

Band Calendar Alerts

Setting up automated alerts when changes occur in the band calendar

Overview

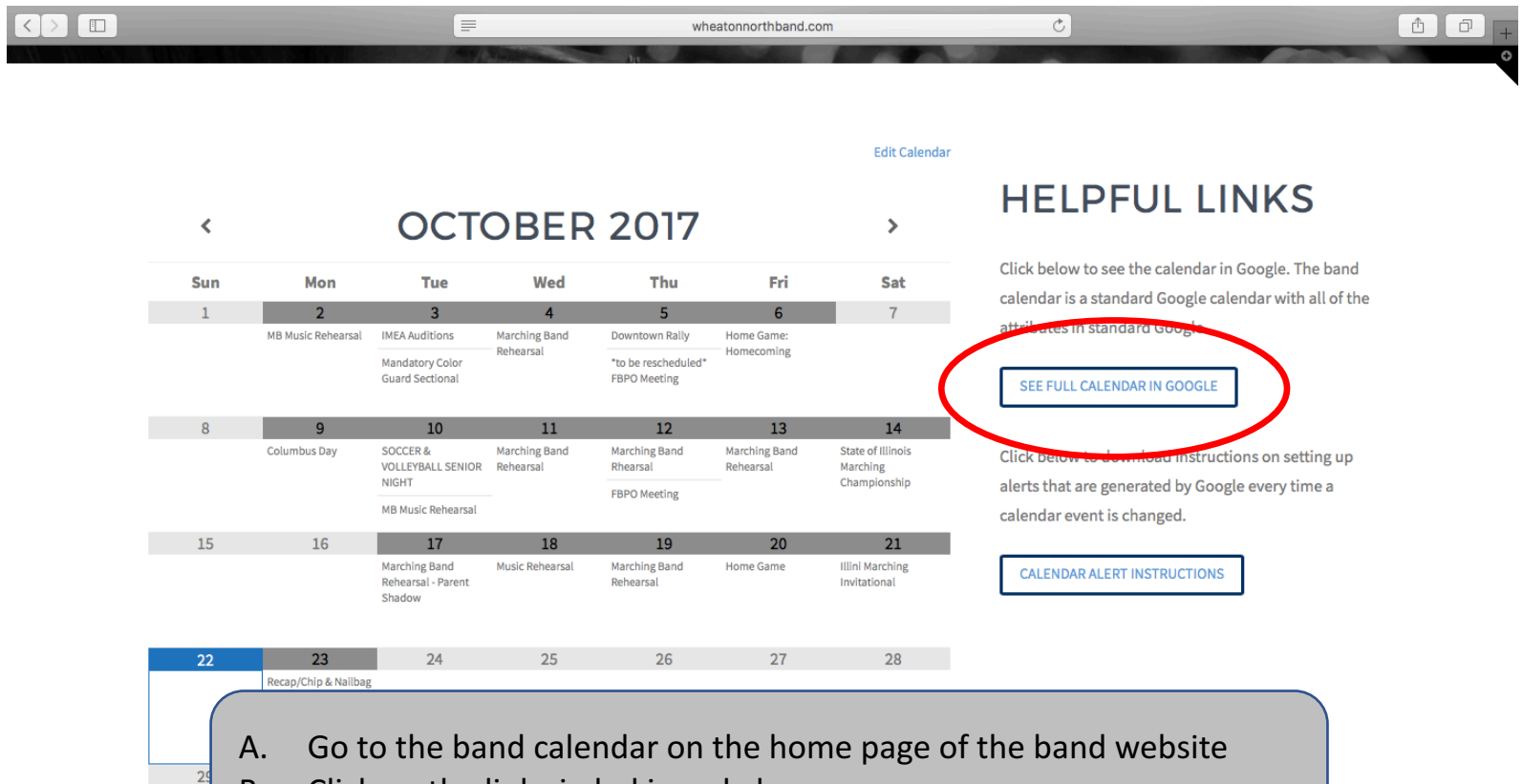
Band Calendar Basics

- The calendar is a Google calendar attached to the band email WheatonNorthBand@gmail.com.
- The Google calendar is “public” so it can be “read” by external applications.
- You are able to add the calendar to any object using XML, iCal, or HTML.
- The band calendar is maintained by the Band Director.

Purpose

- Instructions to add the calendar to your personal Google calendar.
 - Setup add, change, delete notifications by email to your personal Google email.
 - You will need a Google account to enable the notifications.
 - Helpful Links
 - ✓ <http://www.google.com/calendar/about/>
 - ✓ <https://support.google.com/calendar/answer/37242?hl=en>
-

Band Calendar Alerts – Step 1



Browser address bar: wheatonnorthband.com

Edit Calendar

OCTOBER 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 MB Music Rehearsal	3 IMEA Auditions Mandatory Color Guard Sectional	4 Marching Band Rehearsal	5 Downtown Rally *to be rescheduled* FBPO Meeting	6 Home Game: Homecoming	7
8	9 Columbus Day	10 SOCCER & VOLLEYBALL SENIOR NIGHT MB Music Rehearsal	11 Marching Band Rehearsal	12 Marching Band Rehearsal FBPO Meeting	13 Marching Band Rehearsal	14 State of Illinois Marching Championship
15	16	17 Marching Band Rehearsal - Parent Shadow	18 Music Rehearsal	19 Marching Band Rehearsal	20 Home Game	21 Illini Marching Invitational
22	23 Recap/Chip & Nailbag	24	25	26	27	28

HELPFUL LINKS

Click below to see the calendar in Google. The band calendar is a standard Google calendar with all of the attributes in standard Google.

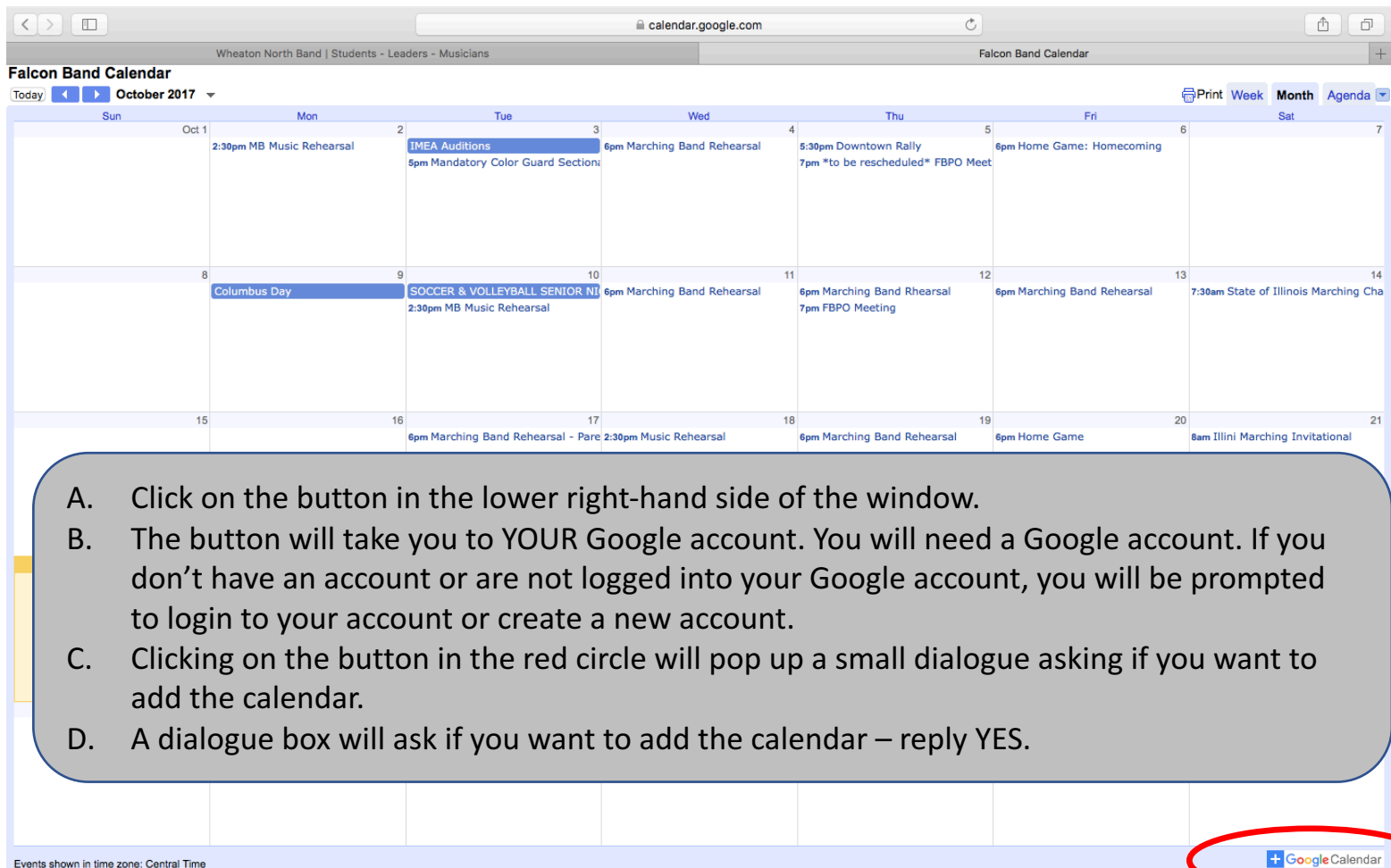
[SEE FULL CALENDAR IN GOOGLE](#)

Click below to download instructions on setting up alerts that are generated by Google every time a calendar event is changed.

[CALENDAR ALERT INSTRUCTIONS](#)

- A. Go to the band calendar on the home page of the band website
- B. Click on the link circled in red above.
- C. The link will take you to the band calendar in Google.

Band Calendar Alerts – Step 2



Wheaton North Band | Students - Leaders - Musicians

Falcon Band Calendar

Falcon Band Calendar

Today ◀ ▶ October 2017 ▼ Print Week Month Agenda ▼

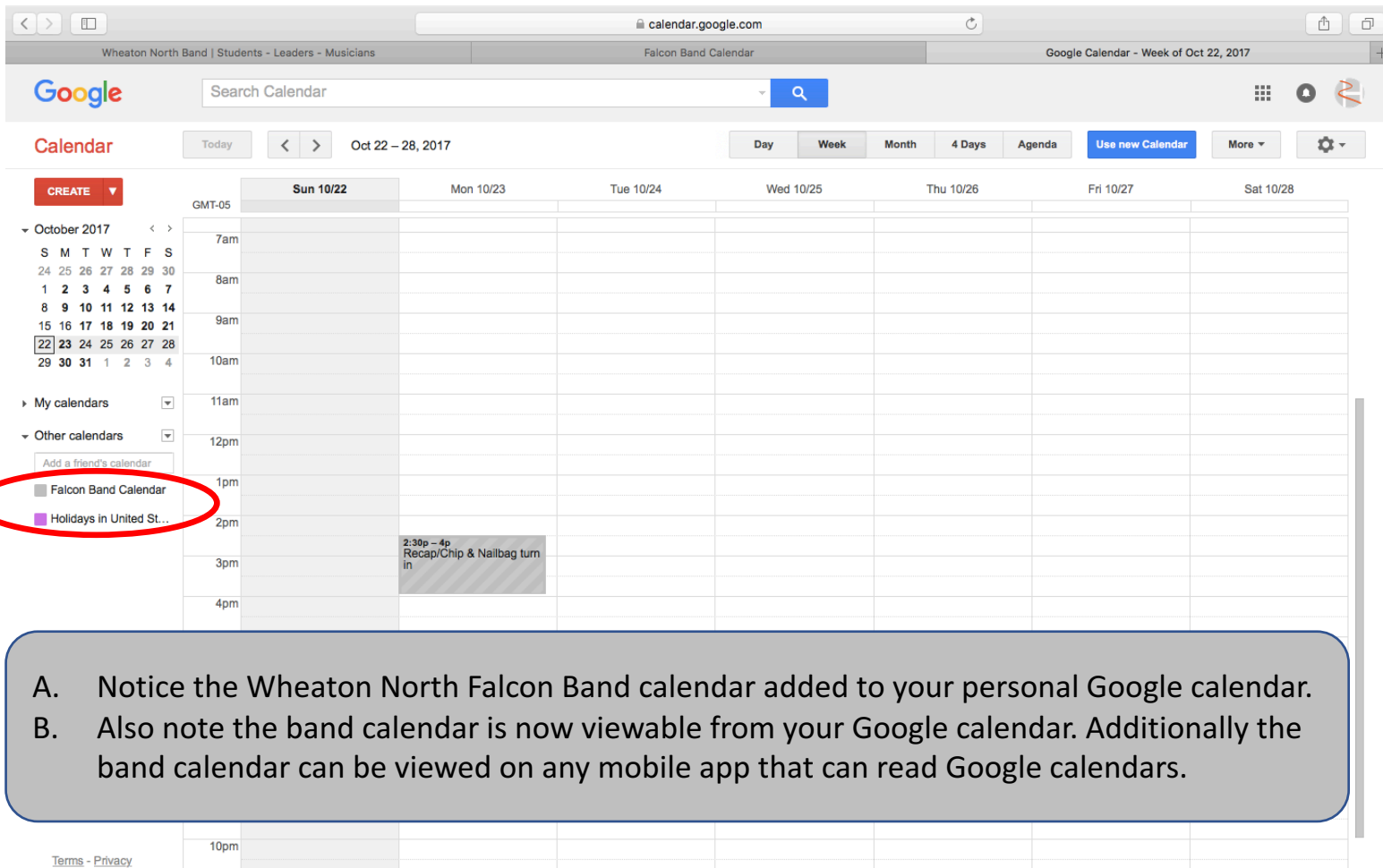
Sun	Mon	Tue	Wed	Thu	Fri	Sat
Oct 1	2:30pm MB Music Rehearsal	IMEA Auditions 5pm Mandatory Color Guard Section	6pm Marching Band Rehearsal	5:30pm Downtown Rally 7pm *to be rescheduled* FBPO Meet	6pm Home Game: Homecoming	
8	Columbus Day	SOCCER & VOLLEYBALL SENIOR NI 2:30pm MB Music Rehearsal	6pm Marching Band Rehearsal	6pm Marching Band Rehearsal 7pm FBPO Meeting	6pm Marching Band Rehearsal	7:30am State of Illinois Marching Cha
15		6pm Marching Band Rehearsal - Pare	2:30pm Music Rehearsal	6pm Marching Band Rehearsal	6pm Home Game	8am Illini Marching Invitational

Events shown in time zone: Central Time

+ Google Calendar

- A. Click on the button in the lower right-hand side of the window.
- B. The button will take you to YOUR Google account. You will need a Google account. If you don't have an account or are not logged into your Google account, you will be prompted to login to your account or create a new account.
- C. Clicking on the button in the red circle will pop up a small dialogue asking if you want to add the calendar.
- D. A dialogue box will ask if you want to add the calendar – reply YES.

Band Calendar Alerts – Step 3



The screenshot shows a Google Calendar interface. At the top, the browser address bar shows 'calendar.google.com'. The page title is 'Wheaton North Band | Students - Leaders - Musicians'. The main header includes the Google logo, a search bar, and navigation options like 'Today', 'Oct 22 - 28, 2017', and view modes (Day, Week, Month, 4 Days, Agenda). A 'CREATE' button is visible. On the left sidebar, under 'Other calendars', the 'Falcon Band Calendar' is listed with a grey square icon, circled in red. Below it is 'Holidays in United St...'. The main calendar grid shows a weekly view from Sunday, Oct 22 to Saturday, Oct 28. A specific event is shown on Sunday, Oct 22, from 2:30p to 4p, titled 'Recap/Chip & Nailbag turn in'. At the bottom left, there is a link for 'Terms - Privacy'.

- A. Notice the Wheaton North Falcon Band calendar added to your personal Google calendar.
- B. Also note the band calendar is now viewable from your Google calendar. Additionally the band calendar can be viewed on any mobile app that can read Google calendars.

Band Calendar Alerts – Step 4

The screenshot shows the Google Calendar interface for the week of October 22, 2017. The 'Falcon Band Calendar' is listed under 'Other calendars'. A red circle highlights this item, and a dropdown menu is open over it, showing options: 'Hide this calendar from the list', 'Calendar settings', 'Edit notifications', and 'Send to a friend'. The 'Edit notifications' option is the target for the next step.

- A. If you place your cursor over the calendar item in the red circle above, a black drop down button is on the right hand side.
- B. Click the drop down button and the dialogue box should appear.
- C. Click on “edit notifications”

Band Calendar Alerts – Step 5

Falcon Band Calendar Details

Calendar Details Edit notifications

← Back to calendar Save Cancel

Event notifications: No notifications set [Add a notification](#)
 Unless otherwise specified by the individual event. Email notifications for events that were created on Google+ are sent by Google+. You can control which emails you want to receive for these events in your [Google+ settings](#). [Learn more](#)

All-day event notifications: No notifications set [Add a notification](#)
 Unless otherwise specified by the individual all-day event.

Choose how you would like to be kept up-to-date:

	Email
New events: ⚠ You won't receive an email update when somebody invites you to an event. Learn more	<input type="checkbox"/>
Changed events: Receive an update when someone changes an event.	<input checked="" type="checkbox"/>
Canceled events: Receive an update when someone cancels an event.	<input checked="" type="checkbox"/>
Event responses: Receive an update when guests respond to an event for which you can see the guest list.	<input type="checkbox"/>
Daily agenda: Receive an email with your agenda every day at 5am in your current time zone. Emails for events that were created on Google+ are sent by Google+. You can control which emails you want to receive for these events in your Google+ settings . Learn more	<input type="checkbox"/>

← Back to calendar Save Cancel

- A. Check the X-Boxes to receive notifications for changes and cancelled events.
- B. Make sure to “Save” the entries by clicking the button on the lower left hand side of the screen.

Band Calendar Alerts – Step 6

Falcon Band Calendar Details

Calendar Details [Edit notifications](#)

← [Back to calendar](#)

Calendar Name:

Calendar Owner: wheatonnorthband@gmail.com
[Share my calendar with this person](#)

Description:

Location:

Calendar Time Zone: (GMT-05:00) Central Time

Embed This Calendar
 Embed this calendar in your website or blog by pasting this code into your web page. To embed multiple calendars, click on the Customize Link

Paste this code into your website.
 Customize the color, size, and other options

```
<iframe
src="https://calendar.google.com/cal
endar/embed?
src=wheatonnorthband%40gmail.co
m&ctz=America/Chicago"
```

Calendar Address: **ICAL HTML** (Calendar ID: wheatonnorthband@gmail.com)

Anyone can: See all event details

You can: See all event details

← [Back to calendar](#)

- A. Alternatively, if you return to step 4, you can select calendar settings and obtain a link to an ical or or copy HTML.
- B. The iCal link will provide a URL that can be copied and pasted into your personal calendar tool; Outlook, iPhone, Android etc.. Make certain you choose “subscribe” or “sync”. If you “import” you will only receive a snapshot of the calendar, not an updated copy that keeps the most current calendar active.