

SLO Sloop Reservation Calendar

4-26-2013

This procedure details how to (A) **sign up** for a Google account, (B) **sign-in**, and finally to (C) **make entries** into the calendar. Users must have a Google account or Gmail in order to sign-in and make entries into the online '*SLO Sloop Reservation Calendar*'.

You do not have to have Gmail. You will either sign-in with your existing Gmail account info, or with your existing email with a password you establish when setting up the Google account. The password is independent from the password you use with your personal email account

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If you have an existing Gmail, then skip to: **B. ([Sign-in to the SLO Sloop Calendar](#))**

A. SIGN-UP FOR A GOOGLE ACCOUNT

The SLO Sloop Reservation Calendar is located on the SLYC website at slyc.org/SLO_Sloop_Cal.html and looks similar to **[Figure A]**:

(THERE IS A LINK TO THE CALENDAR AT THE BOTTOM OF THE SLYC HOME PAGE)

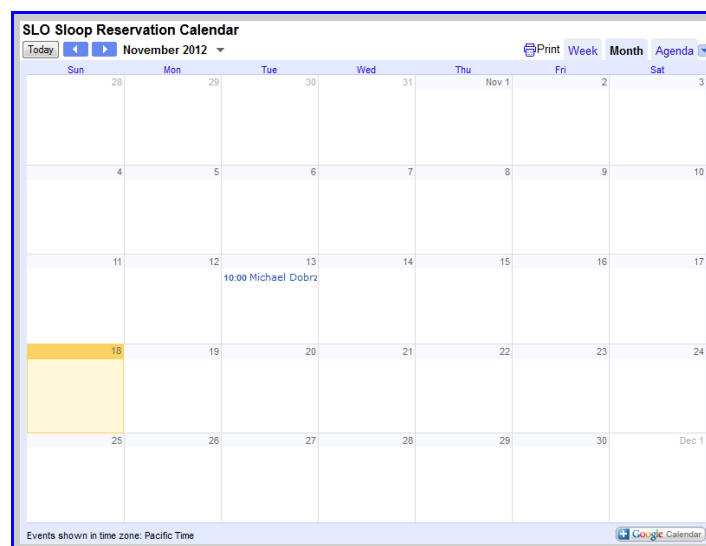

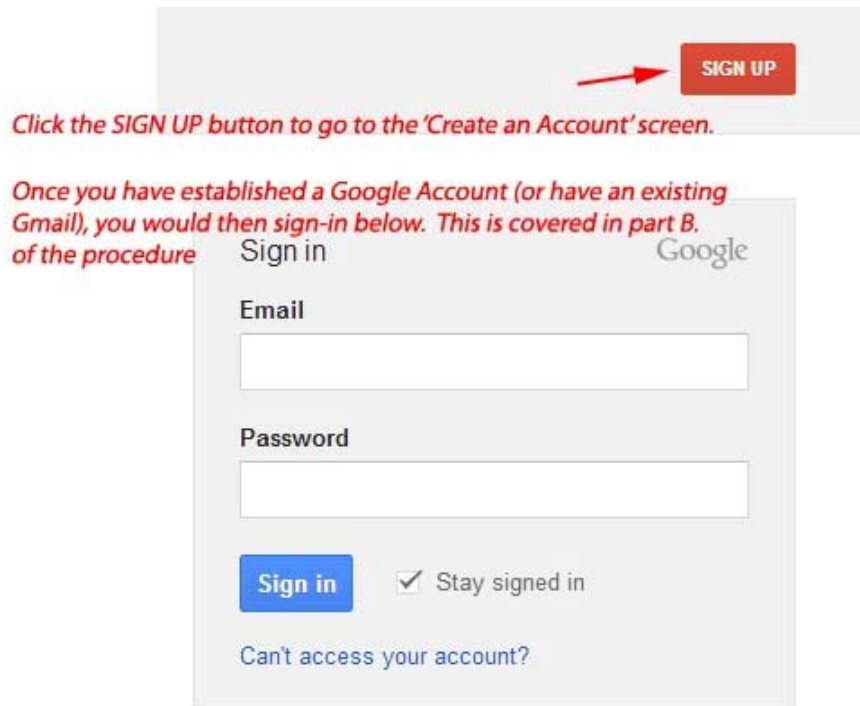


Figure 1

1. Click on , located in bottom right of calendar and you will be taken to the **Sign-in** screen



2. After selecting '**Sign up**', the following '**Create an Account**' screen will appear. [see **Figure 2**] This form is fairly self explanatory. Basically, you are entering an existing email (the one you will use as the user id when signing into the google calendar), and a password (**not the same one for your email account**). Once you complete this process, you are ready to sign into the SLO Sloop Reservation Calendar.



Create an Account

Your Google Account gives you access to Google Calendar and [other Google services](#). If you already have a Google Account, you can [sign in here](#).

Required information for Google account

Your current email address:

e.g. myname@example.com. This will be used to sign-in to your account.

Choose a password:

[Password strength:](#)

Minimum of 8 characters in length.

Re-enter password:

Stay signed in

Enable Web History [Learn More](#)

Get started with Google Calendar

First name:

Last name:

Location:

Birthday:

MM/DD/YYYY (e.g. "11/18/2012")

Word Verification: Type the characters you see in the picture below.






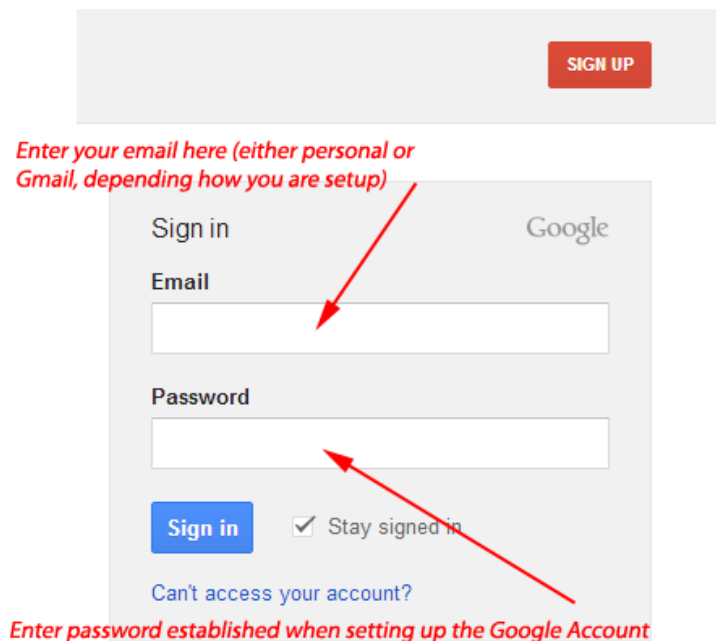
Letters are not case-sensitive

Figure 2

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B. SIGN-IN TO THE GOOGLE CALENDAR TO MAKE ENTRIES

1. First, if this is your first time, notify the [webmaster](#) which email account you will be using to log into the calendar so permissions may be setup to allow you to login.
2. Navigate to the SLO Sloop Reservation Calendar, located at the bottom of the homepage, above the weather app: SLO SLOOP RESERVATION CALENDAR | FOR-SALE / WANTED
3. Click on , (Bottom right of calendar) to log into the SLO Sloop Reservation Calendar. You will be taken to the sign-in screen (Figure 3)



SIGN UP

Enter your email here (either personal or Gmail, depending how you are setup)

Sign in Google

Email

Password

Sign in Stay signed in

[Can't access your account?](#)

Enter password established when setting up the Google Account

Figure 3

4. After sign-in, you will be taken to an editable version of SLO Sloop Reservation Calendar, which will look very similar to the online calendar.

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C. MAKING ENTRIES IN THE CALENDAR

1. Click into a **BLANK AREA** in the desired date field, **NOT** in an existing entry. See (Figure 4)



Figure 4

Figures 5 & 6 (respectively) show what the screen will look like when you click in 'Sailing School' or when you click in a BLANK area.

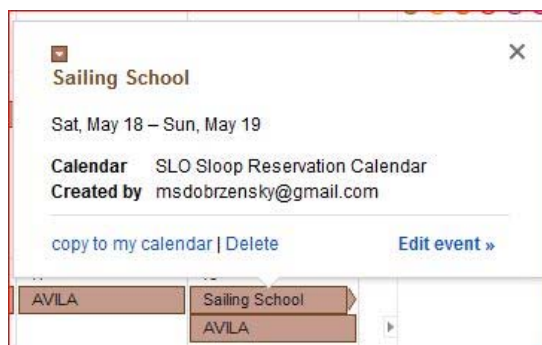


Figure 5

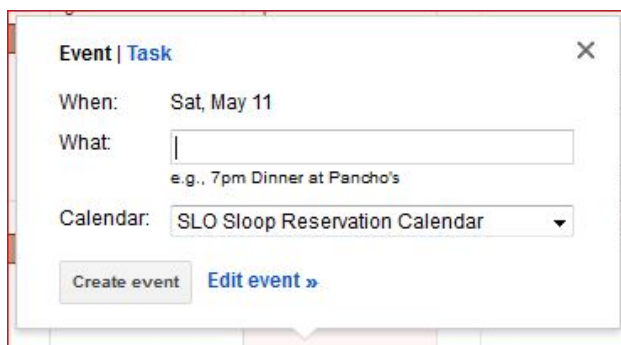


Figure 6

- a. Click on the drop down for the calendar (**arrow 1, Figure 7**) to select the SLO Sloop Reservation Calendar. In the example, Michael Dobrzensky Calendar came up initially. If this is not changed to the SLO Sloop Calendar, then the data entered will go into another calendar.
- b. Once we have selected the correct calendar, select **Edit event** (**arrow 2, Figure 7**), which will take you to the entry screen.

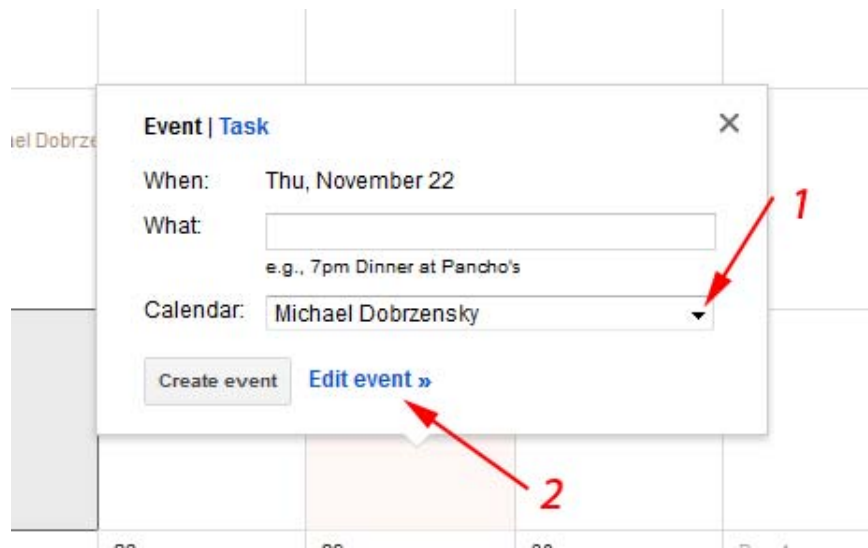


Figure 7

2. Clicking on **Edit event** (in figure 7) brings up the following entry screen: [see Figure 8]
 - a) Enter your name (person reserving boat) in the Untitled event box
 - b) Verify correct date
 - c) Verify correct calendar
 - d) Enter comments, if you wish..
 - e) When completed, select **SAVE** – and you will be returned to the calendar. Make sure the name entered is in the date desired.

Google

This is the Calendar Entry Screen

Enter your name here (person reserving the boat)

Untitled event

11/22/2012 to 11/22/2012 *make sure this shows correct date*

All day Repeat...

Event details

Verify that this says SLO Sloop Reservation Calendar. If you missed this in the previous step, you can change it here

Where

Add guests

Video call [Add a Google hangout](#)

Calendar

Guests can

Description

Event color

Reminders No reminders set [Add a reminder](#)

Figure 8

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