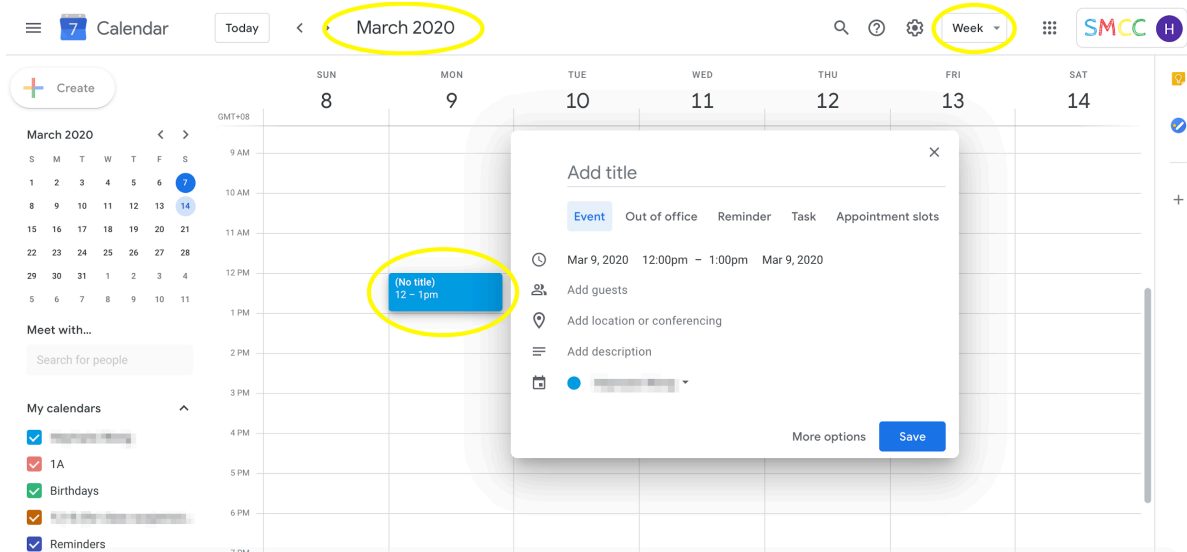


## Add event to a shared Google Calendar

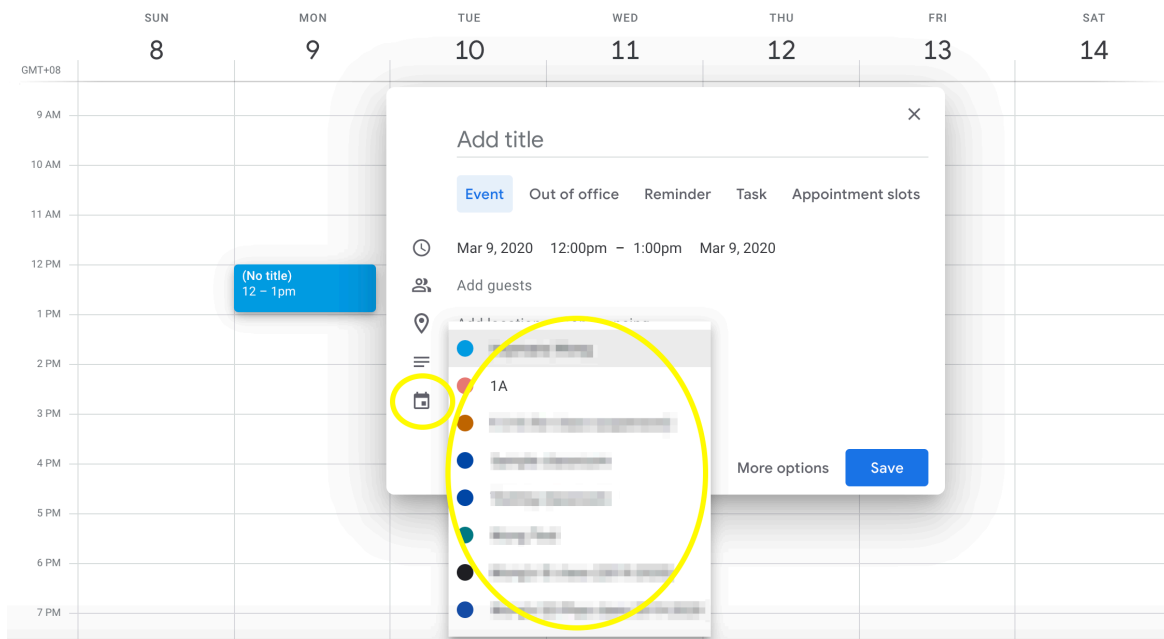
### Add an event

1. Click “Calendar” in the “nine dots” on the top right corner
2. Choose the day and highlight the timeslot

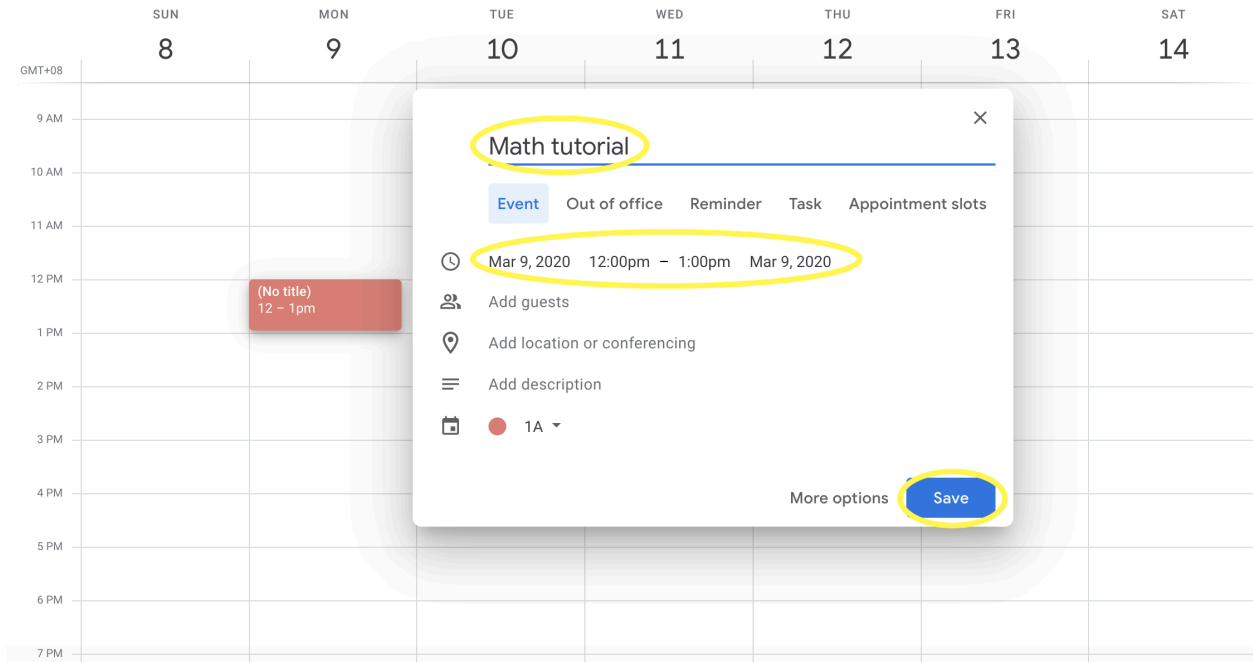


3. Choose the appropriate calendar, e.g. 1A

\*Make sure to choose the correct one, other else, it may not be able to share with others or share with another group of people.



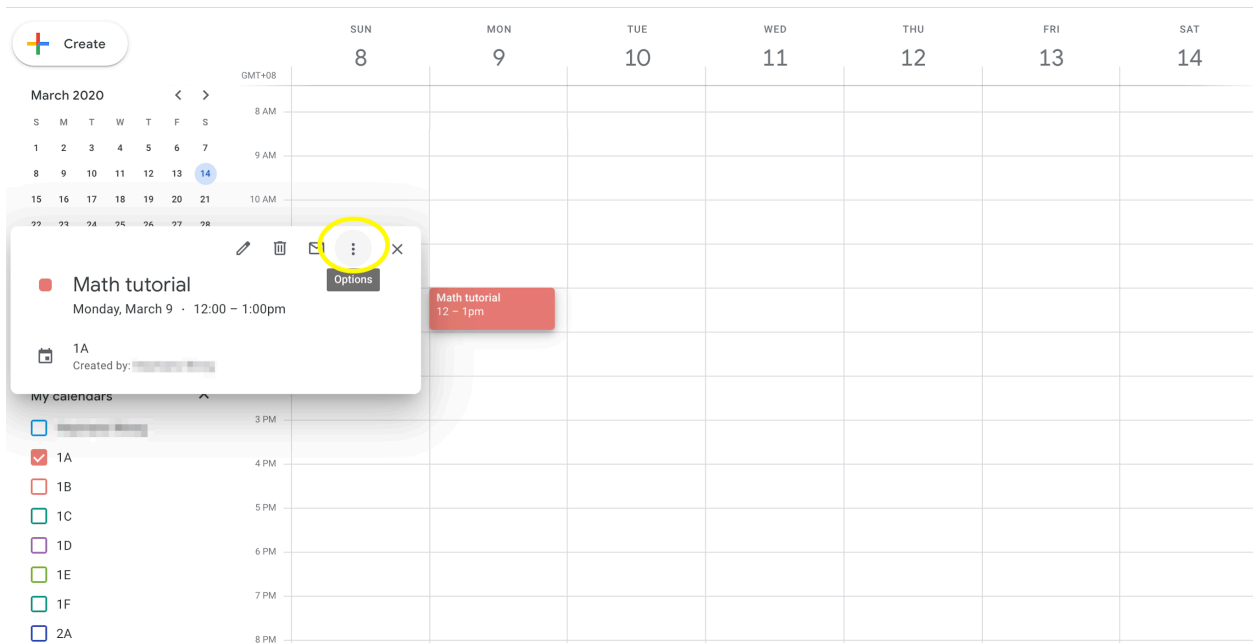
#### 4. Edit the title and other details, then Save



#### 5. [Split class / combined class] If it is a lesson involving more than one class, such as 1A and 1B combined together.

Click on the created event, then click the “three dots”.

Choose “Copy to ...” for the appropriate calendar.



Calendar

Today

Create

March 2020

S M T W T F S

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

GMT+08

8 AM

9 AM

10 AM

Math tutorial

Monday, March 9 · 12:00 – 1:00pm

1A

Created by: [redacted]

my calendars

1A

1B

1C

1D

1E

1F

2A

Print

Duplicate

Copy to [redacted]

Copy to 1B

Copy to 1C

Copy to 1D

Copy to 1E

Copy to 1F

Copy to 2A

Copy to 2B

Copy to 2C

Copy to 2D

Copy to 2E

Copy to 2F

Copy to 3A

Copy to 3B

Copy to 3C

Copy to 3D

TUE 10

WED 11

THU 12

FRI 13

SAT 14