window or you can share the Calendar with another chapter member so they can also add events.

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Toggle Calendar visibility

When viewing your Calendar in the the Google Calendar App window the names of the different calendars associated with your account are listed on the left side. When the colored box is showing this indicates that calendar is visible. Simply move the mouse over the name and click, move the mouse off the name and the colored box will disappear and any events associated with that calendar will no longer be visible on the view below.

Note: This only change the view below and has nothing to do will how the calendar is displayed on the BCHO web site.

The screenshot displays a Google Calendar interface for March 2016. The browser address bar shows the URL https://calendar.google.com/calendar/render?tab=wc&pli=1#main_7%7C1. The page title is "Calendar" and the current view is "March 2016". The interface includes a search bar, navigation controls, and a list of calendars on the left side. The main calendar grid shows various events such as "WCBCHO Chapter", "Central Oregon Sportsman's Show", "BCHO Winter Convention", "BCHO Convention", "Winter convention", "Central Oregon Spa", "7p Territorial Riders BC", "7p General Meeting", "Baker Beach Clean up", "11 TRBCHO Chapter", "Daylight Saving Time", "6:30p Board Meeting", "Steers BCH Chapter", "6p CGBCHO chapter", "Northwest Horse Fair and Expo", "Sourdough BCH Chag", "8 Clackamas 4-H Tack", "Northwest Horse F...", "6:30p Pack Clinic", "6:30p Packing Training", "Easter Sunday", "PCTA Escalada Sav", "TRBCHO 501 work", and "9 TRBCHO Workparty".

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Change Calendar Color

When viewing your Calendar in the the Google Calendar App window the names of the different calendars associated with your account are listed on the left side. The colored box showing indicates the color that will be used for that calendar. Move the mouse pointer over one of the calendar names and select the down arrow to the right of the name. This will produce a menu, from the menu it shows a list of colors you can set for the calendar to use. The one with a check box indicates the current color. Just click on a different color to change the color used by that calendar.

Note: This only changes the color on the view below and has nothing to do will how the calendar is displayed on the BCHO web site.

A screenshot of a web browser displaying the Google Calendar interface. The browser's address bar shows the URL 'https://calendar.google.com/calendar/render?tab=wc&pli=1#main_7%7C'. The calendar is set to March 2016. On the left side, there is a sidebar with a list of calendars. A context menu is open over the 'BCHO State Calendar' entry, showing options like 'Display only this Calendar', 'Hide this calendar from the list', 'Calendar settings', 'View Trash', 'Create event on this calendar', 'Share this Calendar', 'Edit notifications', and 'Send to a coworker'. At the bottom of this menu is a color selection grid with various colored squares, and a 'Choose custom color' option. The main calendar grid shows events for March, including 'WCBCCHO Chapter Meeting', 'Central Oregon Sportsman's Show', 'BCHO Winter Convention', 'BCHC Convention', '(12:00am) Winter convention', 'Territorial Riders BC General Meeting', 'Baker Beach Clean up', '11 TRBCCHO Chapter', 'Board Meeting', 'Steens BCH Chapter', '6p CGBCCHO chapter meeting', 'Northwest Horse Fair and Expo', 'Soundough BCH Chapter', '8 Clackamas 4-H Tack', 'Pack Clinic', '6:30p Packing Training', 'Easter Sunday', 'POTA Eschavada Sem', 'TRBCHO 501 work', and '9 TRBCHO Workparty'.

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Share A Calendar to a Chapter Member

The BCHO predefined Calendars are all set to be visible by the public. This implies anyone can view the event dates and also subscribe to them. Additional permissions can be set so specific BCHO members so they can:

- Make changes AND manage sharing
- Make changes to Events

You can also add someone and give them “See all Events” permissions. This is the same as having them go to the BCHO web site and choose to subscribe to the calendar. People who subscribe to the Calendar will get automatic email messages when events change or when events are added.

To share your chapter's Calendar:

1. Move the mouse pointer over one of the calendar names and select the down arrow to the right of the name. This will produce a menu.

The screenshot shows a Google Calendar interface for March 2016. A context menu is open over the 'WCBCHO Chapter 4' calendar, with 'Share this Calendar' highlighted. The menu options include: Display only this Calendar, Hide this calendar from the list, Calendar settings, View Trash, Create event on this calendar, Share this Calendar, Edit notifications, and Send to a coworker. Below the menu is a color selection grid and the option 'Choose custom color'. The calendar grid shows various events such as 'Central Oregon Sportsman's Show', 'BCHO Winter Convention', 'Baker Beach Clean up', and 'Northwest Horse Fair and Expo'.

2. From the menu select “Share this Calendar”.

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BCH of Oregon Marty   

Territorial Riders BCH Details

[Calendar Details](#) [Share this Calendar](#) [Edit notifications](#) [Trash](#)

« [Back to calendar](#)

Share this calendar with others

Make this calendar public [Learn more](#)

Share this calendar with everyone in the organization **Back Country Horsemen of Oregon**

Share with specific people

Person	Permission Settings	Remove
<input type="text" value="Enter email address"/>	<input type="text" value="See all event details"/>	<input type="button" value="Add Person"/>
web-admin@bcho.org	Make changes AND manage sharing	
marty@pacssi.com <small>bcho.org administrators have "Make changes AND manage sharing" access to all calendars in the domain.</small>	<input type="text" value="Make changes AND manage sharing"/>	
tim.a.lagasse@gmail.com	<input type="text" value="Make changes to events"/>	
bcho@pacssi.com	<input type="text" value="Make changes AND manage sharing"/>	
savvytrails@gmail.com	<input type="text" value="Make changes to events"/>	
agf97038@gmail.com	<input type="text" value="Make changes to events"/>	

« [Back to calendar](#)

3. Here you see the Gmail users the their assigned permission on the Territorial Riders BCH Calendar. These must be Google Accounts, add non Google accounts will not grant them access to enter events on the calendar.
4. Enter a Google Account email address in the box provided, set the permission to either **“Make changes AND manage sharing”** or **“Make changes to Events”** and click on the Save button.
5. Next Click on the link [“Back to Calendar”](#).

Testing Calendar Changes

To ensure the events you added to your chapter's Calendar are visible, just go to the BCHO Web site to view them.

<http://bcho.org/wp/welcome/calendar-and-events/>