

Social & Wellbeing Calendar

Adding Activities – Guide for Groups

Please find below a step-by-step guide for how you can add voluntary and community sector group activities that take place for the benefit of residents within the RBWM to the WAM Get Involved Social & Wellbeing calendar.

Step 1 – Set up an account on Google

If you don't have one already, the first thing you will need to do is set up an account on Google. You can do this by going to <https://myaccount.google.com/intro> clicking on 'Create your Google Account' and following through the steps detailed on each page.

Once you have signed up for an account you can 'Sign in' via the blue button that you will find in the top right hand corner of each page on Google's site.

Having set up an account and signed in you will then find Google calendars by clicking on the Google apps button just to the left of where you've just signed in.

Step 2 – Complete the details for the activity

Once in Google Calendar ... to add an activity simply work through the list of actions below:

- Once you have selected your preferred calendar view, simply double click on the day your activity is taking place. A window will then open allowing you to add details about the activity in question.
- In the **blank field** at the top of the page, enter the name of your group / organisation followed by the name of the activity or club, separated by a colon.
- The **next set of fields** allows you to add the date and time of the activity and specify whether or not, and how often, it recurs.
- Under the **Events Details** section that follows:
 - Add the venue for the activity in the **Where** field. Here ... remember location, location, location ... in other words, if you add the street name and postcode those accessing the calendar will be able to find out where your activity is taking place using the linked Google maps feature.
 - Select your account name in the **Calendar** field.
 - Keep it brief under the **Description** field! However, to maintain consistency across the calendar, please conclude your description with ... '**For more information, contact {NAME} on {TEL. NO.} or email {EMAIL ADDRESS}**'.
 - Feel free to attach a flyer for your activity under the **Attachment** field. Please note, however, that anyone viewing your activity will need to have a Google account in order to access / download any flyer you attach.
 - We would ask (for now) that under the **Event colour** field you select {BOLD RED} if your activity is taking place in Windsor or the surrounding areas, {ORANGE} if it is taking place in Ascot or the surrounding area, and {PURPLE} if it is taking place in Maidenhead or the surrounding area.
 - Remove **Notifications** by clicking the cross under this field.
 - Ignore the **Show me as** and **Visibility** fields.



Step 3 – DON'T FORGET to share the activity

In order for your activity to appear on the WAM Get Involved Social & Wellbeing Calendar page you will now need to share it!

To do this, on the right hand side of the page where you have just entered the details of your activity you will find a field entitled **Add Guest**. Here, enter the WAM Get Involved email address – info@wamgetinvolved.org.uk – and click **Add**. If you then select the box under **Guest can** which says **modify events**, and finally click **SAVE** – the red button near the top of the page – your event should now be added to the calendar!

If you then refresh the calendar page on the WAM Get Involved Social & Wellbeing Calendar page – www.wamgetinvolved.org.uk – your activity should be visible under the appropriate date(s).