

How to set up a VSO calendar for the Vet Park website

Instructions for Veteran Service Organizations

Step 1: Your VSO's calendar will be layered / integrated with many others onto the Master Calendar – SO – you must use a **Name and Acronym** that is specific to your organization and not easily confused with other organizations.

IE: **VFW 8101 (stands for Veterans of Foreign Wars post 8101).**

There will be a legend provided on the Master calendar page to cross reference each organization name and acronym.

Step 2: Choose the calendar app for your organization. The Vet Park Master Calendar uses the Google Calendar app because it can easily layer multiple calendars from different sources. So, it may be best for you to also use Google Calendar. However, Outlook Calendar will also layer.

Step 3: Regardless of which Calendar app that you use - post your events to the calendar – being certain to **precede each event title with your acronym** – so it stands out from the other organizations that will be layered onto the Master calendar. IE: **VFW 8101 Sunday breakfast.**

Also see “Useful tip” below for describing each event.

Step 4: Our preferred calendar to use is Google – so this Step 4 is specific to Google. But, if you choose another software, you will need to follow their instructions. If you plan to use Outlook, skip down to Step 6 below.

If you **do not already have** a Google account – you can Open an account and Create a Calendar for your VSO here: www.google.com/calendar. The control panel on the Left of the screen has two sections for calendars (“My Calendars” and “Other Calendars”). The first one under “My Calendars” will be the name that you used to open the Google account. Don't worry, it can be changed to your **Name and Acronym** from **Step 1** above.

If you **already have** a Google Account and Calendar but not a Calendar for your VSO, login to Google to create a new calendar for your VSO using the name you selected in **Step 1** above.

- After you open the calendar application, the control panel on the Left of the screen has two sections for calendars (“My Calendars” and “Other Calendars”).
- To create the VSO Calendar, click on the **+** symbol next to “Other Calendars”.

- A new box will appear with some options, just click on the “Create new calendar” option.
- A new box will open for you to type in the name of your calendar and a brief description.
- Finally, click on the blue button labeled “Create calendar”.

Step 5: Share your Google calendar with the Vet Park’s Master Calendar by hovering over your calendar name, click on the three (3) vertical dots and then click on “Settings and Sharing”. The “Calendar Settings” list will appear (See image below). If you need to change your calendar’s name, do it here.

Scroll to “Access Permissions” and click “make available to public” and choose “see all event details”. Scroll to “Specific People”, click “add people”, enter "veteransmemorialparkhc@gmail.com", and click “send”. A message and link will be emailed to the Vet Park web site administrator so your calendar can be layered.

Step 6: If you have an Outlook calendar, it can be shared with the Vet Park’s Master Calendar. Launch your Organization’s Outlook, click on “File”, then under “Account Settings” and “Access this account on the web” click on <https://outlook.office365.com/owa/????/>. On the next window, click on the settings “wheel” in the top right corner and the “Settings” control panel appears. Scroll and click on “View all Outlook settings”. On the next window’s “Settings” panel choose “Calendar”, and then choose “Shared Calendars”. Move to “Share a Calendar”, click on “Choose a Calendar” and choose your organization’s calendar. The “Sharing and Permissions” will appear - where you enter the web site administrator’s email address enter "veteransmemorialparkhc@gmail.com". Click “Share” to send an email message to the Master calendar administrator AND choose “Can view all details”.

Step 7: Upon receipt of your email - the Vet Park website administrator will review your VSO calendar for format, content, and policy consistency – and upon a favorable review will layer your calendar onto the Master.

Step 8: Your VSO calendar administrator is responsible for any and all edits to your calendar. Your VSO will not be allowed access to the VMPPMC website nor the Master calendar. And the VMPPMC website administrator **Will Not** edit your calendar for you.

- Useful tip: the objective of having an uncluttered – and useful Master Calendar – can be achieved if this format is used. Each event MUST have a single line that appears on the calendar – that consists of your organization’s acronym & the name of the event. And here is the BIGGIE – in the “details” box on your calendar, add details for your event – that will be hidden on the Master Calendar – until the viewer clicks on it.