

Shared calendars using a master calendar
<https://www.commonthreadscalendar.com/>

How it works

The shared calendar is based on the creation of a “master” Google calendar that [provides a place](#) where the individual group calendars reside so they can be cast to a website for viewing by all. This system is easy to set up, will always be up to date, and will not require much administration.

Even if you do not have a Gmail address you can [set up a Google account](#) using your non-Gmail address and have access to a Google calendar you can then use for joining the master calendar and sharing your events.

Step 1: Groups that want to participate in the shared calendar program should forward to the master calendar administrator along with the preferred group name the email addresses of those people charged with maintaining their group’s calendar of events. Note: The email addresses you provide can be personal email addresses if you choose. Note: Each individual email address must have access to a Google calendar. This means they must be a Gmail address or associated with a Google account.

Step 2: After receiving your (the group’s) email address or email addresses, the administrator will [create a secondary calendar on the master calendar](#). It’s important to note that the *Common Threads Coalition* will be the owner of the calendar but you will still have event creation, deletion and edit rights.

Step 3: Next, the administrator will send you an [invitation](#) to join that newly created secondary calendar.

Step 4: After the invitation is accepted, you will receive a prompt [to add](#) this new calendar to your (the group’s) Google calendar once you sign into your Google account.

The new calendar will show up in your [“Other calendars” section](#). By clicking on the 3-dots to the right of this calendar you can change the color and by going to “Settings,” change the name of this calendar if you want.

You are now ready to add events that should immediately appear on the [Common Threads Coalition calendar webpage](#). Once on the site, you’ll find [the data is interactive](#). In addition to scrolling, you’ll be able to display the calendar in multiple ways. Be sure to bookmark the site address so you can easily locate it in the future.

How to get started (join the shared calendar)

Groups that want to participate in the shared calendar program should forward to the master [calendar administrator](#) the name of the group and the email addresses of those charged with maintaining the group’s event calendar.

Event creation guidelines

1. All in-person events should be interesting to other activists that live in and around Waukesha County.
2. Do not publish in-person or virtual internal meetings unless they are intended to also welcome and integrate new members into your group. If the topic requires prior involvement or knowledge and new attendees would be a distraction or feel lost, then do not publish it.
3. If you are co-hosting an event with another Coalition group, make sure it is not already posted on the Coalition calendar website by someone else.
4. Regarding DPW events - Only include those events your team is hosting (as in a canvass or phonebank). If there are virtual DPW events you find useful and you will be attending them or promoting them among your membership, then yes, but make sure it's not already posted on the Coalition calendar website by someone else.
5. It's OK to promote an event from a group not part of our coalition, but it should be one that you will be attending or promoting within your group. Also be sure it is not already posted on the calendar website by someone else and give credit to the organizing group in the description
6. For further guidance on how to create an event click [HERE](#). Follow this instruction exactly or you will have problems.

That's it. If you have any questions, contact me (calendar Administrator) at BrookfieldResist@gmail.com