FOGBEE CALENDAR

The calendar is a FREE interactive tool that club members can use to schedule future events. The calendar in Montly Format appears on the FOGBEE website. It appears in Agenda Format in the right side-bar of the Blog. It is not intended to replace the BLOG for communication and promotion of the event. Our primary objective for the calendar is for members to schedule plans for rides and other events.

Members with Google Accounts may setup their own personal calendars. Members may view the FOGBEE calendar, but to EDIT the FOGBEE calendar <u>they must be invited</u>. Google requires us to list by email address every member who wants to edit. For administrative purposes only, we chose to keep it simple and list only those people who want the privilege.

If you want to be able to EDIT, send your request to fogbees@gmail.com and we will promptly add you. The obvious alternative for those who do not expect to make many changes is to just send your event to fogbees@gmail.com

How this thing works

- 1) ALL FOGBEES are eligible to edit/add events to this SHARED Calendar that appears on this Web Page.
- 2)You must FIRST register with <u>fogbees@gmail.com</u>. For example send the note, "Please send me an invitation to share the FOGBEE calendar on Doug@titansfan.com". When you get your invitation, complete your registration. You can add/edit events.
- 3) To open the Calendar on the FOGBEE Web Site, click on the + Google Calendar in the lower right corner, and log-in.
- 4) To add your event:
 - Advance the calendar to the month of your event, click on the date, and add Time & Title of your event
 - Click on Details and add Location, **your name**, and a brief description
- 5) Your entry transfers immediately. Click your Browser Refresh button to see it.