

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

Ottawa Hills Local Schools has migrated its calendars from DynaCal to Google Calendars. This migration will allow our community to easily integrate and sync with our district events using Google's Services. Please follow the [attached directions](#) if you would like to subscribe to one of our calendars. While the attached directions are specifically for Google Calendar Services, you can subscribe to our calendars from other applications by copying and pasting the link(s) below into any calendar product that supports iCal formats. Possible Calendar Subscriptions :

7th Grade Boys Basketball

http://www.google.com/calendar/ical/ottawahillsschools.org_8e3bl4mgn894f8tu6fgjqklpms%40group.calendar.google.com/public/basic.ics

7th Grade Girls Basketball

http://www.google.com/calendar/ical/ottawahillsschools.org_a5rtnarjen8qbi8ck04p70a3k8%40group.calendar.google.com/public/basic.ics

7th Grade Volleyball

http://www.google.com/calendar/ical/ottawahillsschools.org_i56e3d1abl1q1v1c9fscd71oac%40group.calendar.google.com/public/basic.ics

8th Grade Boys Basketball

http://www.google.com/calendar/ical/ottawahillsschools.org_hi31t09qrj9vltuu966vma34k%40group.calendar.google.com/public/basic.ics

8th Grade Girls Basketball

http://www.google.com/calendar/ical/ottawahillsschools.org_m1p3n92bd13qmc6bm5dtd9n9c%40group.calendar.google.com/public/basic.ics

Boys Varsity Soccer

http://www.google.com/calendar/ical/ottawahillsschools.org_16mq7ut4n9cu872a1duql9qrd%40group.calendar.google.com/public/basic.ics

Boys Varsity Tennis Schedule

http://www.google.com/calendar/ical/ottawahillsschools.org_dvginc0qldfb8n7mrkc95ru27c%40group.calendar.google.com/public/basic.ics

Boys/Girls Varsity Track Schedule

http://www.google.com/calendar/ical/ottawahillsschools.org_ura6tc241oiercednbv8vvasg%40group.calendar.google.com/public/basic.ics

District Calendar

http://www.google.com/calendar/ical/ottawahillsschools.org_ksukv10p9kr9j8gtl73fg0cmrs%40group.calendar.google.com/public/basic.ics

Freshman Boys Basketball

http://www.google.com/calendar/ical/ottawahillsschools.org_8nie4ds7lq7pf3prp6vvoo6oac%40group.calendar.google.com/public/basic.ics

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](#)

Productivity Tools

Google Apps for Education Suite

Includes Classroom, Mail, Calendar, Drive, Docs, Sheets, and more. Access additional domain and user management features through the Admin Console.

FREE

[Add to cart](#)



Classroom



Gmail



Drive



Calendar



Docs



Sheets



Slides



Sites

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

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

Scheduling Resources Prohibits DOUBLE BOOKINGS

Untitled event

9/15/2015 11:00am to 12:00pm 9/15/2015 [Time zone](#)

All day Repeat...

Event details [Find a time](#)

Where

Video call [Join meeting: spatacca](#)
[Change name](#) | [Remove](#)

Calendar

Description

Attachment [Add attachment](#)

Event color

Notifications
[Add a notification](#)

Show me as Available Busy

Visibility Calendar default Public Private

By default this event will follow the [sharing settings](#) of this calendar: event details will be visible to anyone who can see details of other events in this calendar. [Learn more](#)

Add: [Guests](#) | [Rooms, etc.](#)

Show only available

OHLS

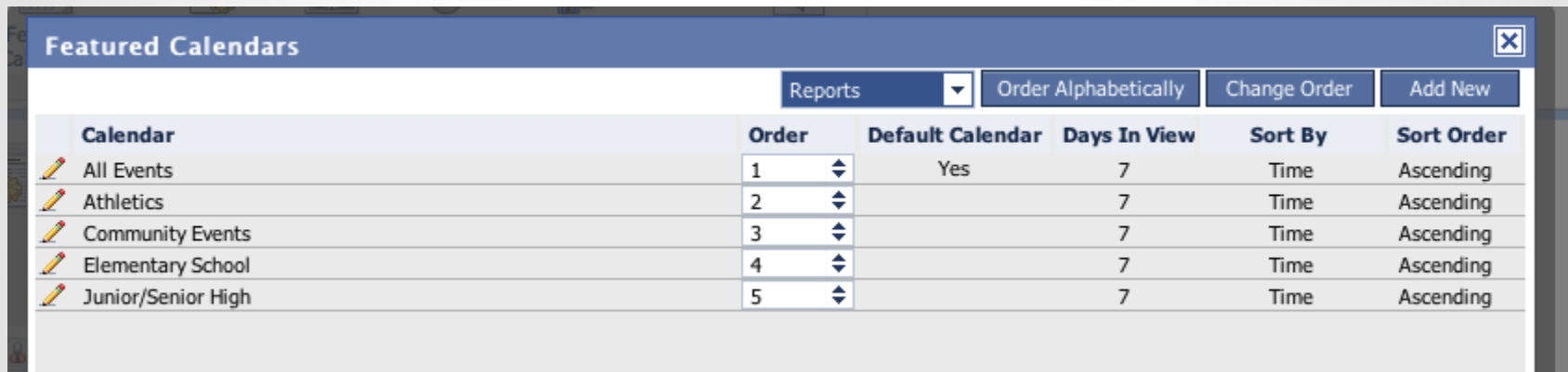
- [Add](#) OHLS - Bancroft Field
- [Add](#) OHLS - Brennan Field
- [Add](#) OHLS - Bus
- [Add](#) OHLS - Day Field
- [Add](#) OHLS - District Conference Room
- [Add](#) OHLS - ES Art Room
- [Add](#) OHLS - ES Computer Lab
- [Add](#) OHLS - ES Kitchen
- [Add](#) OHLS - ES Library
- [Add](#) OHLS - ES Music Room

[Close](#)






Guests can

- modify event
- invite others
- see guest list

Export Data from Existing Event Management Software as CSV



The screenshot shows a window titled "Featured Calendars" with a close button in the top right corner. Below the title bar, there are four buttons: "Reports" (with a dropdown arrow), "Order Alphabetically", "Change Order", and "Add New". The main content is a table with the following columns: "Calendar", "Order", "Default Calendar", "Days In View", "Sort By", and "Sort Order". Each row in the table includes a pencil icon to the left of the calendar name. The "Order" column contains numerical values from 1 to 5, each with a double-headed arrow. The "Default Calendar" column has "Yes" for the first row and is empty for the others. The "Days In View" column has the value "7" for all rows. The "Sort By" column has "Time" for all rows, and the "Sort Order" column has "Ascending" for all rows.

Calendar	Order	Default Calendar	Days In View	Sort By	Sort Order
 All Events	1	Yes	7	Time	Ascending
 Athletics	2		7	Time	Ascending
 Community Events	3		7	Time	Ascending
 Elementary School	4		7	Time	Ascending
 Junior/Senior High	5		7	Time	Ascending

Scrub & Prepare Data Import

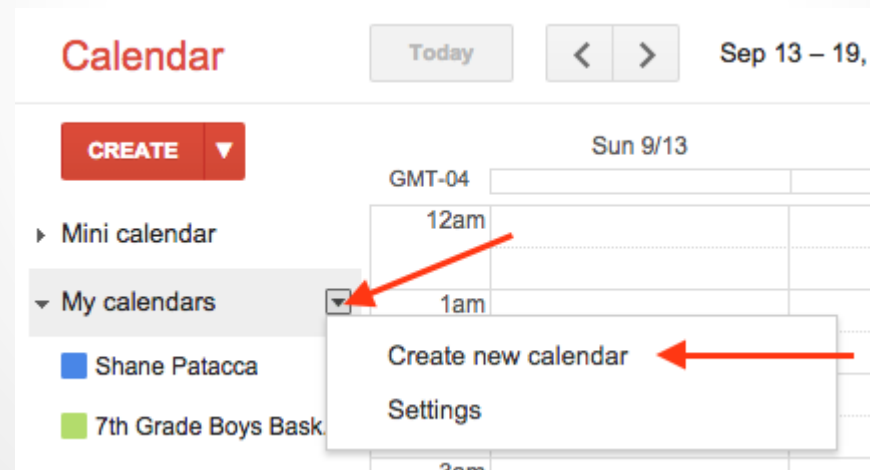
Cleanup Data Export to Prepare it for Importing.

[Knowledge Base Article](#)

Format Dates and Times Per Knowledge Base Article

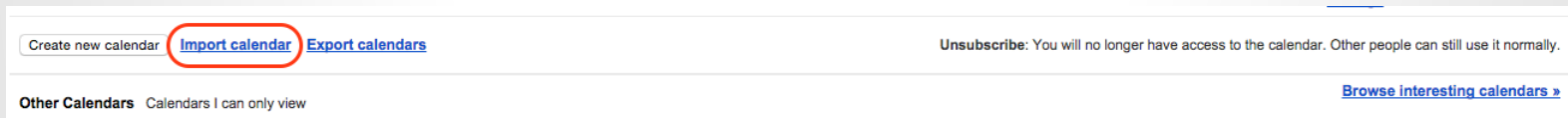
Create Initial Calendar

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

JH FB Away Montpelier

9/17/2015 6:00pm to 8:30pm 9/17/2015 [Time zone](#)

All day Repeat...

Event details [Find a time](#)

Where
[map](#)

Video call [Join meeting: jh-fb-away](#)
[Change name](#) | [Remove](#)

Calendar

Created by Timothy Erickson

Description

Attachment [Add attachment](#)

Event color

Notifications No notifications set
[Add a notification](#)

Show me as Available Busy

Visibility Calendar default Public Private

Add: [Guests](#) | [Rooms, etc.](#)

Filter room

Show only available

- OHLS

- [Add](#) OHLS - Bancroft Field
- [Add](#) OHLS - Brennan Field
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- [Add](#) OHLS - ES Kitchen
- [Add](#) OHLS - ES Library

[Close](#)

Guests can

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- see guest list

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”***

Varsity Baseball Schedule Details

[Calendar Details](#) [Share this Calendar](#) [Edit notifications](#)

[« Back to calendar](#)

Share this calendar with others

- Make this calendar public [Learn more](#) ▾
- Share this calendar with everyone in the organization **Ottawa Hills Local Schools** ▾

Create Embedded Calendars for Website

Varsity Baseball Schedule Details

[Calendar Details](#) [Share this Calendar](#) [Edit notifications](#)

[← Back to calendar](#)

Calendar Name:

Organization:

Description:


Location:
e.g. "San Francisco" or "New York" or "USA." Specifying a general location will help people find events on your calendar (if it's public)

Calendar Time Zone: Country: (choose a different country to see other time zones)
Please first select a country to select the right set of time zones. To see all time zones, check the box instead.
Now select a time zone: Display all time zones

Auto-accept invitations
Calendars for resources like conference rooms can automatically accept invitations from people with whom the calendar is shared when there are no conflicting events. [Learn more](#)

Auto-accept invitations that do not conflict.
 Automatically add all invitations to this calendar.
 Do not show invitations.

Embed This Calendar
Embed this calendar in your website or blog by pasting this code into your web page. To embed multiple calendars, click on the Customize Link



Paste this code into your website. [Customize the color, size, and other options](#)

```
<iframe  
src="https://www.google.com/calendar/embed?  
src=ottawahillsschools.org_6002ka5  
j2eqt4a67uafctvjp4%40group.calen
```

Calendar Address: [Learn more](#) [Change sharing settings](#)

[XML](#) [iCAL](#) [HTML](#) (Calendar ID: ottawahillsschools.org_6002ka5j2eqt4a67uafctvjp4@group.calendar.google.com)
This is the address for your calendar. No one can use this link unless you have made your calendar public.

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

The screenshot shows the Google Calendar sharing interface. A modal window titled "Calendar Address" is open, displaying the iCal link: https://www.google.com/calendar/ical/ottawahillsschools.org_8e3bl4mgn894f8tu6fgjqklpms%40group.calendar.google.com/public/basic.ics. A red arrow points from the "iCal" button in the bottom section to this link. Below the modal, the "Embed This Calendar" section shows an embed code snippet with the same URL. At the bottom, the "Calendar Address:" section has buttons for "XML", "iCal", and "HTML". A red arrow points from the "iCal" button to the "iCal" link in the modal. The "iCal" link is highlighted in green in the bottom section.

Calendar Address

Please use the following address to access your calendar from other applications. You can copy and paste this into any calendar product that supports the iCal format.

https://www.google.com/calendar/ical/ottawahillsschools.org_8e3bl4mgn894f8tu6fgjqklpms%40group.calendar.google.com/public/basic.ics

OK

Embed This Calendar

Embed this calendar in your website or blog by pasting this code into your web page. To embed multiple calendars, click on the Customize Link

```
<iframe  
src="https://www.google.com/calend  
ar/embed?  
src=ottawahillsschools.org_8e3bl4m  
gn894f8tu6fgjqklpms%40group.cale
```

Calendar Address:

[Learn more](#)
[Change sharing settings](#)

[XML](#) [iCal](#) [HTML](#) (Calendar ID: ottawahillsschools.org_8e3bl4mgn894f8tu6fgjqklpms@group.calendar.google.com)

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7th Grade Girls Basketball

http://www.google.com/calendar/ical/ottawahillsschools.org_a5rtnarjen8qbi8ck04p70a3k8%40group.calendar.google.com/public/basic.ics

7th Grade Volleyball

http://www.google.com/calendar/ical/ottawahillsschools.org_i56e3d1abl1q1v1c9fscd71oac%40group.calendar.google.com/public/basic.ics

8th Grade Boys Basketball

http://www.google.com/calendar/ical/ottawahillsschools.org_hi31t09qrj9vltuu966vma34k%40group.calendar.google.com/public/basic.ics

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Boys Varsity Soccer

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Boys Varsity Tennis Schedule

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District Calendar

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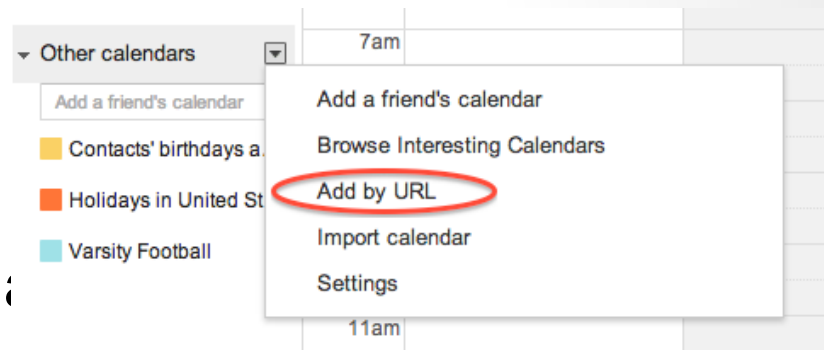
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Girls Varsity Lacrosse Schedule

http://www.google.com/calendar/ical/ottawahillsschools.org_dtd3q8f42kahdr55avehofdhdc%40group.calendar.google.com/public/basic.ics

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 appropriate calendars.

ble

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!