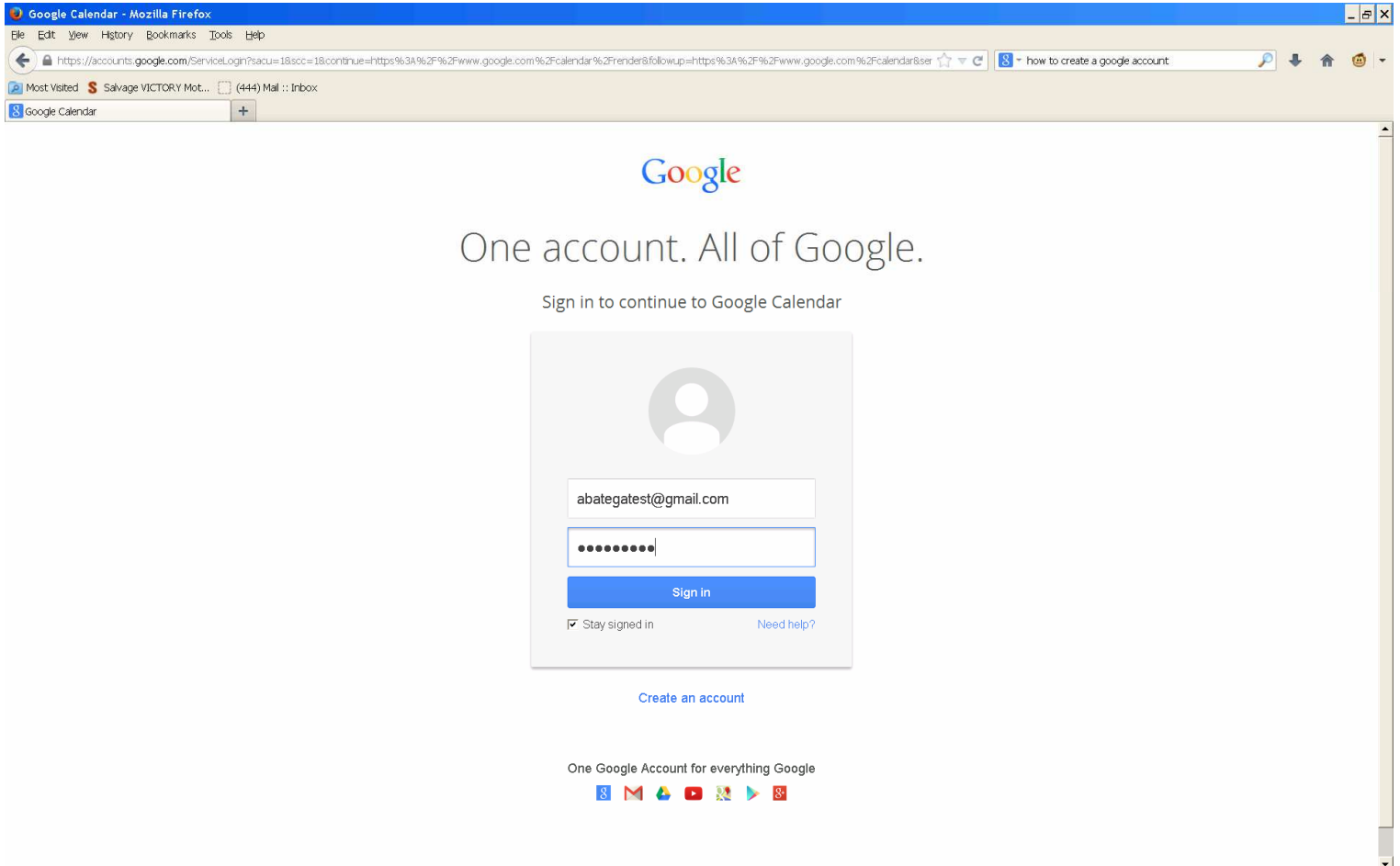


How to Use the ABATE Events Calendar

The ABATE of Georgia Events and Happenings Calendar is a self service calendar for all of the districts to access on their own and add their events as they see fit. We then take that calendar and print it in the newsletter and the ABATE Website after the districts do their part.

Step 1: If you already have a google account then proceed to step 3, if you do not already have a google account you need get one: Instructions on how to set up a google account can be found at the following link

<https://accounts.google.com/SignUp>



Step 2: Once you have a google account you just have to send us the name of the email address you associated with that account.

Inbox (3) - abategatest@gmail.com - Gmail - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://mail.google.com/mail/u/0/?tab=cm&pt=1#inbox?compose=14879b93c8358af9

Most Visited Salvage VICTORY Mot... (444) Mail :: Inbox

Google Calendar x Inbox (3) - abategatest@gmail.com - G... x +

Google abategatest@gmail.com

Gmail 1-3 of 3

COMPOSE

Inbox (3)

Starred

Sent Mail

Drafts (1)

More

abate

Primary Social Promotions

Gmail Team

Stay more organized with Gmail's inbox - Hi abate Gmail's inbox puts you in control Inbox viden Meet the inbox Gmail's inbox sorts Sep 11

The best of Gmail, wherever you are - Hi abate Get the official Gmail app The best features of Gmail are only available on your phone and Sep 11

Three tips to get the most out of Gmail - Hi abate Tips to get the most out of Gmail Bring your contact

Please Add me to the ABATE Events Calendar

secretary@abatega.org

Please Add me to the ABATE Events Calendar

Hello,

I am the Test Account to show everyone how to use the ABATE Events Calendar for District 99

Please add me to the Calendar so I may edit events.

thanks

ABATE Test Account

Setup progress 10%

Account Created

Learn how to use Gmail

Choose a theme

Import contacts and mail

0 GB (0% of 15 GB used)

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Powered by Google

No recent chats

[Start a new one](#)

Send

Saved

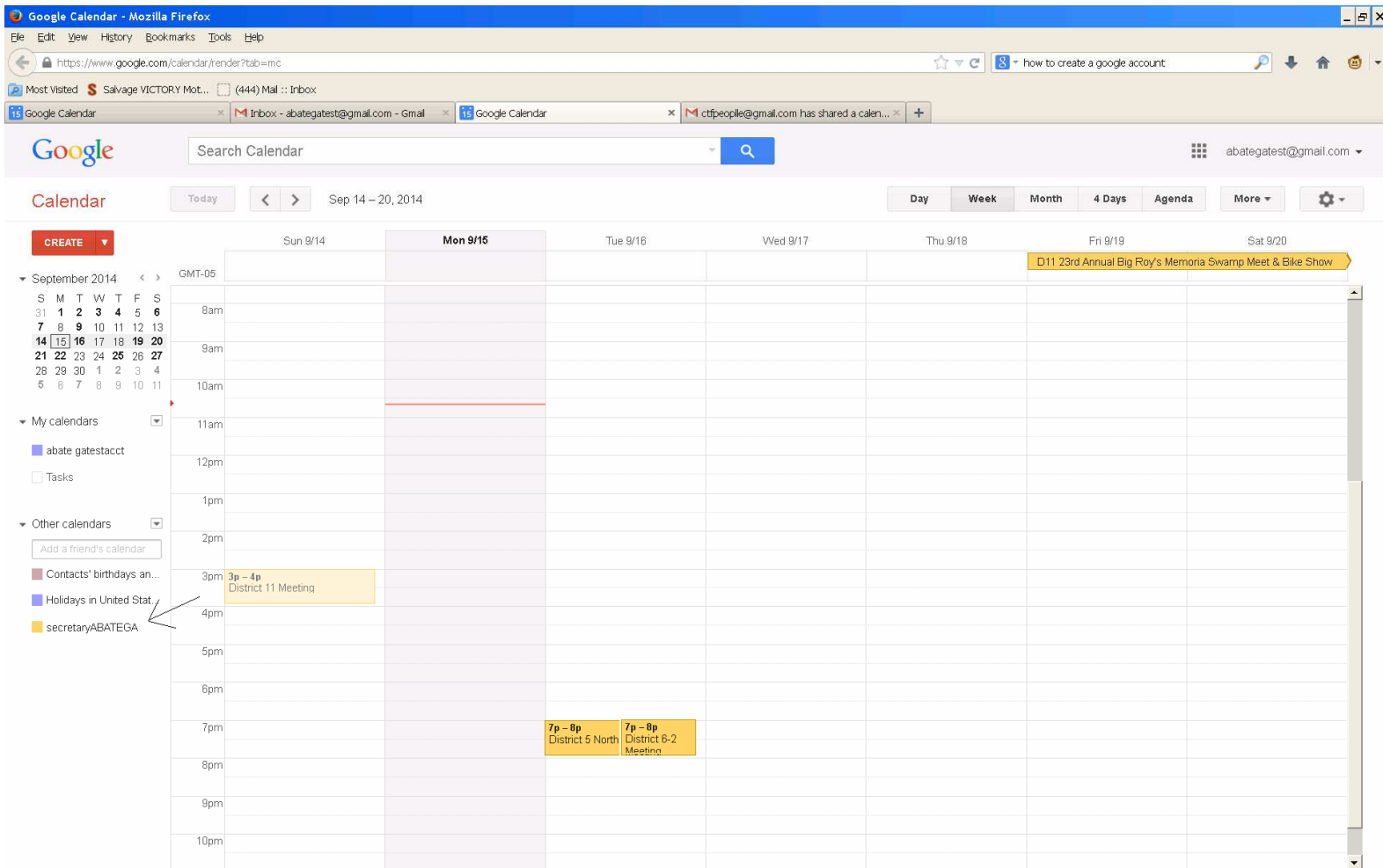
Step 3-We add you to the ABATE Events Calendar. An invite email will be sent to you to accept, once you accept you will be part of the ABATE events Calendar.

The screenshot shows the Google Calendar interface in a Mozilla Firefox browser. The page title is "A.B.A.T.E. of Georgia Events and Meetings Details". The "Share with specific people" section is active, showing a list of email addresses with their respective permission settings. A red arrow points to the first entry, "abategatest@gmail.com", which has a dropdown menu set to "Make changes to events" and an "Add Person" button next to it. Other entries include "david@abatega2.org", "d4hawg@gmail.com", "vglenroberts@gmail.com", "nedj10@gmail.com", "darrelld73@yahoo.com", "gamotorcyclereals@gmail.com", "rtfmxp@gmail.com", "mjcarter4461@gmail.com", "fester3@gmail.com", "hdchopperwd@aol.com", "newsletter@abatega.org", "dubjbythe@netzero.com", "dlewis30240@gmail.com", "shightower2327@gmail.com", "activities@abatega.org", "d15abatega@gmail.com", and "g4cube@digitalnagual.com".

Person	Permission Settings	Remove
abategatest@gmail.com	Make changes to events Add Person	
david@abatega2.org	Make changes to events	
d4hawg@gmail.com	Make changes to events	
vglenroberts@gmail.com	Make changes to events	
nedj10@gmail.com	Make changes AND manage sharing	
darrelld73@yahoo.com	Make changes to events	
gamotorcyclereals@gmail.com	Make changes to events	
rtfmxp@gmail.com	Make changes to events	
mjcarter4461@gmail.com	Make changes to events	
fester3@gmail.com	Make changes to events	
hdchopperwd@aol.com	Make changes to events	
newsletter@abatega.org	Make changes to events	
dubjbythe@netzero.com	Make changes to events	
dlewis30240@gmail.com	Make changes to events	
shightower2327@gmail.com	Make changes to events	
activities@abatega.org	Make changes to events	
d15abatega@gmail.com	Make changes to events	
g4cube@digitalnagual.com	Make changes AND manage sharing	

Step 4- You receive email from Google stating you have had the Secretary of ABATE's Calendar added to your calendar

Step 5- You login to your google account and click on google calendar. Make sure you see the ABATE Calendar on the left hand side of your screen (see arrow in figure below)



Step 6-Edit the ABATE Calendar with your new events

Quick Tutorial:

<https://www.youtube.com/watch?v=TYNjKfXwTvk>

Note: Make sure you select the ABATE Calendar when creating your event from the Calendars page (See below)

The screenshot displays the Google Calendar interface in Mozilla Firefox. The main calendar view is set to 'Week' for the period of September 14-20, 2014. A modal window for creating an event is open, showing the following details:

- When:** Tue, September 16, 8:30am – 9:30am
- What:** [Empty text field]
- Calendar:** A.B.A.T.E. of Georgia Events and Meetings (selected from a dropdown menu)
- Buttons:** Create event, Edit event

The calendar grid shows several existing events:

- Monday, 9/15:** A red horizontal line is visible at 11am.
- Tuesday, 9/16:** An event titled "8:30 - 9:30" is scheduled.
- Wednesday, 9/17:** Two events are scheduled: "7p - 8p District 5 North Meeting" and "7p - 8p District 6-2 Meeting".
- Thursday, 9/18:** An event titled "3p - 4p District 11 Meeting" is scheduled.
- Friday, 9/19:** An event titled "D11 23rd Annual Big Roy's Memoria Swamp Meet & Bike Show" is scheduled.

The left sidebar shows the 'My calendars' section with 'ABATE of Georgia ...' selected. The 'Other calendars' section is also visible.