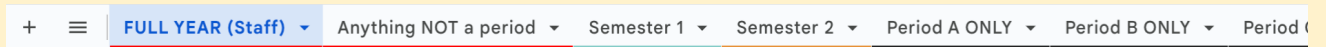


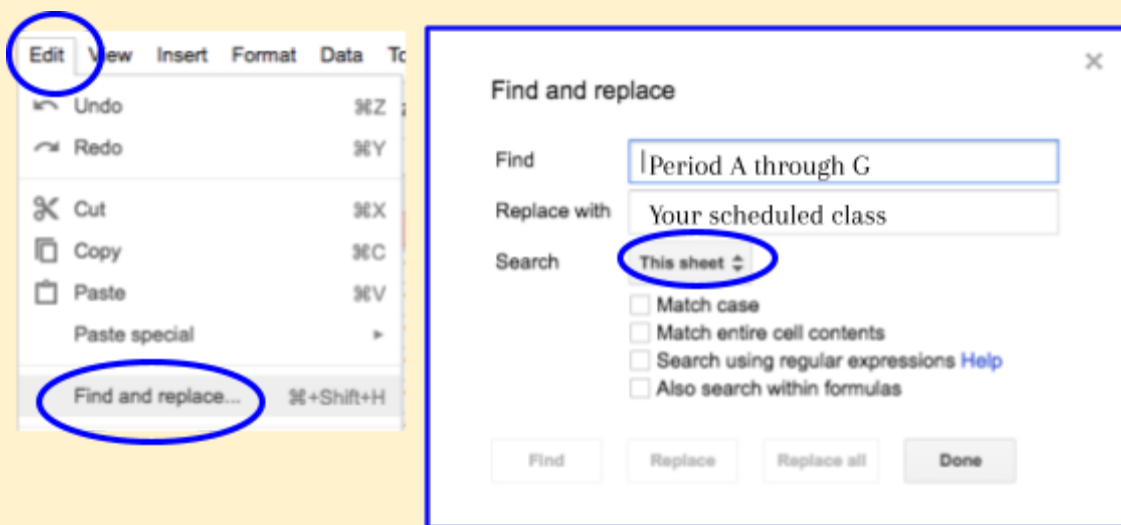
Directions to Customize Your Google Calendar with Rotating Schedule

Part 1: Customize your calendar in Google Sheets

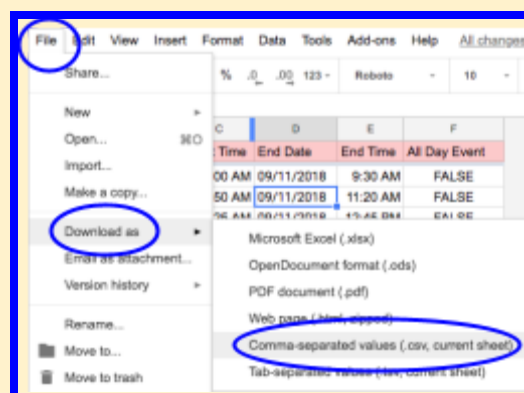
1. Click on [this link](#) (2025-2026) and “Make a Copy” of the spreadsheet. Anything you edit on it will only be seen by you.
2. If you look at the tabs on the bottom of the spreadsheet, you will see that you have options on which part of the year you want to create a calendar. *(If you use the ‘full year periods’, you may want to delete some events prior to moving onto the next step)*



3. Click on the tab(s) you want to customize. To customize your calendar so it reads the name of your class instead of ‘Period B’, select the ‘Edit’ from the menu bar. Scroll down to ‘Find & Replace’. (SHORTCUT: Command + Shift + H)



4. In the ‘Find’ field, type ‘Period B’ and in the ‘Replace with’ field, type in your Period B class name. You should select ‘This sheet’. **Be sure to capitalize P in Period and capitalize the letter** Then, select ‘Replace All’. Do this for all of your periods.
5. Once your schedule shows the way you want, go to ‘File’ in the menu bar and scroll down to ‘Download As Comma-separated Value (.csv)’. If you have multiple tabs, you will have to export each individually.

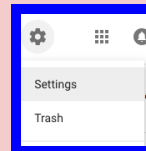


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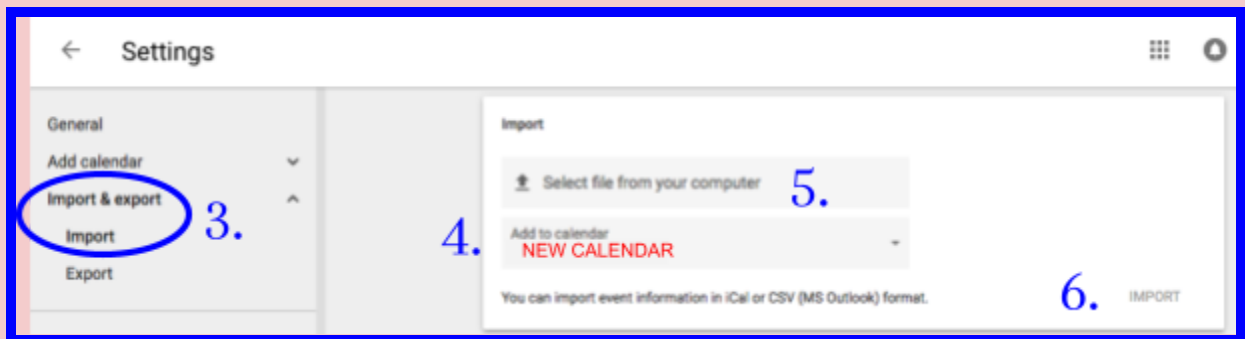
Part 2: Importing into Google Calendar

1. Go to calendar.google.com. **Create a new calendar for your schedule.** ([Instructions here](#))

2. Select the gear icon and scroll to 'Settings':



3. Select 'Import and Export' and make sure that 'Import' is selected:



4. **BE SURE TO SELECT THE CORRECT CALENDAR!** Do NOT put it on your default calendar (which is the one with your name.) You will not be able to delete this calendar if a mistake is made.
5. Select the .csv file you created from the computer. You will be able to upload one file per import.
6. Select 'import'. This can take a few minutes and you can leave the page when you are provided confirmation that events were imported.
7. You can also import your .csv to any program that you use (iCal, etc)

Contact Sam Bookston if you run into any issues.