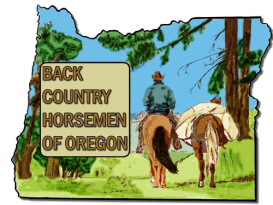


# BCHO Online Calendar Help



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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.

# BCHO Online Calendar Help



## 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

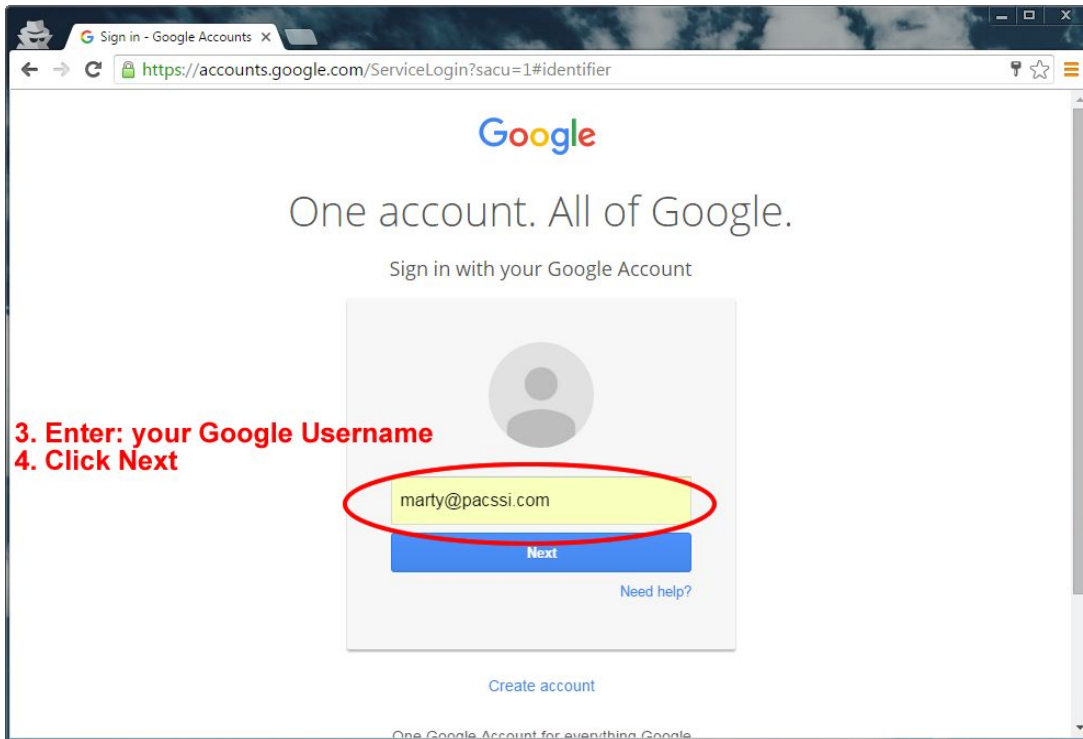
5g'k\Yb'fi bb]b[ ; cc[ 'Y'5ddgž]h]g VYgh'hc'i gY'; cc[ 'Y'7\ fca Y''=b'; cc[ 'Y'7\ fca Y'cf'ch\Yf'k YV' Vfck gYf'Udd']W]h]cbg[ [ c'hc '\hd.##k k k "[ cc[ 'Y"Vta ž']b'h\Y'i ddYf'f][ \h'Vt'fbYf'W]W'Í G][ b' ]b' ]b' h\Y'i ddYf'f][ \h'Vt'fbYf'"=Zmci 'gYY'gca Yh\]b[ 'Y'gY'mci 'a UmiU'fYUXm'VY''c[ [ YX']b'hc'U'; cc[ 'Y' 5Wti bh''7']W'cb'h\Y']Vt'b'W'ffYbh'm]b'h\Y'gUa Y''cW]h]cb'cZ'h\Y'k ]bXck'hc'gYY'k \]W'; cc[ 'Y' 5Wti bh'mci 'UfY''c[ [ YX']b'Ug"='h\]g' ]g'h\Y'W]gY' 'i gh'g\_]d'h\Y'bYI h( 'ghYdg''

=Zmci 'bYYX'hc'gk ]h\ 'cf'W]Ub[ Y'h\Y'UWti bh'gYY'h\Y'gYV]cb'VY'ck'cb'gk ]h\]b[ 'hc'Ubch\Yf' UWti bh''

# BCHO Online Calendar Help

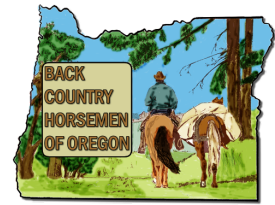


BYI h'YbhYf'mci f'; cc[ 'Y'I gYfbUa Y''H\ ]g' ]g'U'k Umg'h\Y'Ya U]'UXXfYgg' nci '  
YghUV' ]g\YX'k \Yb'mci 'WYUHfX'mci f'; cc[ 'Y'UW\i bh]b]h]U'm' H\Y'i gYf'bUa Y'k ]''U'k Umg'VY'  
Ogca YH\ ]b[ 2 4 [ a U]'V\ta 'i b'Ygg'mci 'ck b'mci 'ck b'k YV'8ca U]b'UbX' ]h' ]g'VY]b[ 'a UbU[ YX'Vmi  
; cc[ 'Y'' : cf'YI Ua d'Y' a UfHm# dUV\g]'V\ta 'UbX' k YV!UXa ]b4 VW.c"cf[ 'UfY'a UbU[ YX'Vmi; cc[ 'Y'5ddg'  
UbX'UfY'Yei ]j Y'Ya bh'hc'Ubmi4 [ a U]'V\ta 'UXXfYgg''




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# BCHO Online Calendar Help



## My Google Account

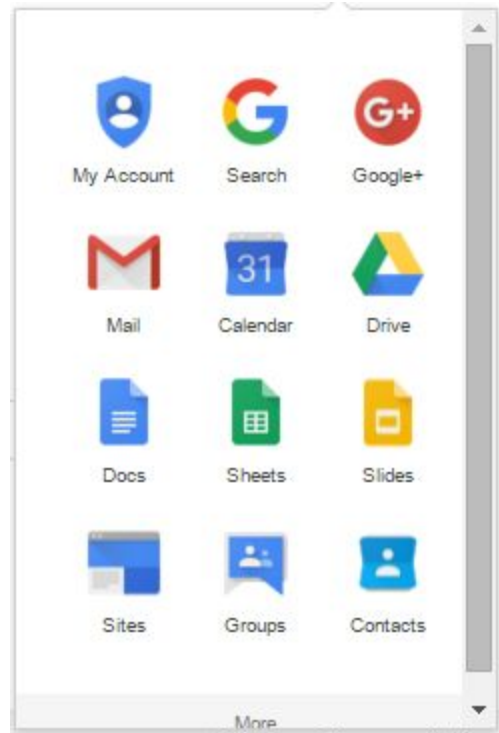
Once logged into your Google account you have direct access to a number of useful applications. **Groups**, **Calendar**, **Docs**, **Drive**, **Sheets**, **Slides**, **Mail**, **Search**, **Contacts**, **My Account**, **Google+**, **Sites**, **Images**, **Notifications**, **Launcher**

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.



to

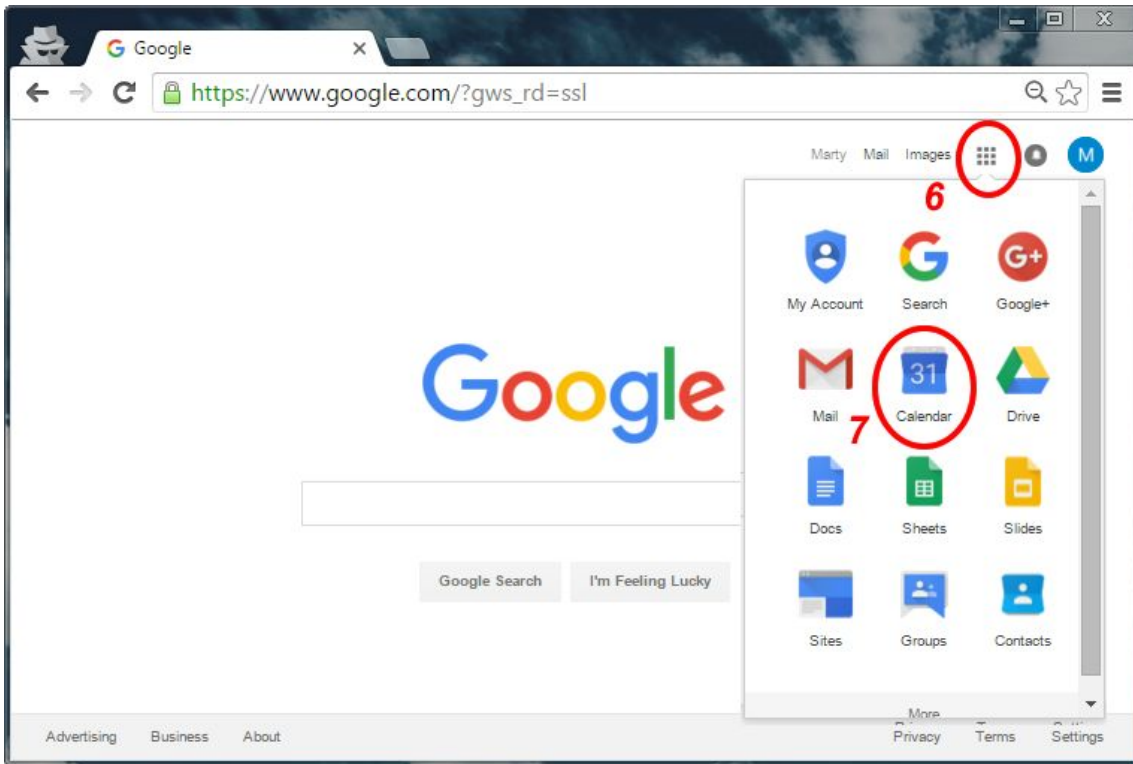
: cf'UXX]h]cbU'\Y'd'k ]h' [ Yh]b[ 'ghUfhYX'k ]h' ; cc[ 'Y'5ddg''

[\hdg.##Uddg"\[ cc\[ 'Y"Vta #YUfb\]b\[ !WbhYf#dfcXi Wg#ei \]WghUfh#](#)  
[\hdg.##UXa \]b"\[ cc\[ 'Y"Vta # gYf#i V'](#)

## Open My Google Calendar App

Hc'cdYb'hAY'; cc[ 'Y'7UYbXUf'5dd'c[ ]b'hc'mci f'; a U]'UWti bh]W]cb'hAY' I' 'Xchg'Uh'hAY'hcd hc'cdYb'hAY'; cc[ 'Y'5dd@Uj bWYf": fca 'hAYfY'f gh'd]W\_7UYbXUf'5dd'Zfca 'hAY'gh]b'hAY'; cc[ 'Y'@Uj bWYf'K ]bXck ''

# BCHO Online Calendar Help



K \Yb'mci 'd]W\_ h\Y'; cc[ 'Y'@Ui bWYf']Wtb'fl I ' 'Xchgk'U'Xfcd!Xck b'k ]bXck 'k ]''UddYUf'g\ck ]b[ 'U' bi a VYf'cZ]Wtbg''D]W\_ í7U'YbXUfí 'hc'cdYb'mci f'; cc[ 'Y'7U'YbXUf'k ]bXck ''

# BCHO Online Calendar Help



## 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.

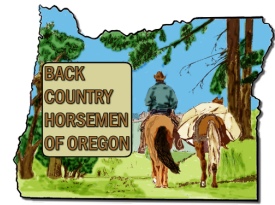
Through the use of Share permissions your Google Account will provide you edit access to your Chapter's Calendar and for some either the BCHO State Calendar or Public Equestrian Events Calendar. As a chapter member who would like to manage and add events to your chapter's Calendar please contact your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

# BCHO Online Calendar Help



## 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 text box)
- Calendar:** Marty DeVall (Web Admin)

Buttons for 'Create event' and 'Edit event' are visible below the 'Calendar' dropdown. The background calendar view shows a grid for February and March 2016, with various events listed for different days.

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.



# BCHO Online Calendar Help



The screenshot shows a Google Calendar interface. On the left, there's a sidebar with a 'Calendar' section and a 'CREATE' button. Below that is a monthly calendar for March 2016. The main area shows a weekly view of events. An 'Event | Task' dialog box is open, with the 'Calendar:' dropdown menu expanded to show a list of calendars. The list includes '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 'Territorial Riders BCH' calendar is currently selected.

- 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](mailto: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.



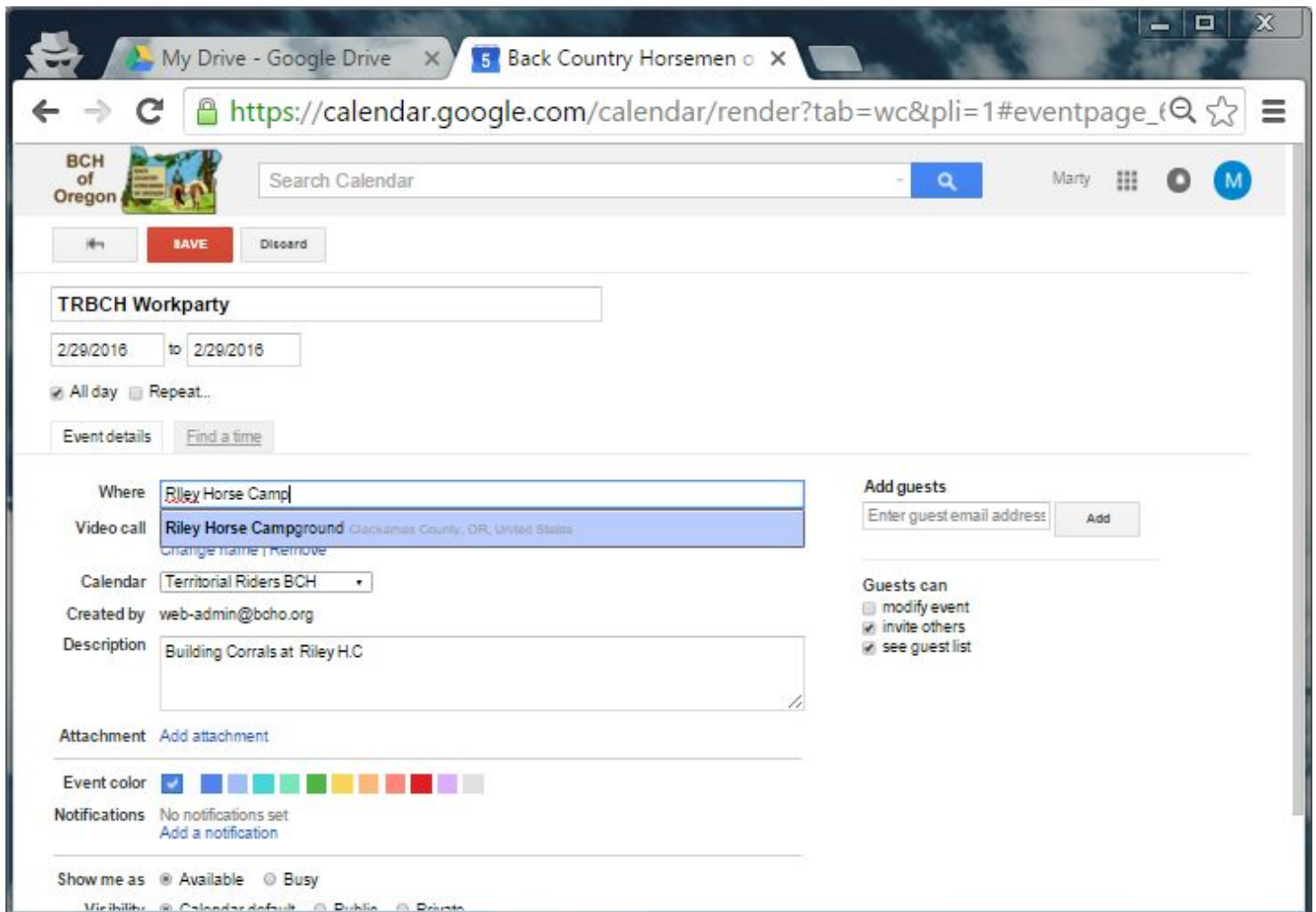
# BCHO Online Calendar Help



A screenshot of a web browser showing the Google Calendar 'edit' interface. The browser tabs include 'My Drive - Google Drive' and 'Back Country Horsemen'. The address bar shows the URL 'https://calendar.google.com/calendar/render?tab=wc&amp;pli=1#eventpage\_'. The calendar header shows 'BCH of Oregon' and a search bar. The event being edited is titled 'TRBCH Workparty' and 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 is empty. The 'Guests can' section has 'invite others' and 'see guest list' checked. The 'Event color' is set to blue. The 'Notifications' section shows 'No notifications set'. The 'Show me as' section is set to 'Available'.

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.

# BCHO Online Calendar Help

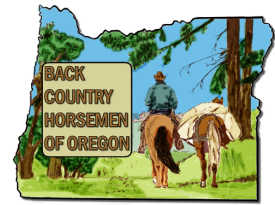


8. For the “Where:” field start typing the location or Address of your location and the Calendar will automatically find the actual map location for you. Here “Riley Horse Camp” typed in, misspelling riley, but below in light blue Google found the actual map location. With the mouse select the blue highlighted 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.

# BCHO Online Calendar Help



## 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.

A screenshot of a web browser displaying a Google Calendar interface. The browser tabs show 'My Drive - Google Drive' and 'Back Country Horsemen'. The address bar shows the URL 'https://calendar.google.com/calendar/render?tab=wc&amp;pli=1#main\_7%7C1'. The calendar is in a weekly view for March 2016. The left sidebar shows a list of calendars under 'My calendars' and 'Other calendars'. The main calendar grid shows events for each day of the week, including 'WCBCHO Chapter', 'Central Oregon Sportsman's Show', 'BCHO Winter Convention', 'BCHO Convention', '(12:00am) 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 Saw', 'TRBCHO 501 work', and '9 TRBCHO Workparty'. The interface includes navigation buttons for 'Today', 'March 2016', and view options like 'Day', 'Week', 'Month', '4 Days', 'Agenda', and 'More'.

# BCHO Online Calendar Help



## 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.

# BCHO Online Calendar Help



## 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.

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

# BCHO Online Calendar Help



BCH of Oregon  Marty [Grid] [Bell] [M]

## 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"/>
<b>web-admin@bcho.org</b>	Make changes AND manage sharing	
<b>marty@pacssi.com</b> <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"/>	<input type="button" value="Remove"/>
<b>tim.a.lagasse@gmail.com</b>	<input type="text" value="Make changes to events"/>	<input type="button" value="Remove"/>
<b>bcho@pacssi.com</b>	<input type="text" value="Make changes AND manage sharing"/>	<input type="button" value="Remove"/>
<b>savvytrails@gmail.com</b>	<input type="text" value="Make changes to events"/>	<input type="button" value="Remove"/>
<b>agf97038@gmail.com</b>	<input type="text" value="Make changes to events"/>	<input type="button" value="Remove"/>

« [Back to calendar](#)

- 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.
- 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.
- 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/>