

CALENDAR INSTRUCTIONS FOR ROOM PARENTS

Here are instructions and the login info for your respective classes to add your parent help calendars to the Google Calendar.

To access your class Google calendar:

Go to www.google.com/calendar and login as:

do not use these email addresses for any other purpose

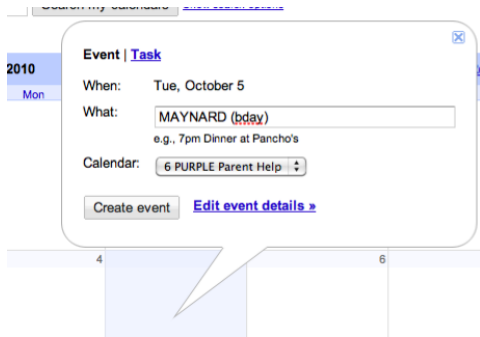
If your login asks for a recovery email, enter your respective studio email address: blue@lincolnnurseryschool.org, yellow@lincolnnurseryschool.org, purple@lincolnnurseryschool.org, or red@lincolnnurseryschool.org

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Insyellowclass@gmail.com
yellow08Ins

Inspurpleclass@gmail.com
purple08Ins

Insredclass@gmail.com
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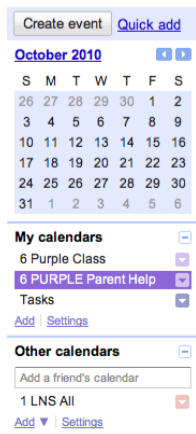


To add events, you can import them from excel or another calendar program, or you can add them and arrange them individually. Talk to the VP of Programs to determine the most efficient and effective method and get instructions.

To add an individual event: simply click the date in the calendar. The Event bubble will appear (image 1).

< image 1: adding an event

To move or edit events: You can drag events around the calendar to move them or you can click the event > click Edit Event Details > and go from there.



IMPORTANT NOTES:

Be sure to work with your class Parent Help calendar, not the general class calendar.

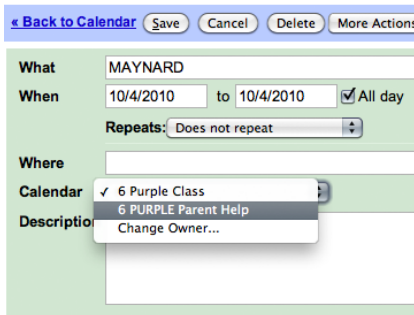
> A tip - when you are adding calendar events, you can turn off the general class calendar (e.g. "Purple Class") by clicking on it in the left bar/list. When you create a new event, the default calendar will then be the "Purple Parent Help Calendar". (When adding events or importing, your calendar list should look like image 1)

< image 2: general class calendar turned off, Parent Help calendar turned on

> This also applies when making parent help switches during the year. The easiest way to change days is to drag and drop on the calendar, with the general class calendar turned off. If you make a mistake, you can simply click the event > edit event details > then correct your mistake there (image 3).



< image 3: to correct the calendar (or any mistakes), click the event > edit Event Details > click the Calendar dropdown, and select the correct calendar.



Some guidelines:

- use last name in caps (e.g. MAYNARD)
- indicate each child's birthday celebration day, e.g. MAYNARD (bday)
- add parent help events to the Parent Help calendar rather than the class calendar
- if you want to import from excel, let Chandler know and she will provide instructions.