



Band Calendar

Notification Setup



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 FBPO officers.

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.
- Every student has a Google account assigned by the district that could be used to receive band calendar notifications.
- Alternatively, you can use the iCal URL (see last page) to subscribe to the band calendar using your calendaring tool.

Helpful Links

- <http://www.google.com/calendar/about/>
 - <https://support.google.com/calendar/answer/37242?hl=en>
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Step 1 – Access the Band Calendar

WHEATON NORTH BAND
STUDENTS, LEADERS, MUSICIANS

CLICK HERE for a direct link to the band calendar in Google.

September 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1 Marching Band Rehearsal	2 Marching Band Rehearsal (music) Guard Practice	3 Marching Band Rehearsal	4 Guard Practice Marching Rehearsal	5 Marching Rehearsal
6	7 LABOR DAY - NO SCHOOL	8 Marching Band and Guard Rehearsal FBPO Meeting (Changed)	9 Marching Band and Guard Rehearsal	10 Guard Sectional	11 Marching Band and Guard Rehearsal	12 Marching Band competes @ AA Stagg Jamboree and Lake Park Lancer Joust
13	14 Marching Band Rehearsal Falcon Fest Committee Chair M	15	16 Marching Band Rehearsal (music)	17 Marching Band Rehearsal	18 Marching Band - Band Parent Senior Night and Football Game vs	19 Marching Band competes @ Naperville Central H.S. Marching Cla

A. Go to the band calendar on the web site:
<http://wheatonnorthband.com/Calendar/WheatonNorthBandCalendar.html>

B. Click on the link circled in red above.

C. The link will take you to the band calendar in Google.



Step 2 – Connect to Band Calendar

The screenshot shows a Google Calendar window titled "Falcon Band Calendar". The calendar is in a monthly view for September 2015. The events listed include:

- 6pm Marching Band Rehearsal (multiple times)
- LABOR DAY - NO SCHOOL (September 8th)
- 2:30pm Marching Band and Guard Rehearsal
- 6pm Marching Band and Guard Rehearsal
- 6pm Guard Sectional
- 6pm Marching Band and Guard Rehearsal
- 6pm Marching Band - Band Parent Senior Night
- 6pm Marching Band - Football Game vs Glenbar
- 7pm FBPO Meeting
- 7pm FBPO Meeting (Changed)
- 8am Falcon Fest Committee Chair Meeting
- 8am FALCON FEST - WNHS Marching Band Comp
- 8am Marching Band competes @ AA Stagg Jamboree
- 8am Marching Band competes @ Naperville Cer
- 8am Marching Band competes @ Prospect H.S P

At the bottom right of the calendar window, there is a "Google Calendar" button, which is circled in red. This button is used to connect the calendar to a Google account.

- Click on the button in the lower right-hand side of the window.
- 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.
- Clicking on the button in the red circle will pop up a small dialogue asking if you want to add the calendar.



Step 3 – Add the Band Calendar

A screenshot of a Google Calendar interface. The main calendar view shows a week starting from Sunday, September 6, 2015, to Saturday, September 12, 2015. A red oval highlights a modal dialog box in the center of the screen. The dialog box has a title "Do you want to add this calendar?" and a close button (X). The text inside the dialog asks, "Would you like to add calendar: Wheaton North Falcon Band <wheatonnorthband@gmail.com>?". Below the text are two buttons: "Yes, add this calendar" and "No, do not add this calendar".

Do you want to add this calendar?

Would you like to add calendar: Wheaton North Falcon Band <wheatonnorthband@gmail.com>?

Yes, add this calendar No, do not add this calendar

A. "Click on YES, add this calendar"

B. This action will add the band calendar as a viewable calendar from your personal Google calendar.



Step 4 – Calendar Item in Your List

The screenshot shows a Google Calendar interface with a weekly view for the week of September 6-12, 2015. The calendar displays several events, including 'Labor Day' on Monday, September 7th, and 'Marching Band and Guard Rehearsal' on Tuesday, September 8th, from 2:30pm to 4pm. The 'Wheaton North Falcon Band' calendar is listed in the 'Other calendars' section on the left, circled in red. The interface includes a search bar, navigation buttons, and a 'CREATE' button.

- 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.



Step 5 – Add/Edit Notifications

The screenshot shows the Google Calendar interface. In the left sidebar, under 'Other calendars', the 'Wheaton North Falcon' calendar is selected and circled in red. A dropdown menu is open for this calendar, with the 'Edit notifications' option circled in red. The main calendar view shows a week starting on Sunday, September 6, 2015. Events include 'Labor Day' on Monday, September 7, and 'Marching Band and Guard Rehearsal' on Wednesday, September 9, from 2:30pm to 4pm. A 'Guard Rehearsal' event is also visible on Saturday, September 12.

- 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 to the lower right of the calendar item.
- C. Click on “edit notifications”



Step 6 – Enable Change/Cancel Events

The screenshot shows the Google Calendar notification settings page for the 'Wheaton North Falcon Band' calendar. The page title is 'Wheaton North Falcon Band Details'. There are two tabs: 'Calendar Details' and 'Edit notifications'. Below the tabs are 'Back to calendar', 'Save', and 'Cancel' buttons. The 'Event notifications' section shows 'No notifications set' and a link to 'Add a notification'. The 'All-day event notifications' section also shows 'No notifications set' and a link to 'Add a notification'. The 'Choose how you would like to be kept up-to-date' section has a table with the following items:

	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 (only if 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"/>

At the bottom left, the 'Save' button is circled in red. The 'Changed events' and 'Canceled events' rows in the table are also circled in red. The footer contains '©2015 Google - [Terms of Service](#) - [Privacy Policy](#)'.

- 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.



Step 7 – Access to XML, iCal or HTML

Wheaton North Falcon Band Details

Calendar Name: Wheaton North Falcon Band

Calendar Owner: wheatonnorthband@gmail.com

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://www.google.com/calend  
ar/embed?src=wheatonnorthband%  
4@gmail.com&tz=America/Chicago"  
style="border: 0" width="800"
```

Calendar Address: [XML](#) [iCAL](#) [HTML](#) (Calendar ID: wheatonnorthband@gmail.com)

Anyone can: [See all event details](#)

You can: [See all event details](#)

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- A. Alternatively, if you clicked “Calendar Settings” in Step-5, you can get a copy of XML, iCal or HTML to use in other applications.
- B. Click on the respective buttons in the red circle and copy the links or code.
- C. 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.