Implementing Google Calendar for Event Management

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Download Presentation

Overview

Signup for Google Apps for Education (GAFE)

Define Resources

Export Existing Data

Importing Data

Calendars Setup

Deployment

Management

Why Change To Google Calendar?

FREE Online service that allows you to manage your athletic events and other school activities

Universal Access across platforms, PC and Mac, and from Mobile Devices to Desktops

Existing integration into existing popular software tools, such as Microsoft Outlook and Apple Calendar

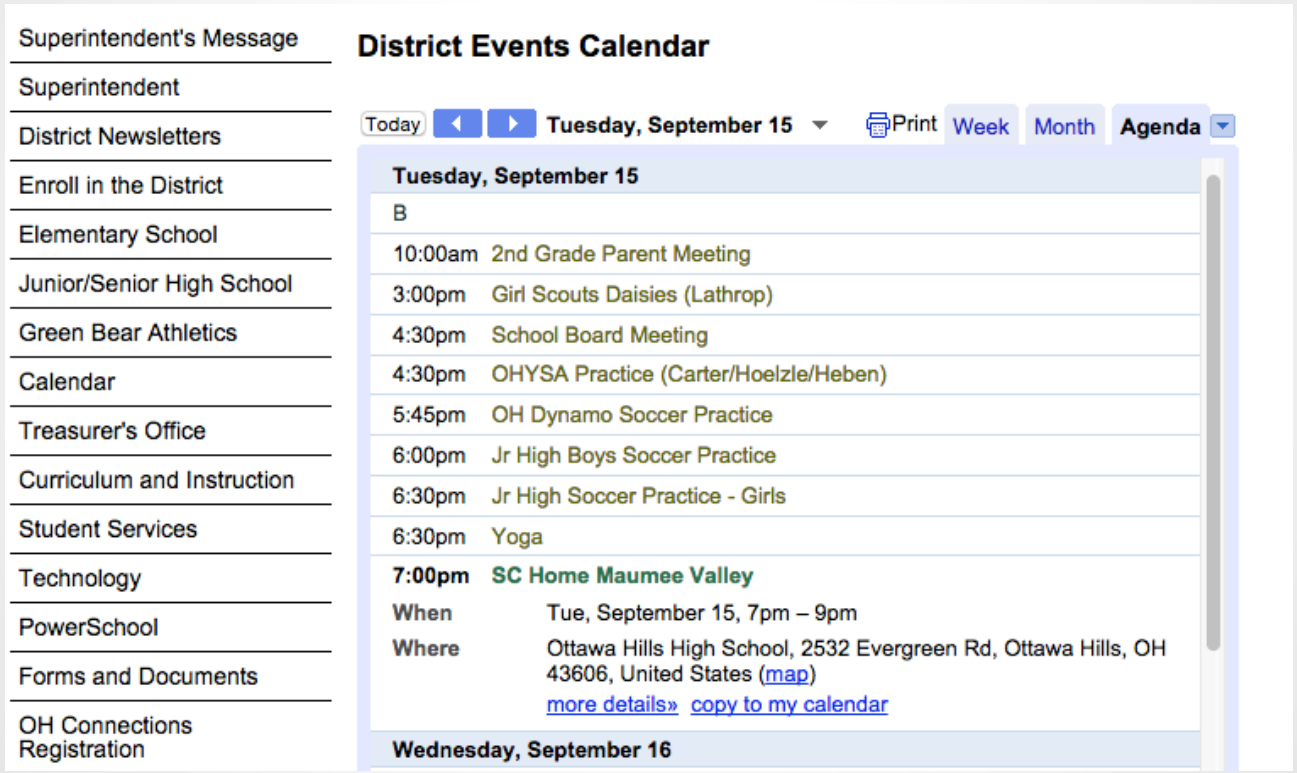
Ability to send SMS Text and Email Event Reminders

Existing Integration with Google Maps

Resource Management and Scheduling

Friendly End User Filtering for Viewing and Subscribing to desired Calendars

Demo


Superintendent's Message
Superintendent
District Newsletters
Enroll in the District
Elementary School
Junior/Senior High School
Green Bear Athletics
Calendar
Treasurer's Office
Curriculum and Instruction
Student Services
Technology
PowerSchool
Forms and Documents
OH Connections Registration
District Events Calendar
Today
Tuesday, September 15
Print
Week
Month
Agenda
Tuesday, September 15
B
10:00am 2nd Grade Parent Meeting
3:00pm Girl Scouts Daisies (Lathrop)
4:30pm School Board Meeting
4:30pm OHYSA Practice (Carter/Hoelzle/Heben)
5:45pm OH Dynamo Soccer Practice
6:00pm Jr High Boys Soccer Practice
6:30pm Jr High Soccer Practice - Girls
6:30pm Yoga
7:00pm SC Home Maumee Valley
When Tue, September 15, 7pm – 9pm
Where Ottawa Hills High School, 2532 Evergreen Rd, Ottawa Hills, OH 43606, United States (map)
more details» copy to my calendar
Wednesday, September 16

Demo Continued ::
Calendar Urls for Subscriptions

Migration To Google Calendars

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8th Grade Boys Basketball
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Boys Varsity Soccer
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Boys Varsity Tennis Schedule
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Boys/Girls Varsity Track Schedule
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District Calendar
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Freshman Boys Basketball
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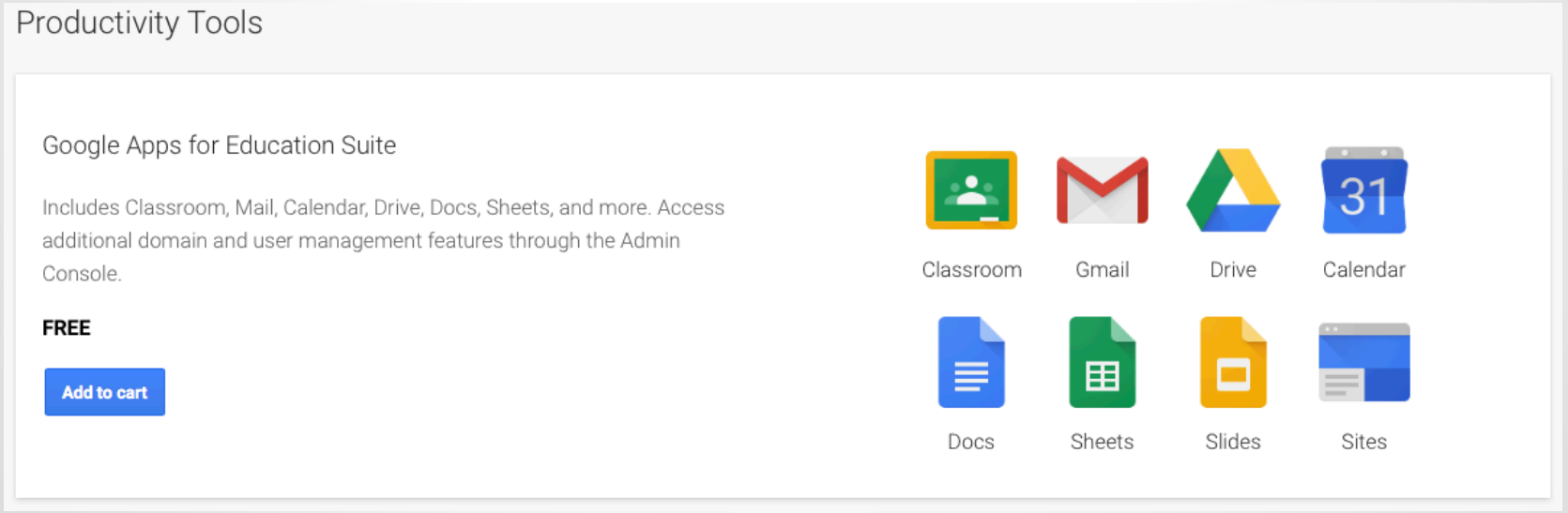
Girls Varsity Lacrosse Schedule
http://www.google.com/calendar/ical/ottawahillsschools.org_dtd3q8f42kahdr55avehofdhdc%40group.calendar.google.com/public/basic.ics

Sign Up & Complete Initial Implementation

Register with Google for Education



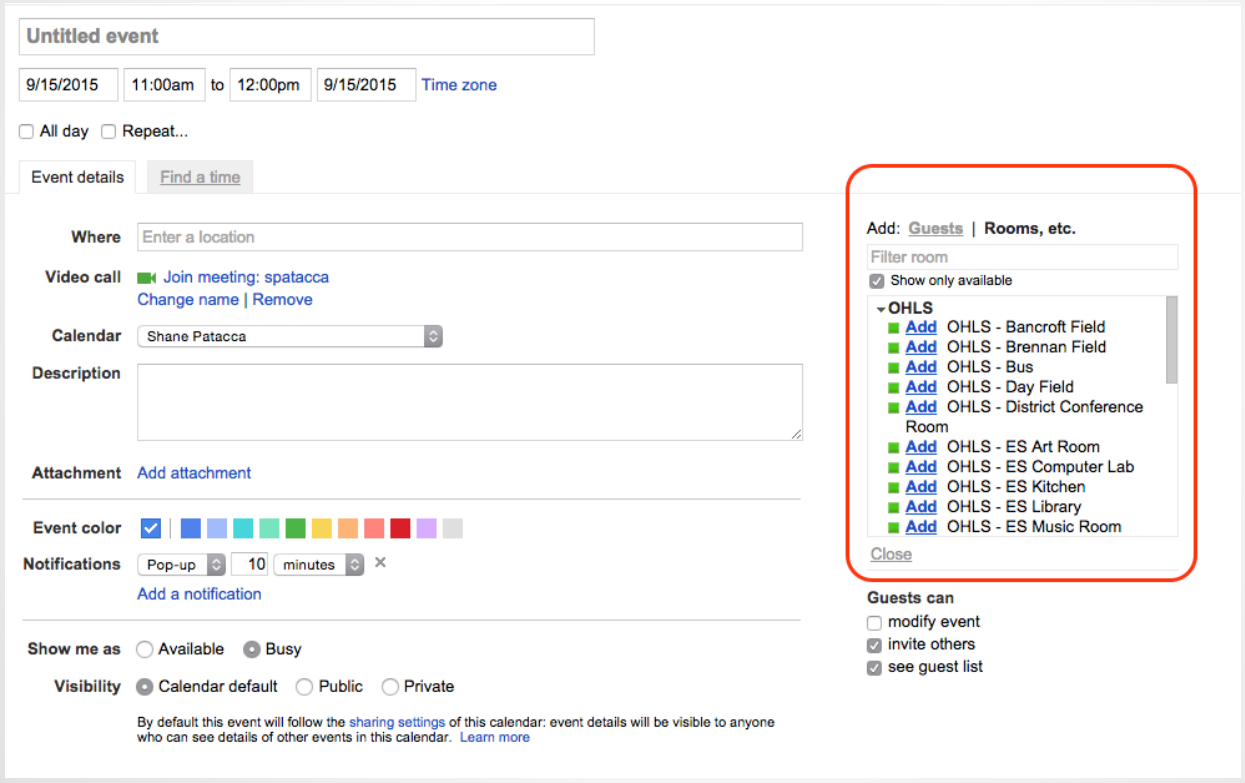
Define Resources

Any resource a user can schedule and/or reserve in their calendar.

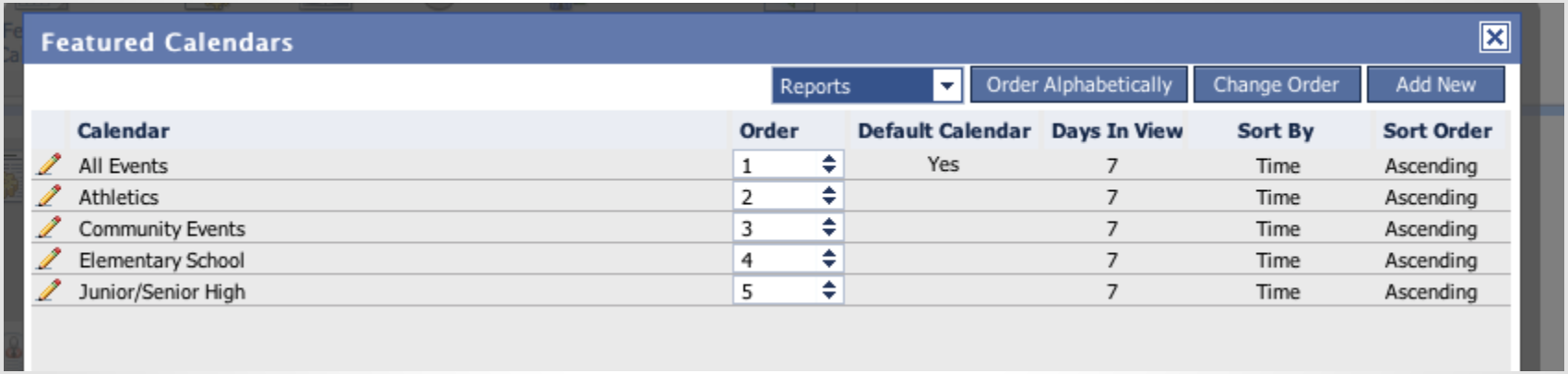
Buses
Fields
Stadiums
Gyms
Conference Rooms
Practice Fields
Projectors
PA Equipment

Resource Name	Resource type	Description
OHLS - Bus	Bus	Ottawa Hills Bus
OHLS - Community Room	Community Room	Community Room @ Elementary School
OHLS - HS Conference Room	Conference Room	HS Office Conference Room
OHLS - District Conference Room	Conference Room	District conference room
OHLS - Tennis Courts	Court	Tennis Courts
OHLS - Practice Football Field	Field	Practice Football Field
OHLS - Morrison Field	Field	Baseball/Softball Field
OHLS - Hardman Field	Field	Baseball Field
OHLS - Stadium	Field	Ottawa Hills Stadium
OHLS - Little Geresy	Field	Field in the outfield along the tennis courts

Scheduling Resources Prohibits DOUBLE BOOKINGS



Export Data from Existing Event Management Software as CSV



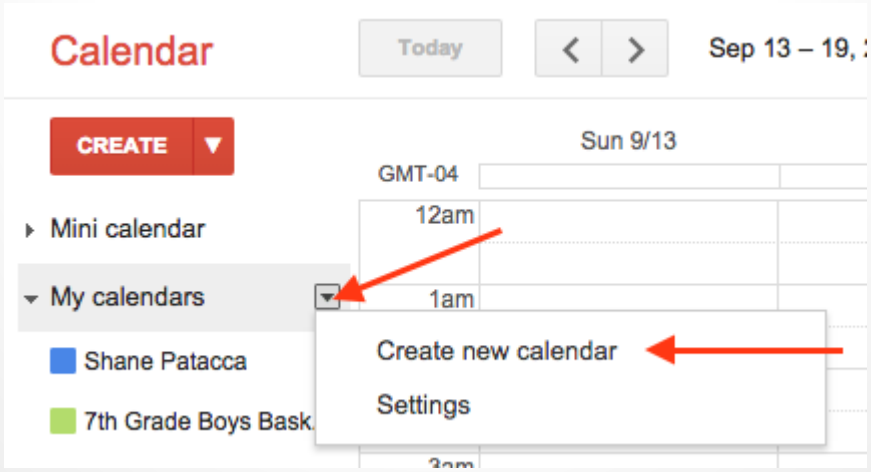
Scrub & Prepare Data Import

Cleanup Data Export to Prepare it for Importing.
Knowledge Base Article

Format Dates and Times Per Knowledge Base Article

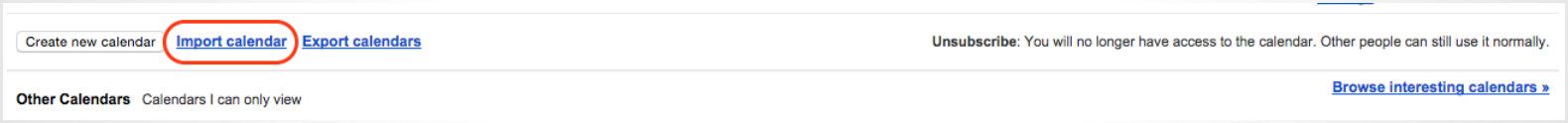
Create Initial Calendar

Calendar will hold Data Import
ex: District Calendar



Import Data into New Calendar

Import is Available: Calendar → Settings → Calendar Tab
Scroll down and locate Import Calendar
Between ***My Calendars*** and ***Other Calendars***



Create Remaining Calendars

Two Schools of Thought:

1. One Calendar per Sport

   ex: Football Calendar holds 7th Grade, 8th Grade, Freshman, Junior Varsity and Varsity Events

2. One Calendar per Team

   ex: 7th Grade Football Calendar
   8th Grade Football Calendar
   Freshman Football Calendar

Option 2 Permits a more granular approach to building and displaying Events

Determine a Naming Convention

Samples:

- HS_Calendar
- EL_Calendar
- District_Calendar
- Varsity_Football
- JuniorVarsity_Volleyball
- 7thGrade_Volleyball

Create a Setup And Teardown Calendar

Purpose::

Backed Reservation of Resource

Ex:

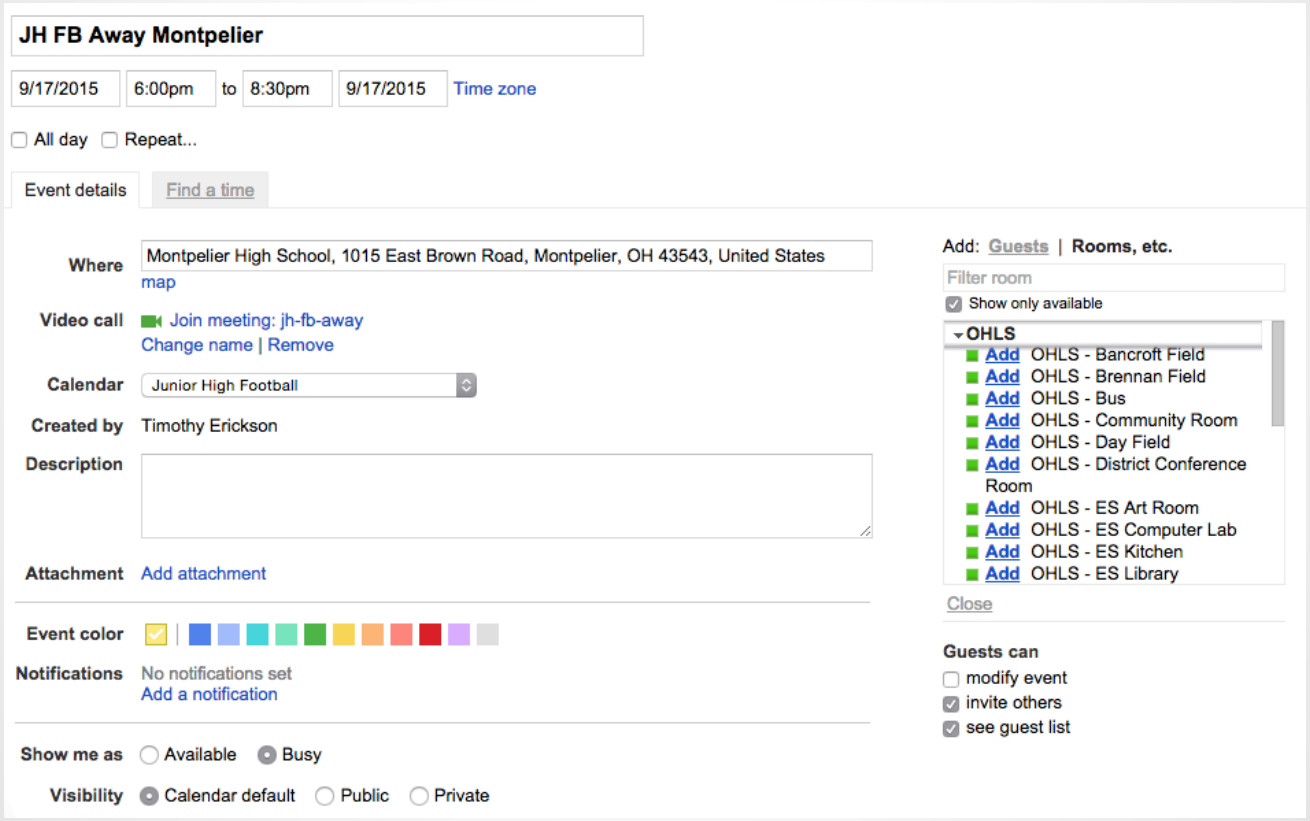
Schedule Setup & Teardown of Stadium from 3pm -7pm to prohibit anyone else from scheduling events or practice while you are trying to setup and the teams are arriving and warming up

Toggle Events to Corresponding Calendar

- Beginning in the Imported Calendar, click on each event and toggle the event to the correct calendar.
- Clean up any bad data from import.
- Link the Necessary Resources, fields, buses, etc
- You may choose to enter additional information at this time, such as Event Address to enable the Google Maps Integration

Going Live . . .

Add New Events



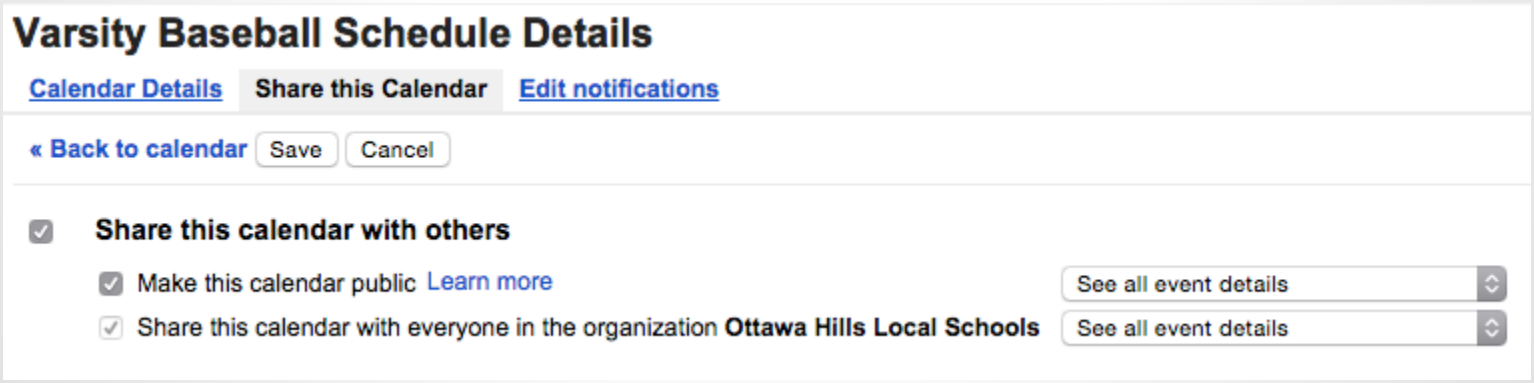
Utilize Description Text Area

- Specific Parking Areas
- Any Special Directions
- Theme Nights
- Links to Tickets
    - Sample Script

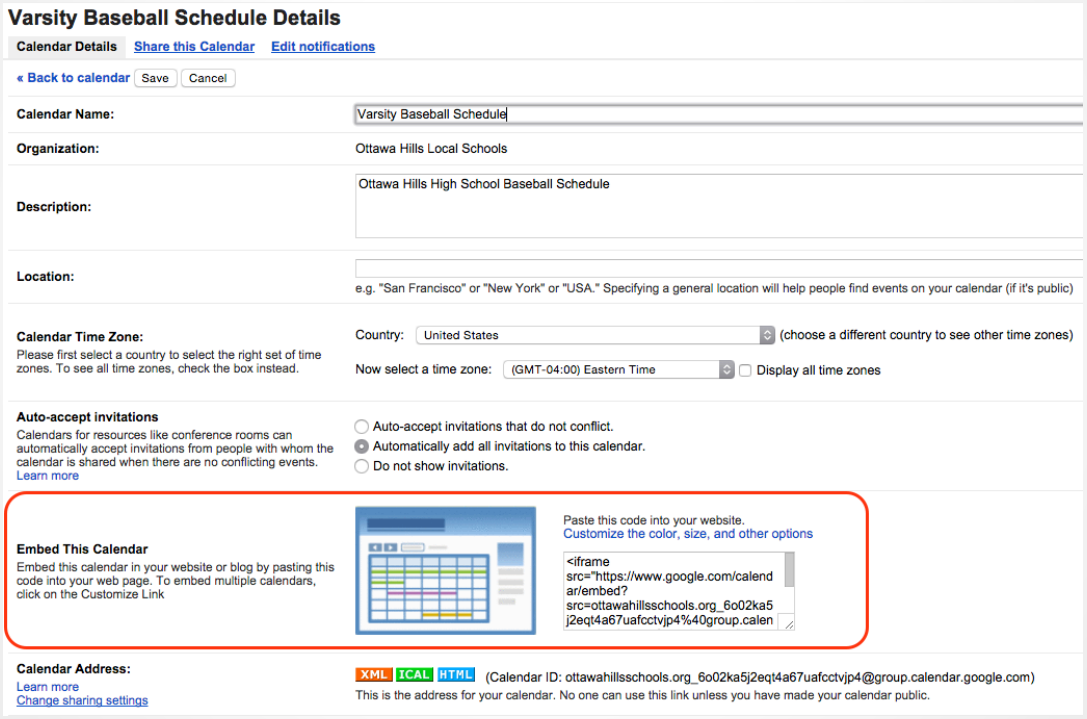
```
<a href="www.ticketracker.com">Purchase Tickets</a>
```

Enable Sharing of Calendar

For each calendar Enable Sharing
Calendar → Settings→ Share this Calendar
Check ***"Make this calendar public"***



Create Embedded Calendars for Website



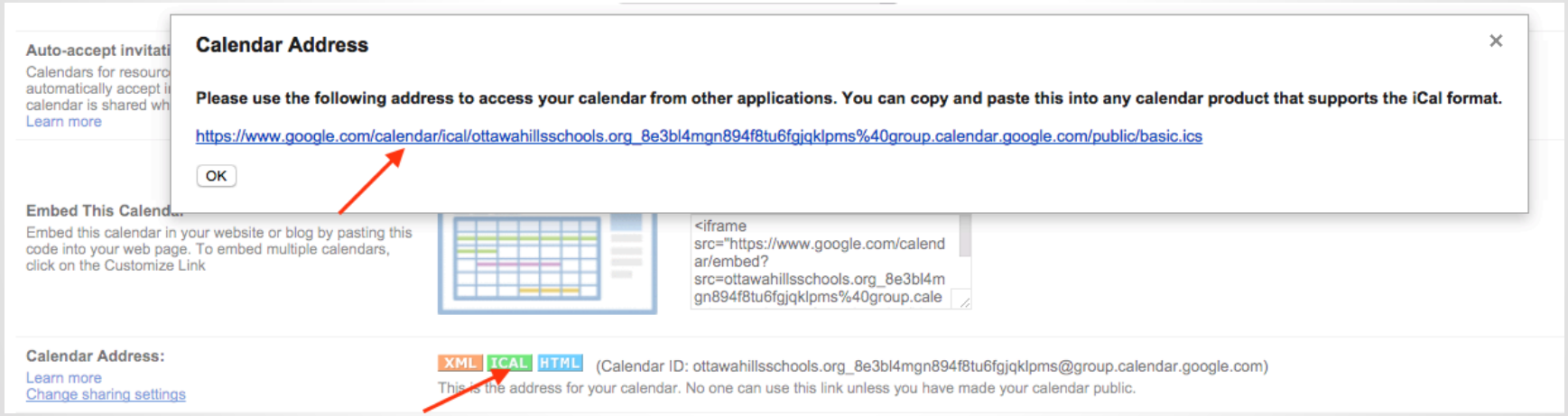
Tip for Embedding Calendar HTML

Only include the Team Calendar for the Activity,
NOT the Resource Calendar.

Including both the Team Calendar and Resource Calendar will show a duplicate of each event that has a scheduled resource and will confuse yourself and the end user

Create Article for Subscriptions

Click iCal, Then Copy Link



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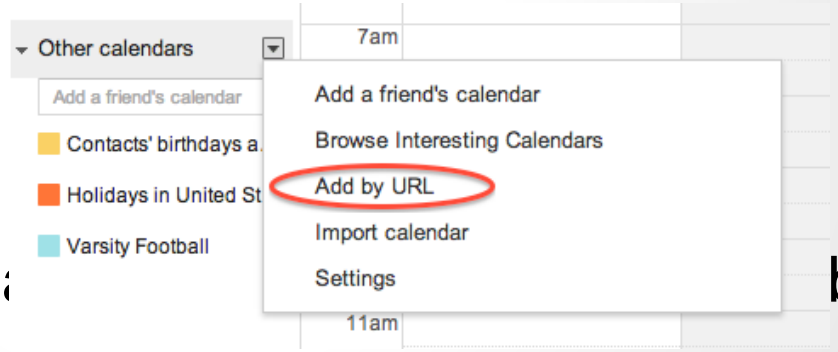
How to Subscribe as End User

1. Sign in to your Google Account
2. Click the disclosure triangle next to Other Calendars
3. Click “Add by URL”



4. Paste in the appropri ble calendars.

Tips

Remember Changes are LIVE!
Use Event Name Field to Post Game Results
Including Event Address eliminates the need to print directions for student body and public

Questions?

Thank You!