

Making the Most of Your Parish's Google Calendar

Why Google Calendar?

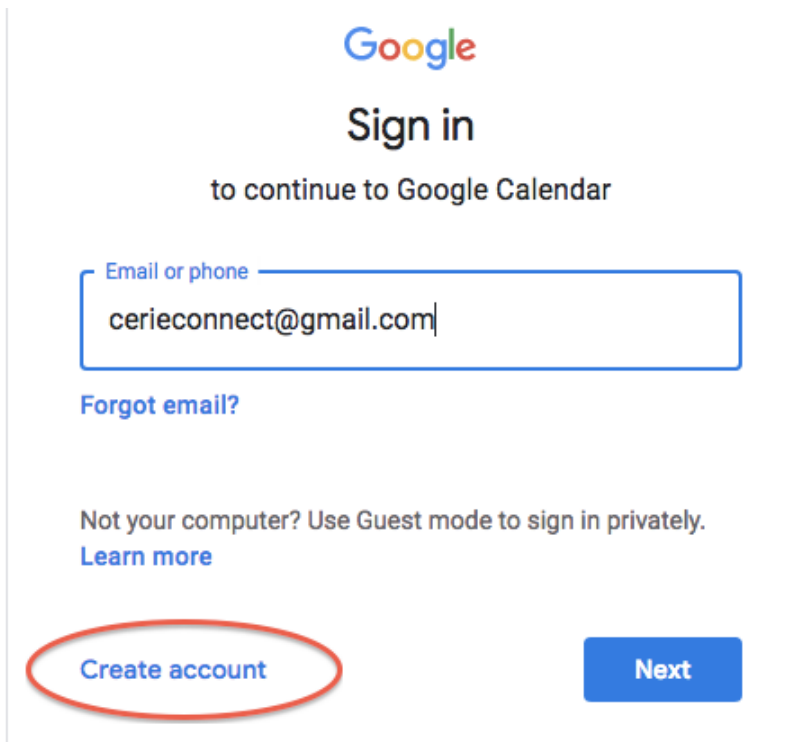
Google Calendar is a recommended choice for your parish website, because it's easy to integrate, working well with sites built on both CMS Made Simple, and ProcessWire. (And should you decide to host/move your parish's website elsewhere, it is compatible with basically every website software available – there's no need to recreate the wheel.)

Google Calendar is easy to learn to use, while offering a lot of different options, such as the ability to combine multiple calendars into one, the ability to control edit access to individual calendars within your account between many people, and built in mobile compatibility.

Creating Your First Calendar

Before you start creating your first calendar, you will need a Google account. Many parishes already have a Gmail address that they use for parish communications. If your parish does, and this is an account that you have access to, then you're good to go. If not, you'll need to register a new Google account first.

Whether you already have an account to use, or you need to create one, the first step is to go to <http://google.com/calendar> where you'll see a login screen:

A screenshot of the Google sign-in page for Google Calendar. At the top is the Google logo, followed by the text "Sign in" and "to continue to Google Calendar". Below this is a text input field labeled "Email or phone" containing the email address "cerieconnect@gmail.com". Under the input field is a link "Forgot email?". Further down is the text "Not your computer? Use Guest mode to sign in privately." with a link "Learn more". At the bottom left is a link "Create account" which is circled in red. At the bottom right is a blue button labeled "Next".

Google

Sign in

to continue to Google Calendar

Email or phone

[Forgot email?](#)

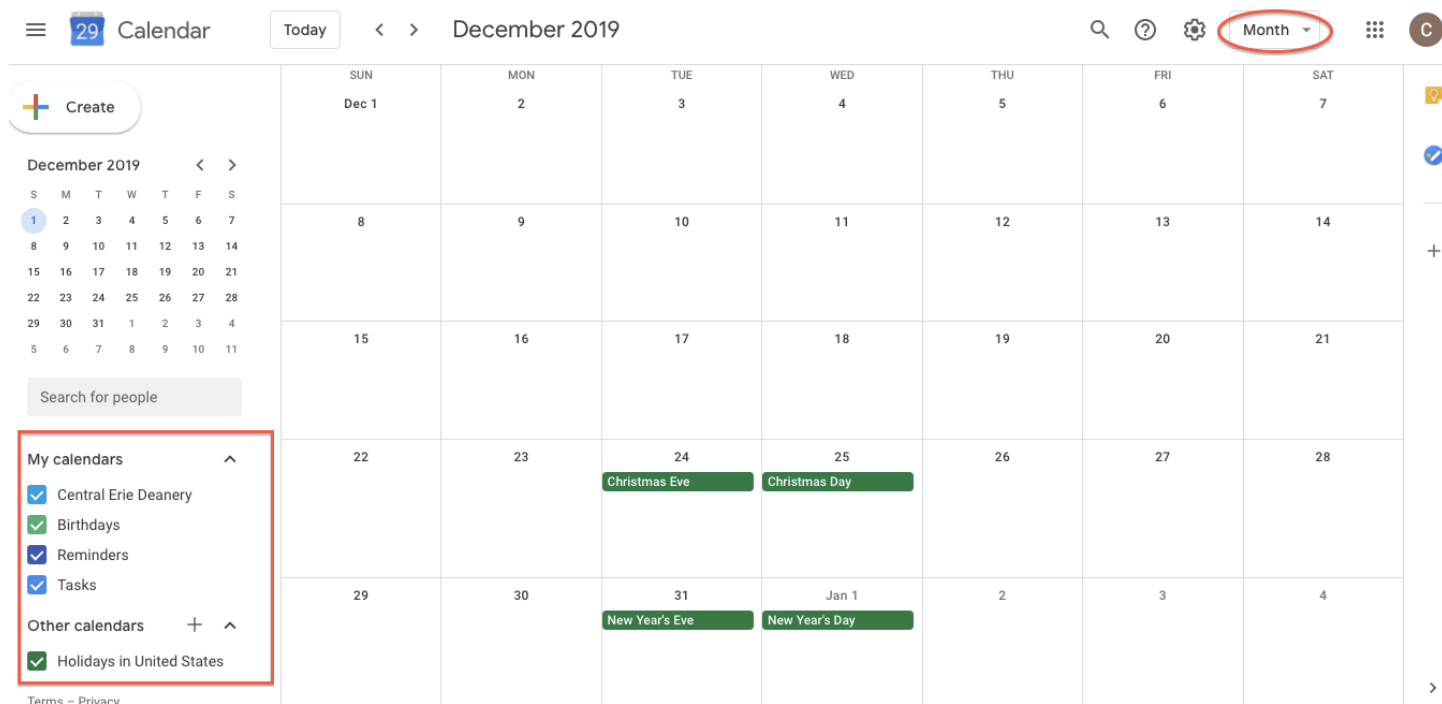
Not your computer? Use Guest mode to sign in privately.
[Learn more](#)

[Create account](#) [Next](#)

If you have a pre-existing Gmail account that you are using, enter it in the box, and click Next. The next screen will ask you to enter the password for that account.

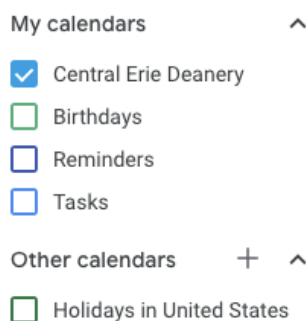
If you need to create an account, click Create Account, and you will be taken to an account registration page, where you will choose a name for your account, enter a bit of information about your parish, and choose a password. If you are creating an account for your parish, it is a good idea to share the login information for it with one or more trusted people within your parish (wardens, etc.) so that there is a backup in case you leave the parish, or forget the login info. (This is a good practice for any passwords related to your parish's administration and communications. You don't want everyone in the parish to have them, but more than one person should have them, to avoid losing access to online accounts.)

Once you log in, you'll be presented with a mostly empty calendar. (It may default to a weekly view; but you can change it to monthly with the drop-down in the upper-right corner.)



In the left column, you'll see that Google has created multiple calendars for you automatically. The checkbox next to each one indicates the events on that calendar are visible. However, because we haven't added any events yet, the only events we see are Christmas Eve/Day and New Year's Eve/Day, which belong to the auto-generated "Holidays in United States" calendar.

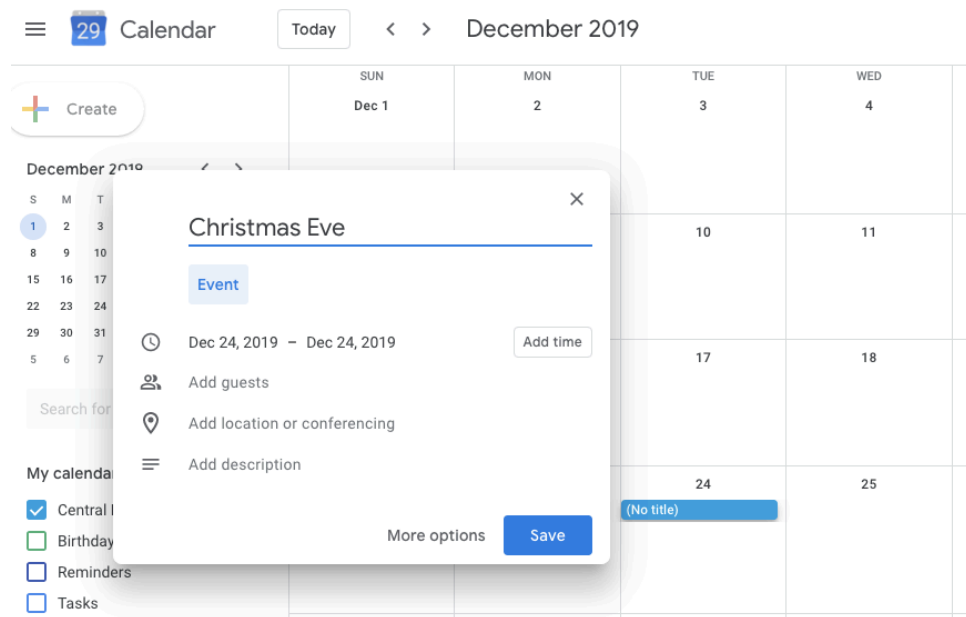
For now, we're going to turn off all of the calendars except the primary one for this account, which is the examples is named "Central Erie Deanery".



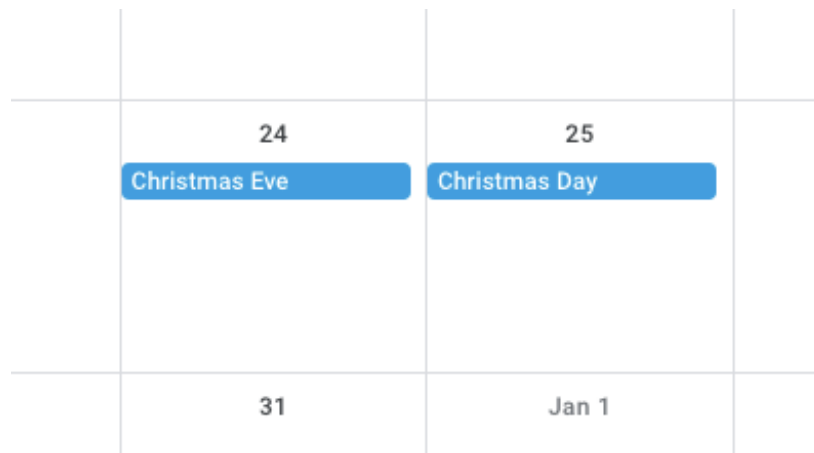
Adding and Managing Events

Since not all holidays on the auto-generated “Holidays in the United States” calendar were ones we wanted to keep, we disabled that calendar. But we do want to add Christmas Eve and Christmas Day to our calendar.

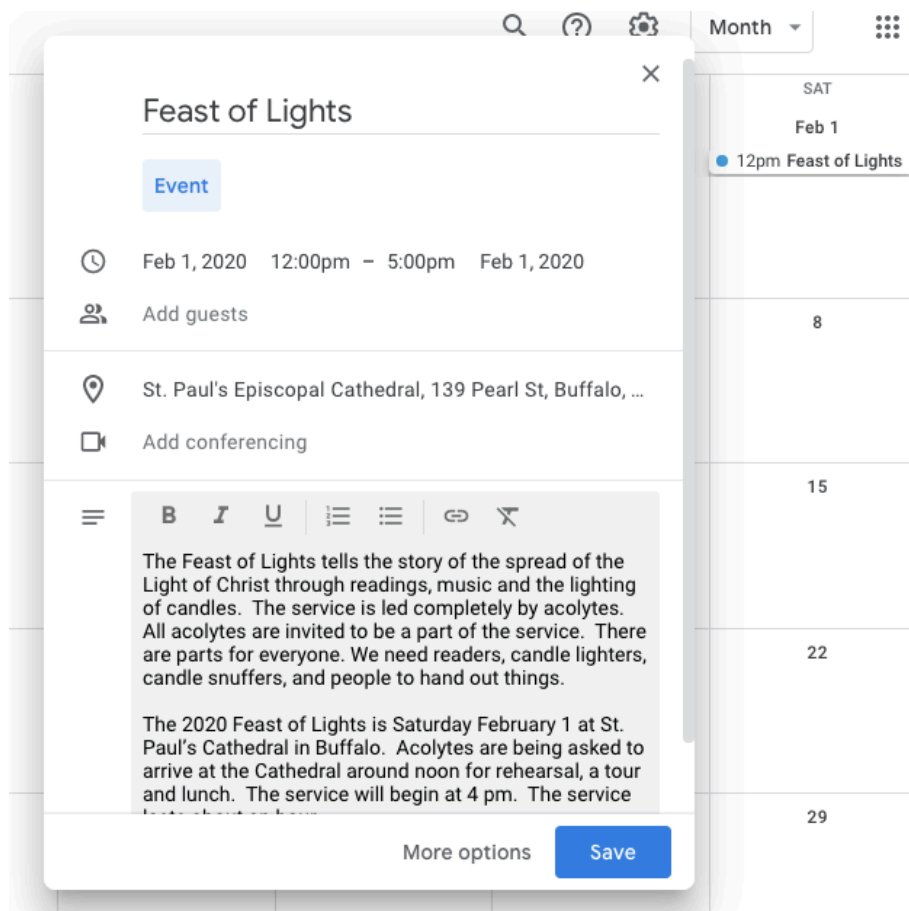
So, first, click anywhere in the box for December 24. This will open a small form where you can fill in the name of your event, the time, location information (is it in your church? your parish hall? etc.), and a short description if you want to provide it.



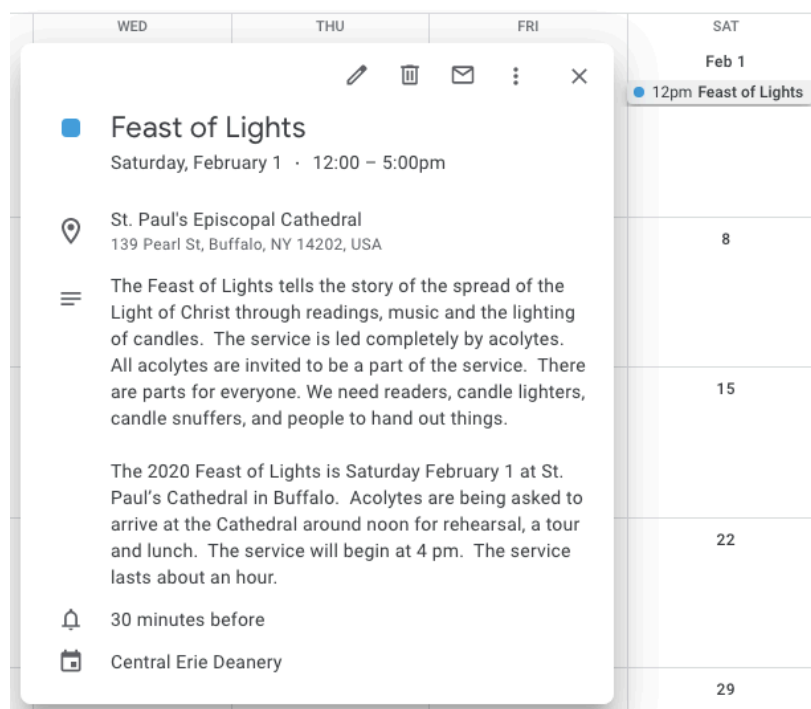
For now, we’re just adding Christmas Eve and Christmas Day as all-day events, so we won’t add a time.



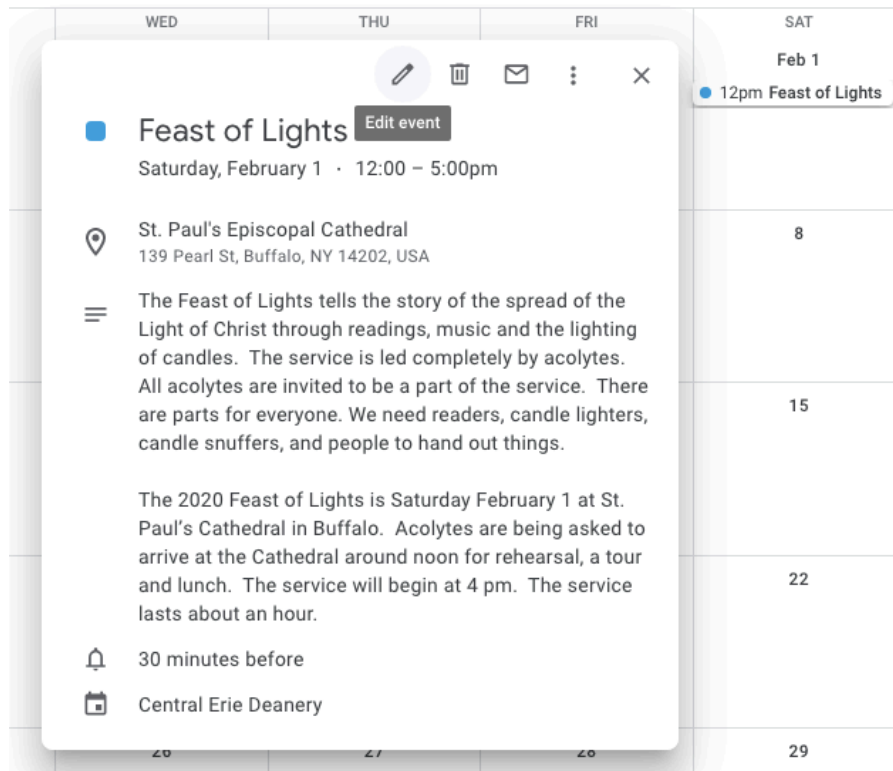
Next, let’s add an event that has a specific time and place.



As you can see, in this example, we've added a specific event time, an event location, and a description. When a visitor looks at the calendar, they can click/tap on the event, and be shown all of the details that we've entered.



Sometimes the information related to an event will change after it's been added to the calendar, so we need to edit it. To do so, click on the event on the calendar, and then click the little pencil icon in the event box.



This will open up a page that has all of the details of the event. We change what we need to (in this case, edits were made to the start time and within the description, and then click Save.

×

Feast of Lights

Save

Feb 1, 2020

1:00pm

to

5:00pm

Feb 1, 2020

Time zone

☐ All day

Does not repeat

Event Details

Find a Time

☐ Add conferencing

Notification

30

minutes

×

Add notification

cerieconnect@gmail.com

Busy

Default visibility

?

Guests

Add guests

Guest permission

☐ Modify ev

☒ Invite oth

☒ See guest

B

I

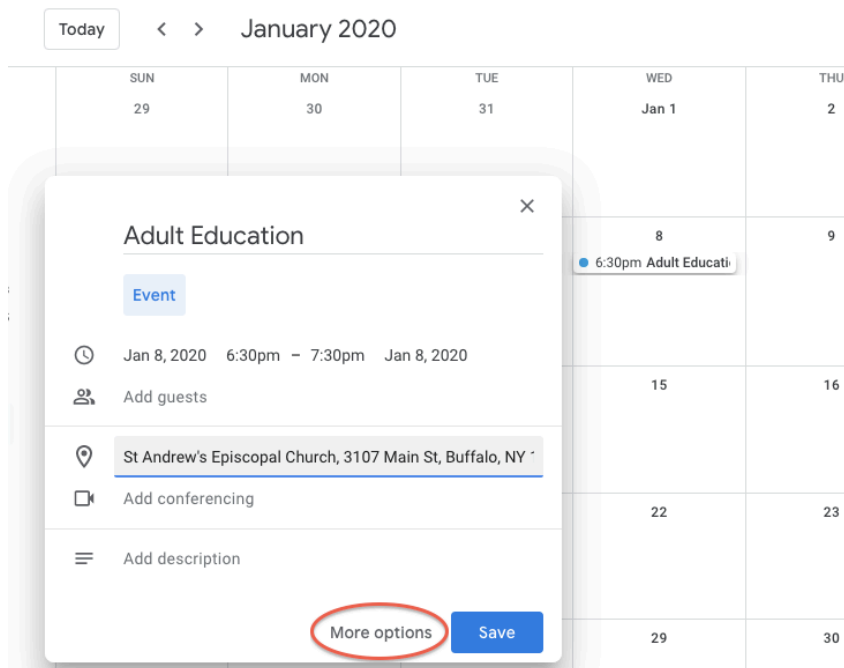
U

The Feast of Lights tells the story of the spread of the Light of Christ through readings, music and the lighting of candles. The service is led completely by acolytes. All acolytes are invited to be a part of the service. There are parts for everyone. We need readers, candle lighters, candle snuffers, and people to hand out things.

The 2020 Feast of Lights is Saturday February 1 at St. Paul's Cathedral in Buffalo. Acolytes are being asked to arrive at the Cathedral around 1 p.m. for rehearsal, a tour and lunch. The service will begin at 4 pm. The service lasts about an hour.

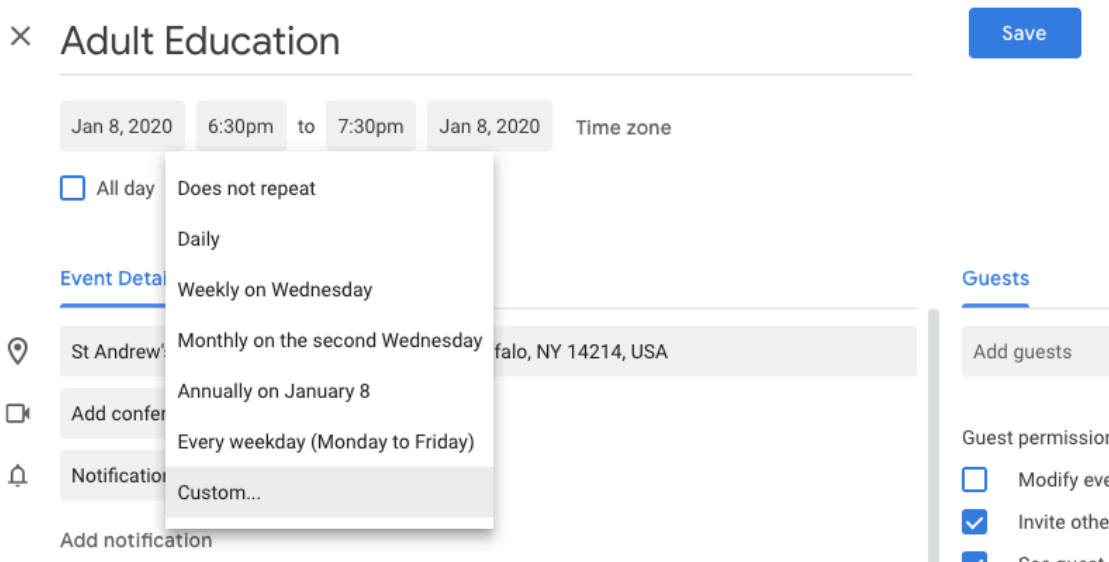
For events that occur on a regular basis, such as Sunday worship services, or monthly Vestry meetings, you don't want to have to enter each instance into your calendar individually, and you don't need to. Instead, you can set up a recurring event.

In this example, we'll set up a weekly Adult Ed. class that meets on Wednesday evenings beginning January 8, and goes until May 13.

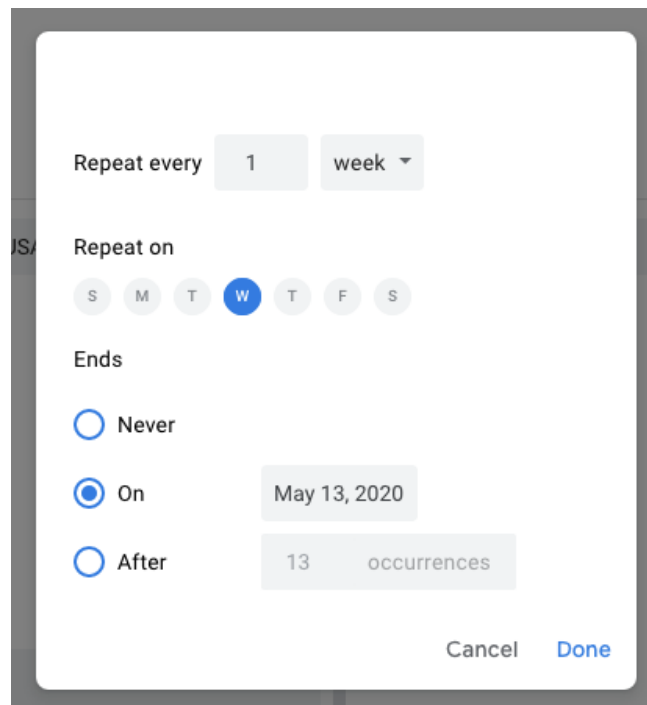


We'll start by creating the event on the first day that it meets. Once the basic information (event title, time, and location) have been added, click "More Options" to make it recur.

On the next screen, look for the drop-down below the event date that says "Does not recur". Because we have a specific end date in mind, we will choose "Custom". (If our event went on in perpetuity, we could simply choose "Weekly on Wednesday". This is a good choice for weekly worship services.)

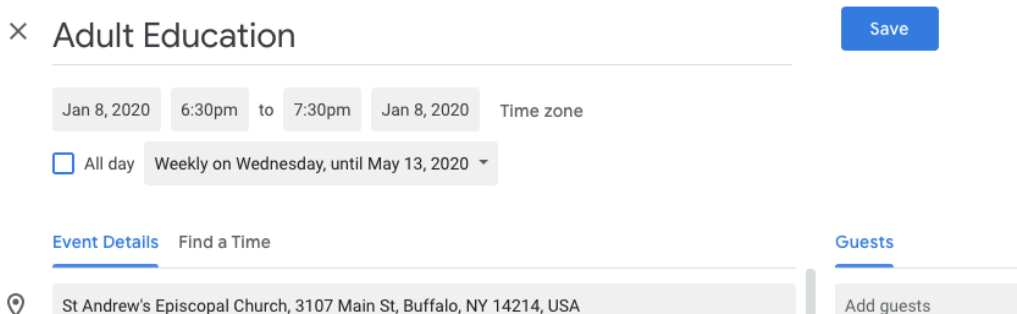


In the box that pops up, we confirm that we want to event to occur weekly on Wednesdays, and to end on May 13. Then we click Done.



A dialog box for configuring event recurrence. It has three sections: 'Repeat every' with a value of '1' and a unit of 'week'; 'Repeat on' with a row of seven day buttons (S, M, T, W, T, F, S) where 'W' (Wednesday) is selected; and 'Ends' with three radio button options: 'Never', 'On' (selected), and 'After'. The 'On' option has a date field showing 'May 13, 2020'. The 'After' option has a field showing '13' and the text 'occurrences'. At the bottom right are 'Cancel' and 'Done' buttons.

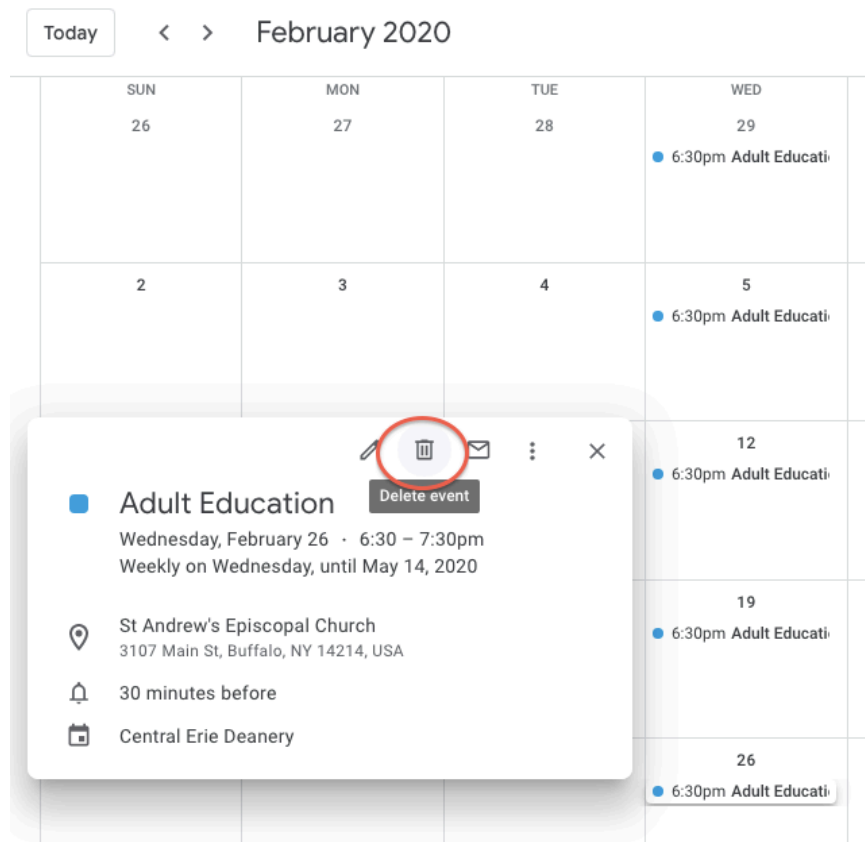
Now, we have an event that will occur weekly on Wednesdays until May 13, so we'll click Save.



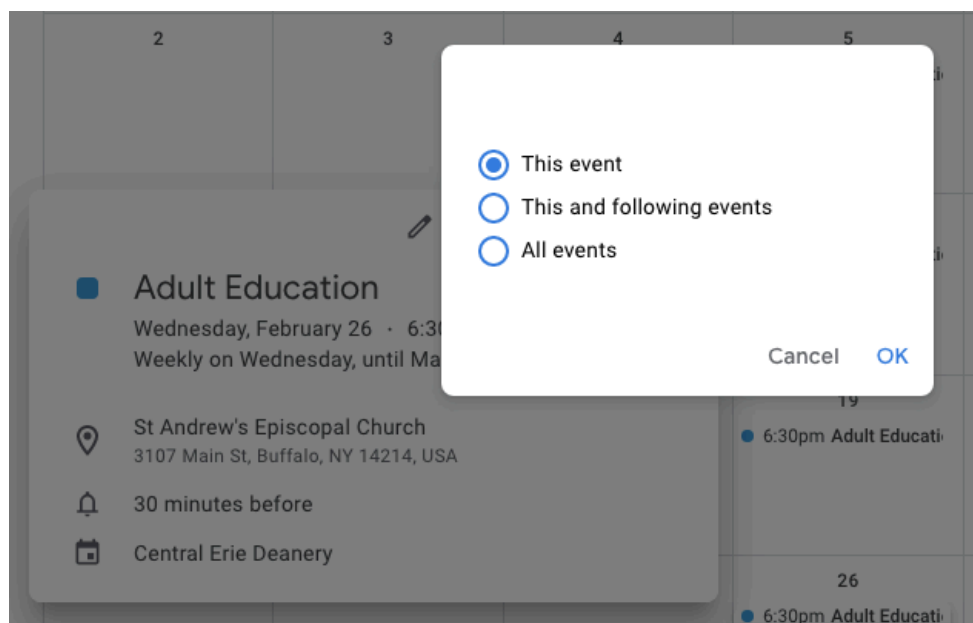
An event details form for 'Adult Education'. At the top right is a blue 'Save' button. The event title is 'Adult Education'. Below it, the date and time are set to 'Jan 8, 2020' from '6:30pm' to '7:30pm' on 'Jan 8, 2020', with a 'Time zone' dropdown. There is an 'All day' checkbox and a dropdown menu showing 'Weekly on Wednesday, until May 13, 2020'. Below this are two tabs: 'Event Details' (active) and 'Find a Time'. The 'Event Details' tab shows the location: 'St Andrew's Episcopal Church, 3107 Main St, Buffalo, NY 14214, USA'. To the right of the location is a 'Guests' section with an 'Add guests' button.

Sometimes you'll want to remove one meeting within a recurring event, without removing the others in that set. Let's suggest that our Wednesday evening Adult Ed. will not meet on Ash Wednesday (February 26). So we want to delete that evening from the calendar, without removing the others.

If we view the month of February, we'll click on that event on February 26, and then click on the little trash can icon in the event box.



A box will pop asking for confirmation as to what we intend to delete. Since we only want to delete the class on February 26, we leave “this event” selected, and click OK.



Any time you make any edit to a recurring event (name, time, location, description, etc., you will be asked whether you want to edit to be applied to the specific date you are editing, that date and all others moving forward, or all events in that series.

Adding and Managing Additional Calendars

Sometimes it's useful to organize items into different calendars. In the example below, this church is displaying two calendars at once. Items in red are parish events. Items in yellow are events held by outside groups that use the church building, such as recovery meetings and Scout troops. By displaying both together, someone viewing the calendar can see at a glance when the building is being used, and for what purpose.

Parish Events & Building Use

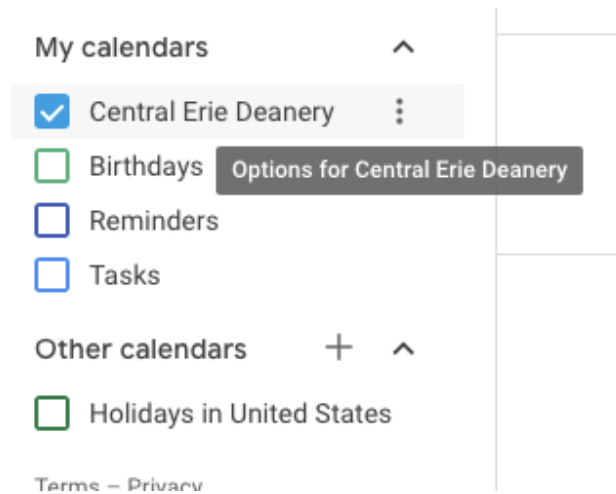
Today
Jan 29
Jan 2020
Print
Week
Month
Agenda

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29 8am Holy Eucharist I 10am Holy Eucharist 11:30am VBS Day	30 6:30pm Girl Scout Tr	31 8pm NA Meeting	Jan 1 10am Bible Study 8pm AA (Men's Grou	2	3 8pm AA Meeting	4 2pm Craft Group 4pm Lego Club 5:30pm Dinner Church 8pm NA Meeting
5 8am Holy Eucharist I 9:15am Small Plates 10am Holy Eucharist	6	7 8pm NA Meeting	8 10am Bible Study 8pm AA (Men's Grou	9	10 8pm AA Meeting	11 8pm NA Meeting
12 8am Holy Eucharist I 9:15am Small Plates 10am Holy Eucharist 11:30am Youth Group	13 6pm Girl Scout Troop 6:30pm Girl Scout Tr	14 8pm NA Meeting	15 10am Bible Study 8pm AA (Men's Grou	16	17 8pm AA Meeting	18 3pm Pokemon Club 8pm NA Meeting
19 8am Holy Eucharist I 9:15am Small Plates 10am Holy Eucharist	20	21 8pm NA Meeting	22 10am Bible Study 6pm Basket Raffle Pl 8pm AA (Men's Grou	23	24 8pm AA Meeting	25 8pm NA Meeting
26 8am Holy Eucharist I 9am Annual Meeting 10am Holy Eucharist 12:30pm Explore & M	27 6:30pm Girl Scout Tr 7pm Vestry Meeting	28 8pm NA Meeting	29 10am Bible Study 8pm AA (Men's Grou	30	31 5:30pm Game Night 8pm AA Meeting	Feb 1 2pm Craft Group 8pm NA Meeting

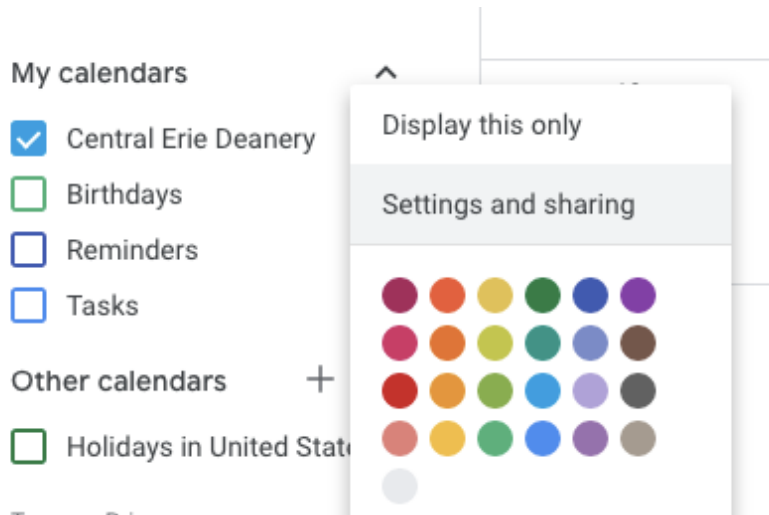
Events shown in time zone: Eastern Time - New York
+ GoogleCalendar

Because our example calendar is being created for the use of a deanery, what we're going to do is add additional calendars to the primary one for each of the churches in that deanery.

First, roll your mouse over the name of your primary calendar, in the list of calendars on the left side of the screen. When you see the 3 dots pop up next to your calendar name, click them.



Next, select “Settings and Sharing”



The next screen shows the settings for our primary calendar. If we wanted to rename it, or change the default time zone, this is where we'd do it.

But instead, look for “Add Calendar” in the left column, click on it, and then click on “Create new calendar.”

General

Add calendar ^

- Subscribe to calendar
- Create new calendar**
- Browse calendars of interest
- From URL

Import & export

Settings for my calendars

- Central Erie Deanery ^**
- Calendar settings
- Access permissions
- Share with specific people
- Event notifications

Name
Central Erie Deanery

Description

Time zone
(GMT-04:00) Eastern Time - New York

[Set my primary time zone](#)

Owner
Central Erie Deanery

[Export calendar](#)

[Learn more about \[exporting your calendar\]\(#\)](#)

On the next screen, fill in the name of your new calendar, and any description you think appropriate, and click “Create Calendar”.

Name
St. Andrew's

Description
Parish and community events held at St. Andrew's Episcopal Church (3107 Main St., Buffalo, NY)

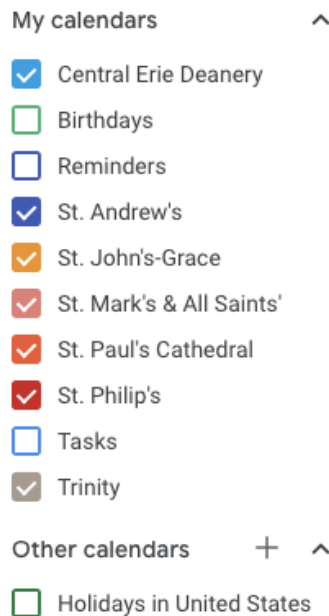
Time zone
(GMT-04:00) Eastern Time - New York

Owner
Central Erie Deanery

[Create calendar](#)

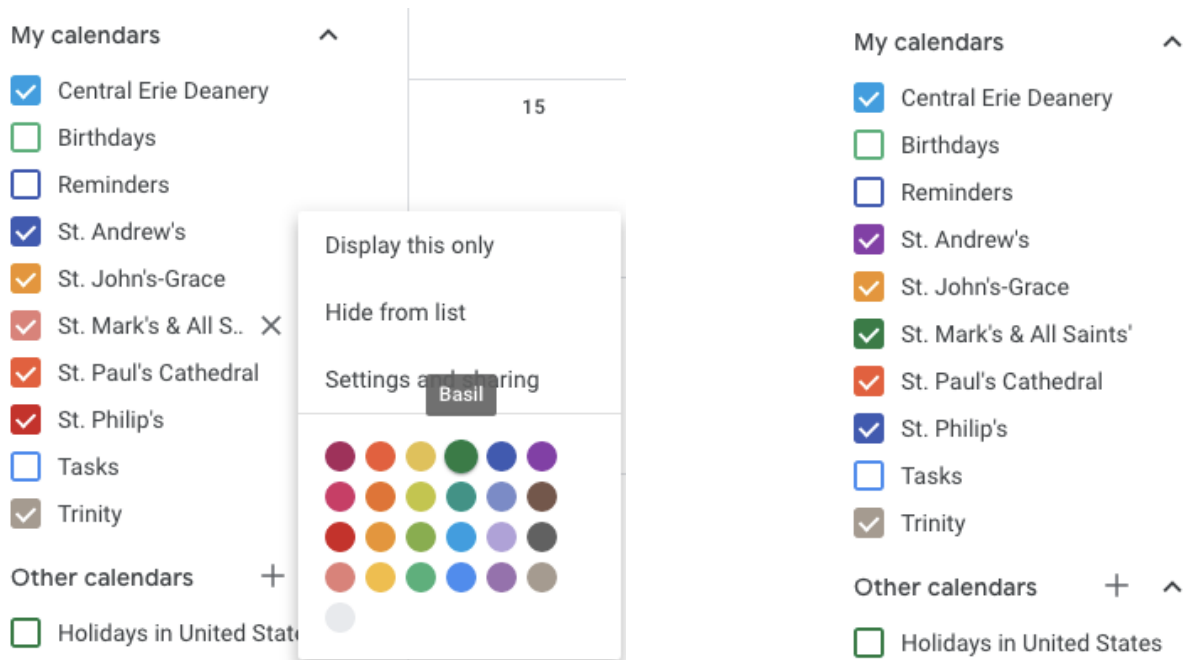
We repeat the same process for each calendar we wish to add. Once all calendars have been added, click the back arrow in the upper left corner of the settings page, to go back to the main calendar page.

Now, when we view the list of calendars on the left side, we see the ones that were just created, and each of them is checked, indicating that it is active.



The checkbox next to each calendar has a color that will correspond with the color that is associated with its events. These were arbitrarily chosen by Google when the calendars were created, but because some of the colors are quite similar to each other, we will adjust them for better contrast.

To do this, roll your cursor over the name of each calendar in the list, and click the 3 dots that appear. Then select a new color from the palette that appears.



Now we have sufficient contrast between each calendar, and we can begin to add events.

When adding new events to one of multiple active calendars, enter the event information, and before you save it, use the drop down box on the form to indicate which calendar the event belongs to. (Don't worry – if you accidentally add an event to the wrong calendar, you can edit it and switch it to the correct one. No need to delete and re-type.)

Once more events have been added in and applied to the proper calendars, it becomes easy to see the colors that are associated with each calendar.

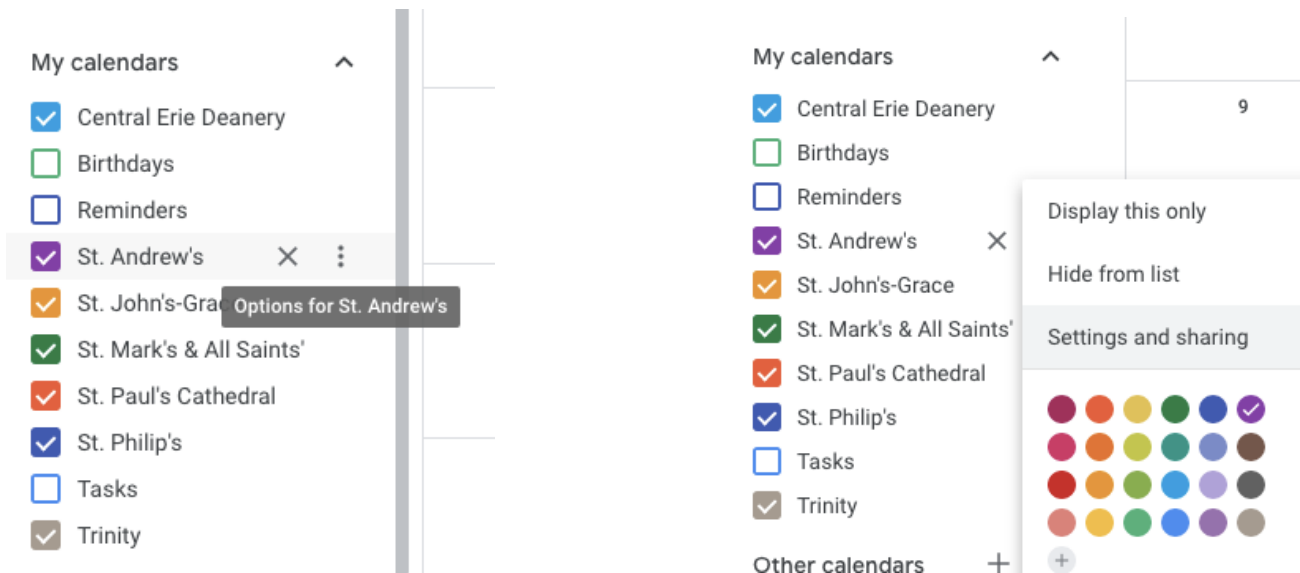
February 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	Feb 1 5:30pm Spaghetti Din 12pm Feast of Lights
2 6pm Candlemas Even	3	4	5	6	7	8 10am Centering Prayer
9	10	11	12	13	14	15 10am Centering Prayer
16	17	18	19	20	21	22 10am Centering Prayer
23	24	11am Shrove Tuesday 5:30pm Shrove Tuesd	Ash Wednesday	27	28	29 10am Centering Prayer

Setting Permissions: Who Can View/Edit My Calendars?

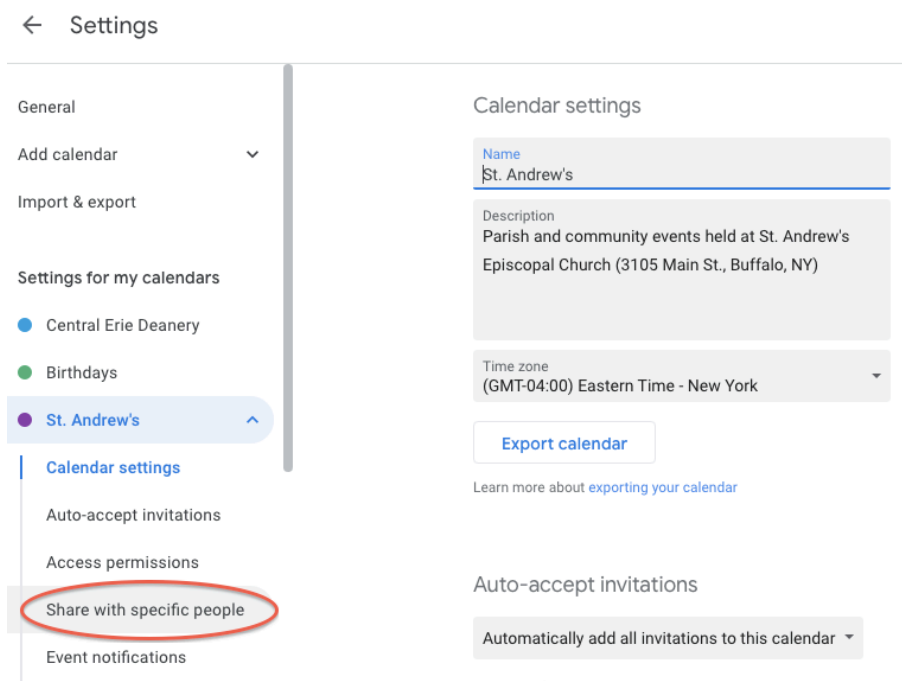
One of the benefits of Google Calendar is that it allows you to assign permissions to your calendar(s). This means that you can allow specific people to edit/add events to specific calendars, as is appropriate for your particular parish. This might mean that the head of your Sunday School might have edit rights to your Sunday School calendar, for instance.

For the purposes of demonstration, I'm going to share the St. Andrew's parish calendar with my personal account.

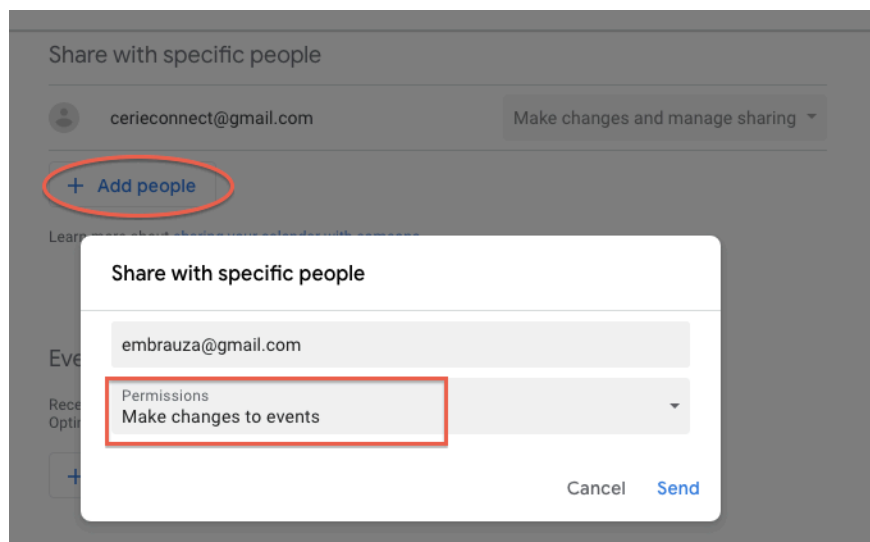
To share a specific calendar, roll over that calendar's name in the list in the left column, click the 3 dots, and select "Settings & Sharing".



On the settings page, select "Share with Specific People" from the menu in the left column.



Then, click “Add People”, and type in the email address of the person you wish to invite. Select the level of access you want them to have in the “Permissions” drop-down menu, and click Send.



The person you’ve invited will receive an email notification (example below) from Google that they’ve been invited to your calendar. If they click “Add This Calendar”, your calendar will be added to the calendars in their own Google account, and they will be able to make edits to your shared calendar while logged into Google as themselves.

Hello embrauza@gmail.com,

We are writing to let you know that cerieconnect@gmail.com has given you access to edit events on the Google Calendar called "St. Andrew's".

After adding this calendar to your other calendars, you can hide or completely remove it whenever you want.

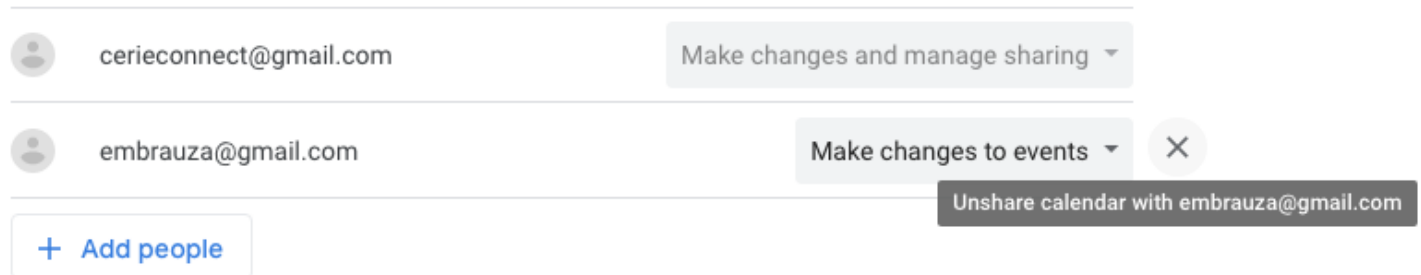
[Add this calendar.](#)

- The Google Calendar Team

[View Your Calendar.](#)

You can always see who you’ve shared a particular calendar with, and what level of access they have to it, by checking the Settings for that calendar. If you need to remove a user, you can easily do that by clicking the X next to their name.

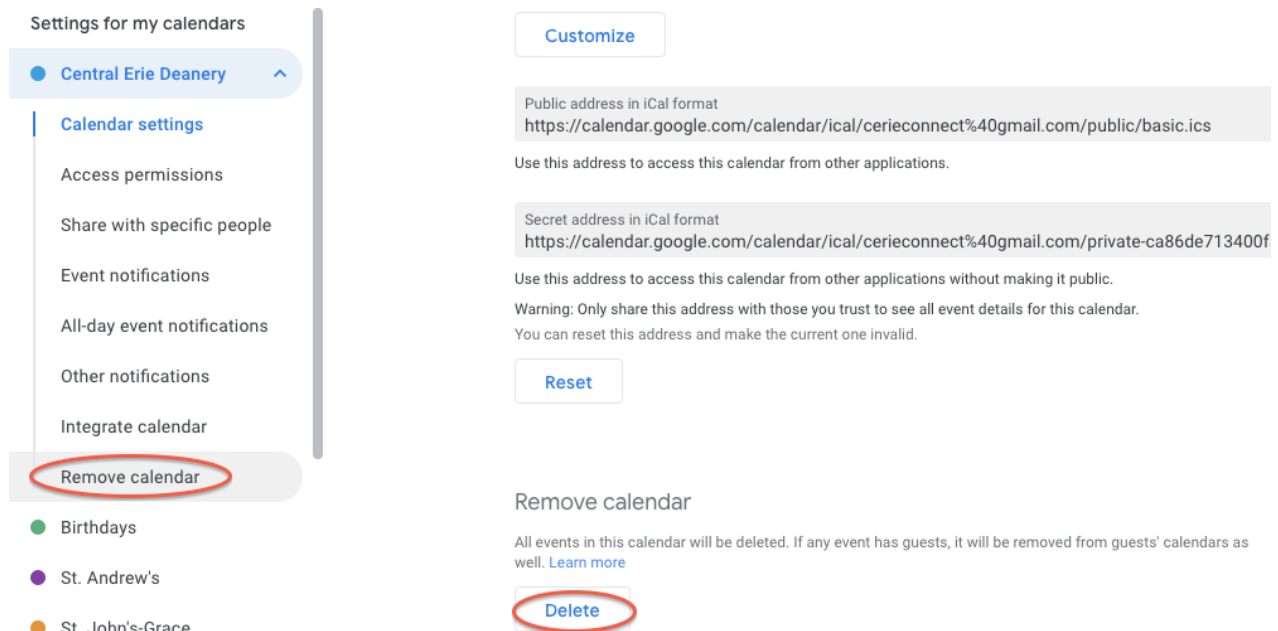
Share with specific people



Learn more about [sharing your calendar with someone](#)

Removing a Calendar

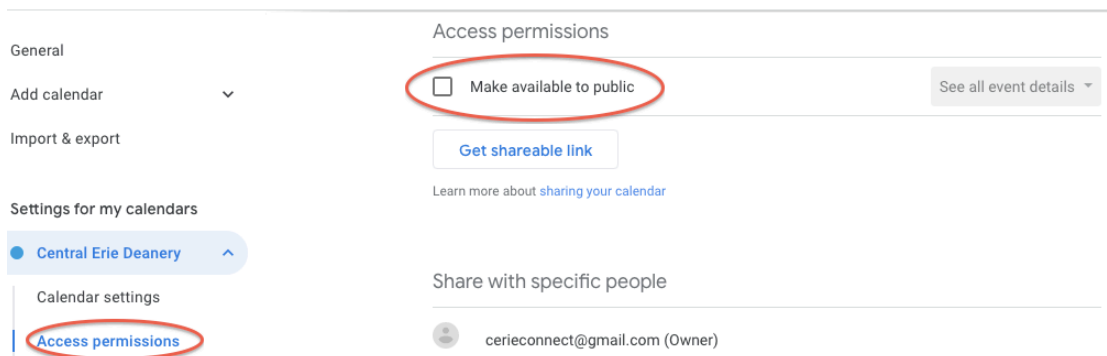
To remove a calendar that you no longer need, go to the Settings for that calendar (roll over the name, click the 3 dots, and go to Settings & Sharing), and click “Remove Calendar”, then click “Delete”. Be absolutely certain that you will never need that calendar again.



Embedding Calendars in Your Website

Okay, you’ve put a ton of work into getting your calendar ready for viewing. What now? You’ll want to share it by putting it on your website.

The first step is to make any calendars you want viewable on your website public. Go to the Settings for your first calendar (roll over the name, click the 3 dots, and go to Settings & Sharing). On the Settings page, choose “Access Permissions” and click the box to make your calendar public.



A warning box will pop up to let you know that this will make your calendar publicly viewable. This is what you want, so click OK. (Your calendar will be viewable only by the public. They have no ability to add/edit/delete your events.)

Now, if you have multiple calendars, scroll down the list of calendars in the left column of the Settings page, and do the same thing for every calendar you want to appear on your website. (Just

click the name of each calendar to access its settings, and then go to its Access Permissions section.)

Once you've done this for any additional calendars to wish to include on your website, scroll back up to your primary calendar, and choose "Integrate Calendar".

← Settings

Import & export

Settings for my calendars

- Central Erie Deanery ^
- Calendar settings
- Access permissions
- Share with specific people
- Event notifications
- All-day event notifications
- Other notifications
- Integrate calendar**
- Remove calendar

- Birthdays
- St. Andrew's
- St. John's-Grace

Integrate calendar

Calendar ID
cerieconnect@gmail.com

Public URL to this calendar
`https://calendar.google.com/calendar/embed?src=cerieconnect%40gmail.com&ctz=America%2`

Use this URL to access this calendar from a web browser.

Embed code
`<iframe src="https://calendar.google.com/calendar/embed?src=cerieconnect%40gmail.com&ct`

Use this code to embed this calendar in a web page.
You can customize the code or embed multiple calendars.

[Customize](#)

Public address in iCal format
`https://calendar.google.com/calendar/ical/cerieconnect%40gmail.com/public/basic.ics`

Use this address to access this calendar from other applications.

Secret address in iCal format
`https://calendar.google.com/calendar/ical/cerieconnect%40gmail.com/private-ca86de713400f`

Use this address to access this calendar from other applications without making it public.
Warning: Only share this address with those you trust to see all event details for this calendar.
You can reset this address and make the current one invalid.

In this section, you'll see several different URLs and pieces of code that point to this calendar. We're interested in the section that says "Embed code". If you're only embedding a single calendar, the code in that box is all you need. Copy it in its entirety (making sure to get all the brackets at either end) and add it to your site.

Since we want to share multiple calendars in a single embed, however, we're going to first click "Customize".

On the next page, you are given many different options, along with a preview, of how you want your calendar to look when it is embedded in your website. You can click and unclick the various checkboxes along the left side to control how your calendar will look. (Each time you do, the preview will reload so you can see what has changed.)

Calendar title

Embed code

```
<iframe src="https://calendar.google.com/calendar/embed?height=600&wkst=1&bgcolor=%23ffffff&ctz=Americ">
```

Copy and paste the HTML above to include this calendar on your webpage.

Show

- ☒ Title
- ☒ Navigation buttons
- ☒ Date
- ☒ Print icon
- ☒ Tabs
- ☒ Calendar list
- ☒ Time zone

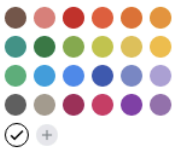
Width

800

Height

600

Background color



- ☒ Border

Today: March 2020							Print	Week	Month	Agenda
Sun	Mon	Tue	Wed	Thu	Fri	Sat				
Mar 1	2	3	4	5	6	7	10am Centering Pray			
8	9	10	11	12	13	14	10am Centering Pray			
15	16	17	18	19	20	21	10am Centering Pray			
22	23	24	25	26	27	28	10am Centering Pray			
29	30	31	Apr 1	2	3	4				

You can also retitle your calendar, change its maximum size, and its background color. (It is not recommended to change the size or background color away from the defaults unless you have a lot of experience with web sites.)

If you scroll down the left-hand column, you will see a list of all of your calendars. Make sure that the ones you want to include are all checked (and that no calendars you don't want to include are checked). Once you are satisfied with the look of your calendar, scroll back up to the top of the page, and look at the box above the preview for your customized embed code. Make sure you copy/paste all of it when adding it to your site.

Calendars to display

- ☒ cerieconnect@gmail.com
- ☒ St. Andrew's
- ☒ St. John's-Grace
- ☒ St. Mark's & All Saints'
- ☒ St. Paul's Cathedral
- ☒ St. Philip's
- ☒ Trinity
- ☐ Contacts
- ☐ Holidays in United States

Embed code

```
<iframe src="https://calendar.google.com/calendar/embed?height=600&wkst=1&bgcolor=%23ffffff&ctz=Americ">
```

Copy and paste the HTML above to include this calendar on your webpage.

Adding Your Embed Code to CMS Made Simple Websites

If your parish website through the Diocesan Hosting program uses the CMS Made Simple software, then follow the following instructions to add your calendar to your site.

Log into the Admin Console, and go to the editing screen for the page you want the calendar to appear on.

Click Tools, then Source Code, and paste your embed code into the box that appears. Click OK, and then Save the page.

Adding Your Embed Code to Processwire Websites

If your parish website through the Diocesan Hosting program uses the Processwire software, you will need to contact the Diocesan office for assistance turning your embed code into a Hanna Code.

(Email your embed code to the Diocese and they will send it to the diocesan web developer, who will add it to your site. Once complete, it will appear in your list of available Hanna Codes in your admin area, and you can use the Hanna Code to place it on your site where you want it to appear.

If you have any issues adding a Google calendar to your website, please contact the Diocesan office for technical support.