

Adding events to the NA Florida regional calendar

This feature allows an area's calendar servant to add events to the NA Florida Regional Calendar at the same time they are adding it to your area's calendar.

Requirements:

This feature requires that you use Google Calendar to track your area events with a Gmail or Google Suite email address.

Instructions:

Send an email to itc@naflorida.org requesting access to add events for your area to the NA Florida Regional Calendar and provide the Google email address of the account you use to save events to your area calendar.

One of the IT members with the Florida Regional Web workgroup will add that account to the sharing settings with access to edit events.

An automated email will be sent to that account that confirms you have been granted rights to edit events on the NA Florida regional calendar and it will have a clickable link that says "Add this calendar".

While logged into Google Calendar as your area user, find the email that is mentioned above and click the link labelled "Add this calendar".

After clicking this link, the calendar for that account will open in a new browser tab and will show "NA Florida" in the list of calendars on the left hand pane of the screen.

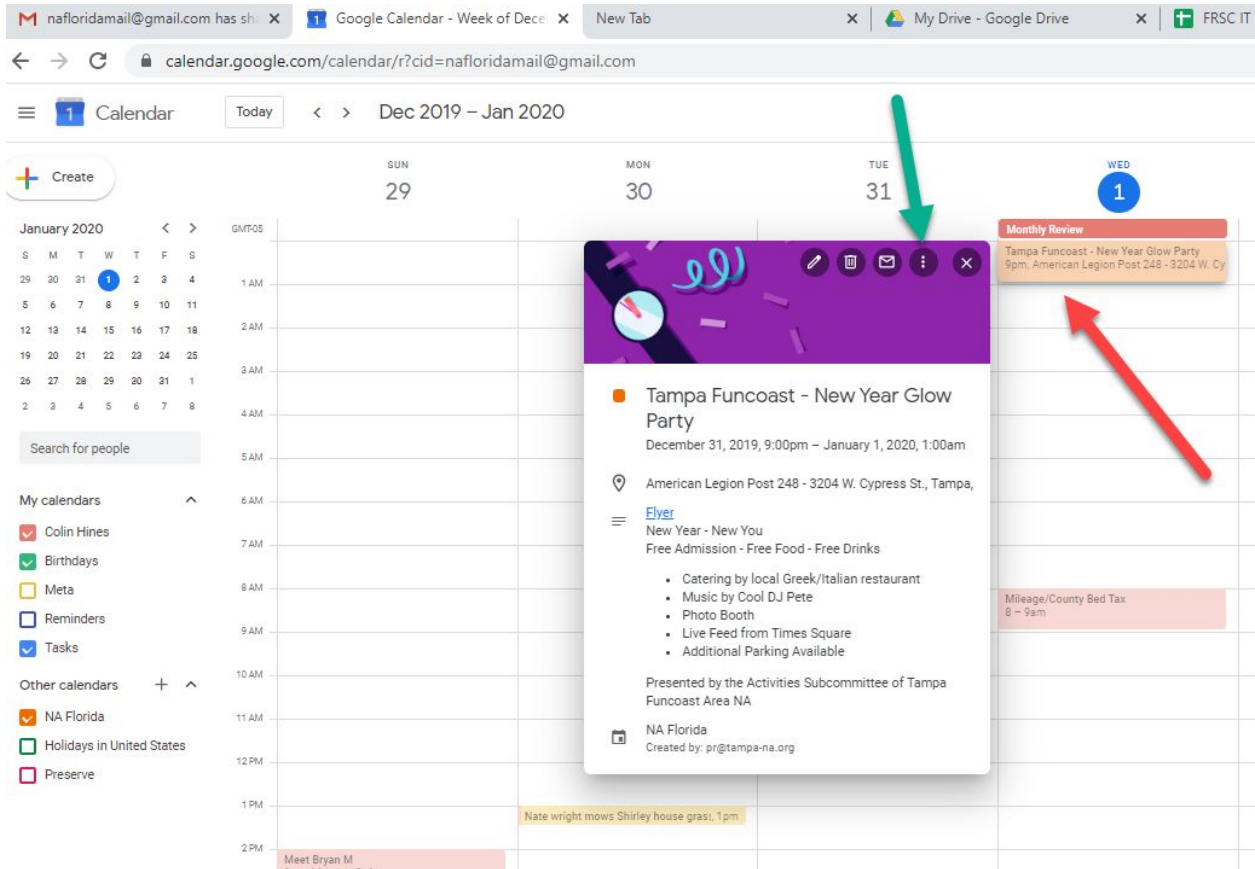
Screenshot below:

The screenshot shows the Google Calendar interface. At the top, there are browser tabs for 'nafloridamail@gmail.com', 'Google Calendar - Week of Dec...', and 'New Tab'. The address bar shows 'calendar.google.com/calendar/?cid=nafloridamail@gmail.com'. The main header displays 'Calendar', 'Today', and 'Dec 2019 - Jan 2020'. The calendar view is set to a weekly view for Sunday (29), Monday (30), and Tuesday (31). On the left, there is a 'Create' button, a monthly calendar for January 2020, a search bar, and a list of calendars. Under 'My calendars', 'NA Florida' is checked and highlighted in orange. Under 'Other calendars', 'Preserve' is checked and highlighted in red. A red arrow points from the 'NA Florida' calendar in the sidebar to an orange event 'Meet Bryan M' on Sunday, Dec 29, at 2 PM. Other events include 'Call my transport' on Tuesday, Dec 31, at 9:10 - 10:10 AM, and 'Nate wright mows Shirley house grass' on Monday, Dec 30, at 1 PM.

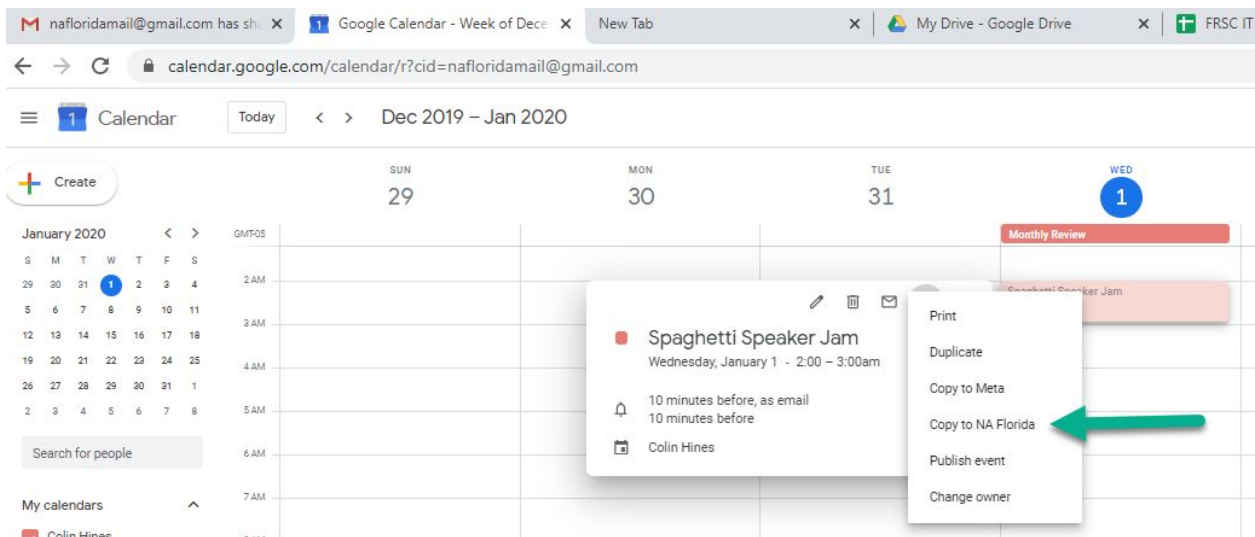
Now that you have added the NA Florida regional calendar, you should be able to see things on that view of the calendar that are in the same color as the color next to the NA Florida calendar in the left side pane. (You may need to move forward or back a few weeks to see something if you aren't on a week with anything listed)

Adding events from the area calendar to the NA Florida Regional Calendar

Find one of the events that you would like to add to the area calendar and click on it to expand it as shown in the screenshot below.



Then click on the 3 dots next to the X (shown by the green arrow) and you will see a menu that has “Copy to NA Florida” listed as an option. Once you do this, it will show up on the NA Florida regional calendar in under 3 minutes.



Please contact itc@naflorida.org with any/all questions.