



ADD BAND EVENTS TO YOUR CALENDAR AND SET CHANGE NOTIFICATIONS!

Follow these steps to add Mr. Madrinan's Google Calendar to your own! Start at the beginning, if you don't have a Google Calendar. If you do, then skip to step II.

I. Create your own Google Calendar...

1. In a web browser, go to calendar.google.com.
2. Click "Create an Account"
3. Fill out the form on the next screen to create your account.

II. Add Band Calendar to your Google Calendar...

1. In a web browser, go to calendar.google.com.
2. If necessary, login to your Google Calendar. (If you have not created a Google Calendar, then see the steps under section I, above.)
3. Under the section "Other Calendar's" in the box labeled "Add a friend's calendar" enter director.of.bands@seminolewarhawkband.org.
4. Events from the band calendar should now appear in your Google Calendar.

III. Set up Google Calendar to send change notifications...

1. When you hover over the entry for "director.of.bands@seminolewarhawkband.org" a triangle appears. Click the triangle to open the calendar menu.
2. In the calendar menu, click "Edit notifications."
3. On the next screen, in the section "Choose how you would like to be kept up-to-date:" change the settings to indicate how you would like to be notified of event additions, deletions, and changes.
4. When done making changes, click "Save" at the bottom of the screen.