



HOW TO USE GOOGLE CALENDAR (to create a group schedule)

Created by Aysha Ashfaq
May 2020

Table of Contents

PAGES	TOPIC
3-6	How to Create a Google Account
7-24	How to Create a Schedule for Your Garden
25-30	How to Send Notifications to Gardeners
31-36	How to Share the Schedule With People that Have Google Accounts
37-49	How to Share the Schedule With People that <u>Do Not</u> Have Google Accounts

HOW TO CREATE A GOOGLE ACCOUNT

1. Make a Gmail Account at <https://accounts.google.com/signup>



Create your Google Account

You can use letters, numbers & periods

[Use my current email address instead](#)



Use 8 or more characters with a mix of letters, numbers & symbols

[Sign in instead](#)



One account. All of Google working for you.

English (United States) ▾

[Help](#) [Privacy](#) [Terms](#)

2. Go to <https://calendar.google.com>

Calendar

Today < > May 2020

Search

Week

Create

May 2020

S M T W T F S

26 27 28 29 30 1 2

3 4 5 6 7 8 9

10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28 29 30

31 1 2 3 4 5 6

Search for people

My calendars

- John Smith
- Birthdays
- Reminders
- Tasks

Other calendars

- Holidays in Canada

Terms - Privacy

SUN 17 MON 18 TUE 19 WED 20 THU 21 FRI 22 SAT 23

GMT-04

6 AM

7 AM

8 AM

9 AM

10 AM

11 AM

12 PM

1 PM

2 PM

3 PM

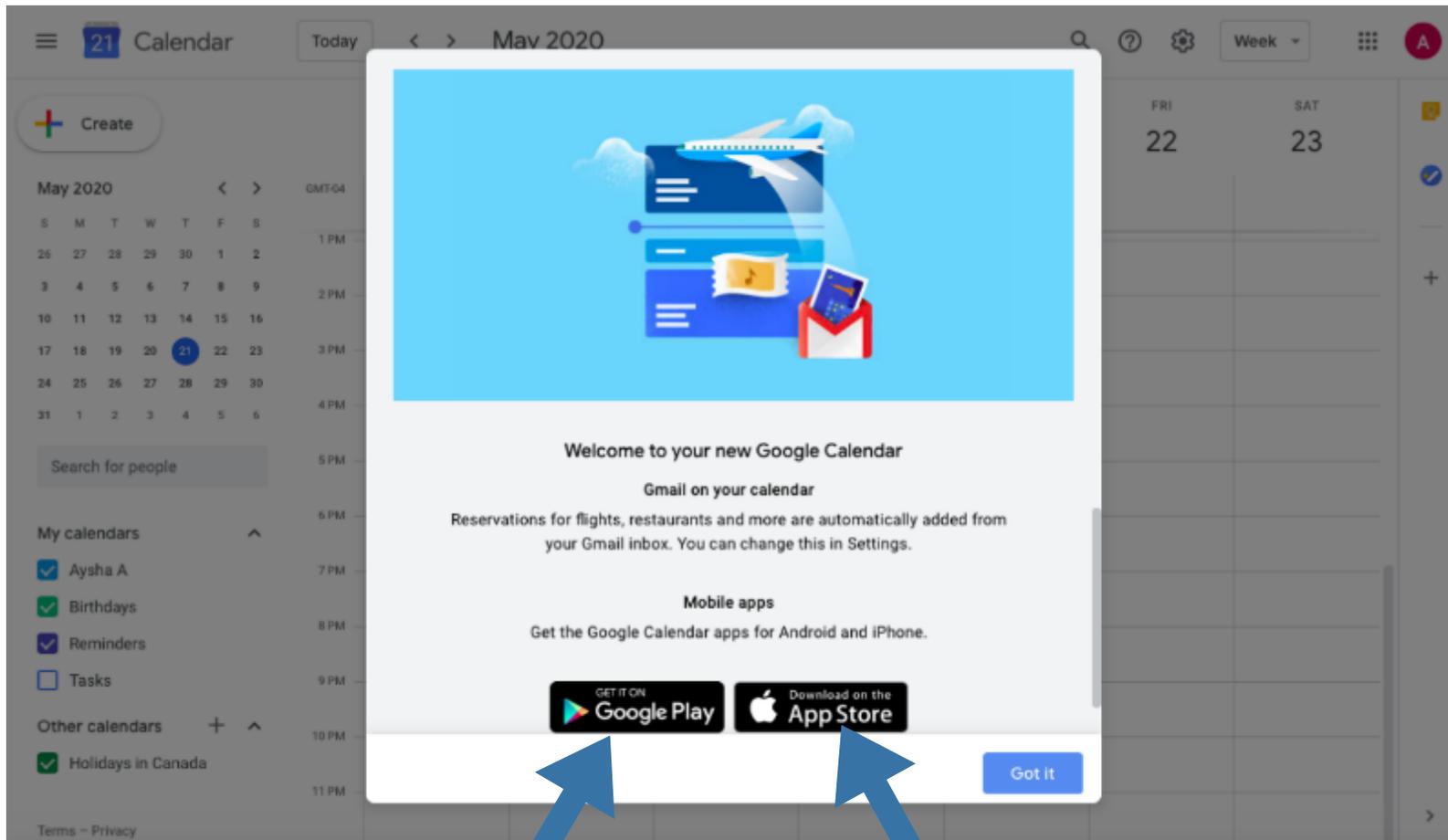
4 PM

5 PM

National Patriots

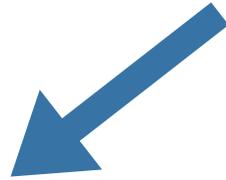
Victoria Day (regic)

TIP: You can download the Google Calendar app on your phone or continue using it online.



HOW TO CREATE A SCHEDULE FOR YOUR GARDEN

1. You can select which calendar view you would like. You can organize the schedule based on monthly or weekly calendars. For this demonstration, we will be using the weekly calendar.



The screenshot displays the Outlook calendar interface. At the top, it shows 'Calendar', 'Today', and 'May 2020'. A search bar and settings icons are on the right. On the left, there is a 'Create' button, a monthly calendar overview for May 2020, a 'Search for people' field, and a list of calendars: 'John Smith', 'Birthdays', 'Reminders', 'Tasks', and 'Holidays in Canada'. The main calendar area is in 'Week' view, showing days from Sunday (17) to Friday (22). Events for 'National Patriots'' and 'Victoria Day (reg.)' are visible on Monday, May 18th. A dropdown menu is open over the 'Week' view selector, listing options: 'Day', 'Week', 'Month', 'Year', 'Schedule', and '4 days'. It also includes checkboxes for 'Show weekends' and 'Show declined events'. A red dot on the Friday, May 22nd grid cell has a red line extending to the dropdown menu.

2. Click on 'Add other calendar' to create a new calendar to schedule all gardeners and/or garden sessions.

The screenshot displays the Microsoft Outlook calendar interface. At the top, the navigation bar includes a hamburger menu, the date '25', the word 'Calendar', a 'Today' button, navigation arrows, the month 'May 2020', search, help, settings, and view options (Week, grid, etc.). The main calendar area shows a weekly view for May 2020, with the 25th highlighted in blue. The time slots range from 5 AM to 4 PM. On the left sidebar, there is a 'Create' button, a monthly calendar view for May 2020, a search bar for people, and a list of 'My calendars' (John Smith, Reminders, Tasks). Below this is the 'Other calendars' section, which includes a plus sign and a dropdown arrow, with a tooltip that says 'Add other calendars'.

3. Click 'Create new calendar'.

The screenshot displays the Microsoft Outlook calendar interface. At the top, the navigation bar includes a hamburger menu, a date indicator '25', the word 'Calendar', a 'Today' button, navigation arrows, the month 'May 2020', search, help, settings, and a view selector set to 'Week'. The main calendar area shows a weekly grid for May 2020, with the 25th of the month highlighted in blue. On the left sidebar, there is a 'Create' button with a plus sign icon. Below it is a monthly calendar view for May 2020, a search bar for people, and a list of 'My calendars' including 'John Smith' (checked), 'Reminders', and 'Tasks'. A dropdown menu is open from the 'Create' button, listing options: 'Subscribe to calendar', 'Create new calendar' (highlighted), 'Browse calendars of interest', 'From URL', and 'Import'. A large blue arrow points from the right towards the 'Create new calendar' option in the dropdown menu.

4. Fill out the information.

← Settings



General

Add calendar ^

Subscribe to calendar

Create new calendar

Browse calendars of interest

From URL

Import & export

Settings for my calendars

● John Smith

● Birthdays

Settings for other calendars

● Holidays in Canada

Create new calendar

Name
Garden Schedule

Description
-Closed on Wednesdays

Time zone
(GMT-04:00) Eastern Time - Toronto

Owner
John Smith

Create calendar



Enter the garden's name



(Optional) Enter any extra scheduling information about the garden



Click when finished

5. To set a different colour for gardeners, click 'Options'.

The screenshot displays the Microsoft Outlook calendar interface. At the top, the navigation bar includes a hamburger menu, the date '25', the word 'Calendar', a 'Today' button, navigation arrows, the month 'May 2020', search, help, settings, and view options (Week, grid, etc.).

The main calendar area shows a weekly view for May 2020. The days of the week are labeled: SUN 24, MON 25 (highlighted in blue), TUE 26, WED 27, THU 28, FRI 29, and SAT 30. The time slots range from 5 AM to 4 PM. A blue arrow points to the 'Options for Garden Schedule' menu item in the left sidebar.

The left sidebar contains the following sections:

- Create** button
- May 2020** calendar grid with navigation arrows
- Search for people** input field
- My calendars** section with expand/collapse arrow:
 - John Smith
 - Garden Schedule × ⋮ **Options for Garden Schedule**
 - Reminders
 - Tasks
- Other calendars** section with expand/collapse arrow:
 - Holidays in Canada

6. Then select a colour.

The screenshot shows a calendar application interface. At the top, there is a navigation bar with a hamburger menu, a date '25' in a blue box, the word 'Calendar', a 'Today' button, navigation arrows, and the month 'May 2020'. On the right side of the navigation bar are icons for search, help, settings, a 'Week' view selector, and a user profile icon 'J'.

The main calendar view is a weekly grid for May 2020. The days of the week are labeled: SUN (24), MON (25), TUE (26), WED (27), THU (28), FRI (29), and SAT (30). The time slots on the left range from 5 AM to 10 AM. A blue circle highlights the date '25' on Monday.

On the left side, there is a sidebar with a 'Create' button (a plus sign in a circle), a 'May 2020' calendar overview, a 'Search for people' input field, and a list of 'My calendars' and 'Other calendars'. The 'My calendars' list includes 'John Smith' (checked), 'Garden Schedule' (checked), 'Reminders' (unchecked), and 'Tasks' (unchecked). The 'Other calendars' list includes 'Holidays in Canada' (unchecked).

A context menu is open over the calendar grid, showing options: 'Display this only', 'Hide from list', and 'Settings and sharing'. Below these options is a color selection palette with 18 colored circles. A blue arrow points to the second circle in the second row of the palette, which is a light blue color.

7. Click 'Create' to begin scheduling a person's time slots or to add a gardening session.

The screenshot displays a calendar application interface. At the top left, there is a hamburger menu icon, a date '25', and the word 'Calendar'. To the right of this is a 'Today' button, followed by navigation arrows and the text 'May 2020'. Further right are search, help, and settings icons, and a 'Week' view selector. A blue arrow points to the 'Today' button. Below the navigation bar is a 'Create' button with a plus sign icon. To the left of the main calendar grid is a sidebar with a 'May 2020' calendar overview, a 'Search for people' input field, and a list of 'My calendars' with checkboxes for 'John Smith', 'Garden Schedule', 'Reminders', and 'Tasks'. The main calendar grid shows a weekly view for May 2020, with columns for Sunday (24), Monday (25), Tuesday (26), Wednesday (27), Thursday (28), Friday (29), and Saturday (30). The time slots range from 5 AM to 4 PM. The 'Garden Schedule' calendar is checked, and the 'Garden Schedule' entry is visible in the grid. The 'Today' button is highlighted, and the date '25' is circled in blue in the main calendar grid.

8. Fill in this window with information about which gardener you would like to schedule and when you want to schedule them for.

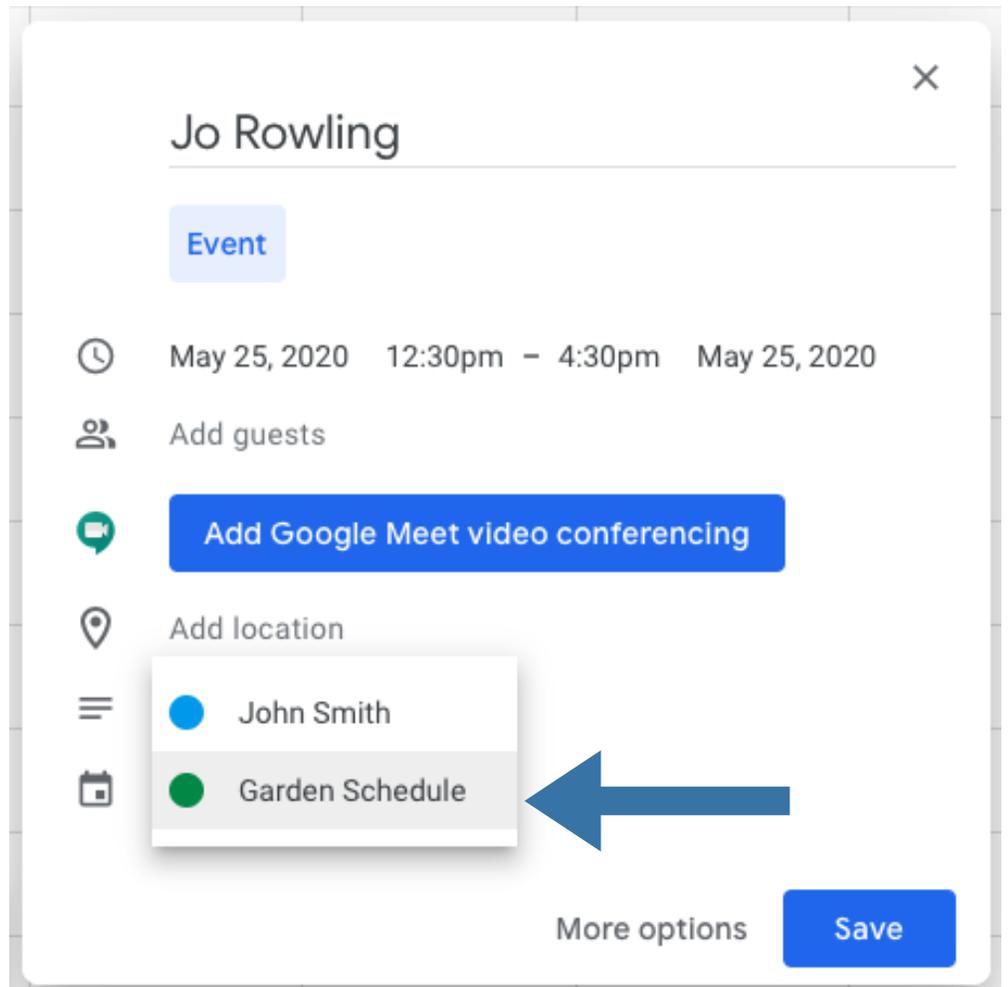
The image shows a Google Calendar interface for May 2020. The main calendar view shows a grid with days of the week (SUN to SAT) and dates (24 to 30). The date May 25 is highlighted. A sidebar on the left shows a monthly calendar view for May 2020, with the 25th selected. Below the sidebar, there are sections for 'My calendars' (John Smith, Garden Schedule, Reminders, Tasks) and 'Other calendars'. An event creation window is open over the calendar, titled 'Jo Rowling'. The window contains the following fields: 'Event', 'May 25, 2020 12:30pm - 4:30pm May 25, 2020', 'Add guests', 'Add Google Meet video conferencing', 'Add location', 'Add description', and 'Garden Schedule'. Annotations with blue arrows point to the name field, the date selection, and the time range.

Enter gardener's name

Select a date

Select a start and end time

9. Remember to select the Garden Schedule in this drop down menu.



The image shows a screenshot of an event creation interface. At the top, the event title is "Jo Rowling" with a close button (X) in the top right corner. Below the title is a blue button labeled "Event". The event details include a clock icon, the date "May 25, 2020", the time "12:30pm - 4:30pm", and the date "May 25, 2020". There is an "Add guests" button with a person icon. Below that is a blue button labeled "Add Google Meet video conferencing" with a video call icon. The "Add location" section is open, showing a dropdown menu with two options: "John Smith" (with a blue dot) and "Garden Schedule" (with a green dot). A large blue arrow points from the right towards the "Garden Schedule" option. At the bottom right, there are "More options" and a blue "Save" button.

10. If you want this person to have the same day and time slot every week, click 'More options'.

The screenshot shows the Google Calendar interface for May 2020. The calendar is in a weekly view, with the current date, Monday, May 25, highlighted. A green event titled "Jo Rowling" is scheduled for 12:30 - 4:30 pm on May 25. A modal window is open over the event, displaying the event details. The modal includes a title "Jo Rowling", a type "Event", and the date and time "May 25, 2020 12:30pm - 4:30pm May 25, 2020". It also has options to "Add guests", "Add Google Meet video conferencing", and "Add location". A list of attendees is shown, including "John Smith" and "Garden Schedule". At the bottom of the modal, there are "More options" and "Save" buttons. A blue arrow points to the "More options" button.

11. Click this window.

The screenshot shows a calendar event creation interface. At the top, the event title is "Jo Rowling". Below the title, the date and time are set to "May 25, 2020" from "12:30pm" to "4:30pm" on "May 25, 2020". A blue arrow points to the "Time zone" label. There are checkboxes for "All day" and a dropdown for "Does not repeat".

On the right side, there is a "Save" button and a "Guests" section with an "Add guests" input field. Below that, "Guest permissions" are listed: "Modify event" (unchecked), "Invite others" (checked), and "See guest list" (checked).

On the left side, there are several options: "Add Google Meet video conferencing" (highlighted in blue), "Add location", "Add notification", "Garden Schedule" (with a green dot), "Busy" (with a dropdown), and "Default visibility" (with a dropdown and a help icon). At the bottom, there is a rich text editor with icons for bold, italic, underline, list, link, and unlink, and a text area labeled "Add description".

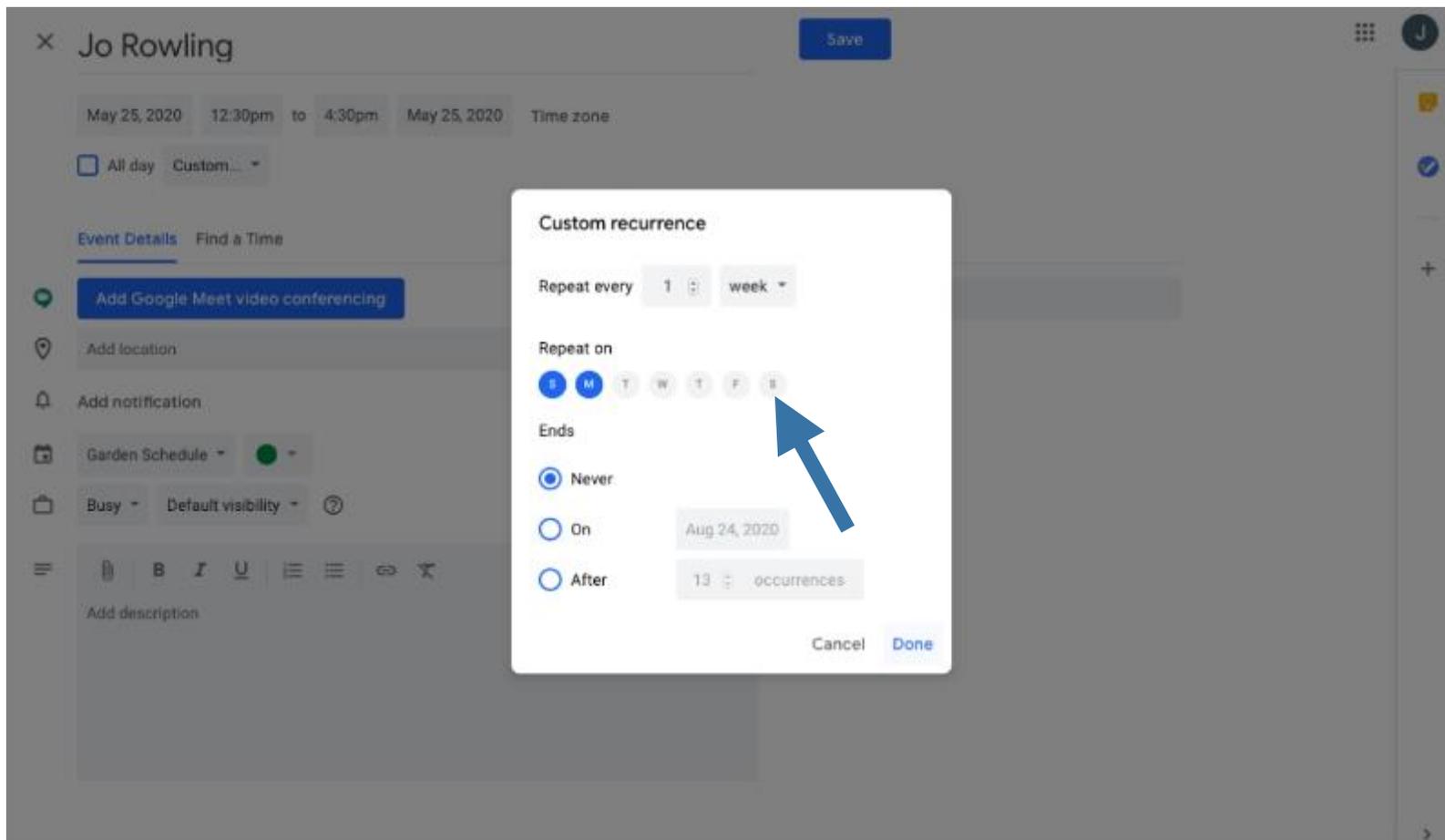
12. Select how often you would their time slot to repeat.

The screenshot shows the event creation interface for 'Jo Rowling'. At the top, there is a 'Save' button. Below it, the event details are shown: 'May 25, 2020 12:30pm to 4:30pm May 25, 2020 Time zone'. A dropdown menu is open, showing various repeat options: 'Does not repeat', 'Daily', 'Weekly on Monday', 'Monthly on the fourth Monday', 'Monthly on the last Monday', 'Annually on May 25', 'Every weekday (Monday to Friday)', and 'Custom...'. A blue arrow points to the 'Weekly on Monday' option. To the right, there is a 'Guests' section with an 'Add guests' button and 'Guest permissions' options: 'Modify event' (unchecked), 'Invite others' (checked), and 'See guest list' (checked). At the bottom, there is a text area for 'Add description' with a rich text editor toolbar.

13. You can even customize this setting to set the same time slot on multiple days of the week.

The screenshot shows the Microsoft Outlook interface for editing an event titled "Jo Rowling". At the top, there is a "Save" button. Below the title, the event details are shown: "May 25, 2020 12:30pm to 4:30pm May 25, 2020 Time zone". A dropdown menu is open, displaying various recurrence options: "All day Does not repeat", "Daily", "Weekly on Monday", "Monthly on the fourth Monday", "Monthly on the last Monday", "Annually on May 25", "Every weekday (Monday to Friday)", and "Custom...". A blue arrow points to the "Custom..." option. To the right of the recurrence menu, there is a "Guests" section with an "Add guests" button and "Guest permissions" which include "Modify event" (unchecked), "Invite others" (checked), and "See guest list" (checked). At the bottom, there is a rich text editor with a toolbar and the text "Add description".

14. Select which days you would like to repeat the same time slot and then click 'Done'.



15. Repeat Steps 7-14 to add all other gardeners or garden sessions.

16. This is what your weekly and monthly schedule will look like when you're done adding everybody's time slots.

Example View of Weekly Schedule

Change between the weekly and monthly view of the schedule by clicking here



Time	SUN 24	MON 25	TUE 26	WED 27	THU 28	FRI 29	SAT 30
5 AM				Kareem Kamau 4:30 - 7:30am		Fernando Perez 5 - 8am	
6 AM							
7 AM		Joe Lo Truglio 6:15 - 8:15am					
8 AM			Yahya Abdullah 8 - 11am	Vlad Karaniko 8am - 12			
9 AM				Mai Li 7 - 9am	Darnell Williams 9 - 11am		
10 AM							
11 AM		Carl Nguyen 10:30am - 2:30pm					
12 PM						Julie Patel 11:30am - 1:30pm	
1 PM		Jo Rowling 12:30 - 4:30pm					
2 PM							
3 PM							
4 PM							

Example View of Monthly Schedule

☰ 25 Calendar
Today < > June 2020
🔍 ? ⚙️ Month ▾
⋮ J

+ Create

June 2020 < >

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Search for people

My calendars ^

- John Smith
- Garden Schedule
- Reminders
- Tasks

Other calendars + ▾

SUN 31	MON Jun 1	TUE 2	WED 3	THU 4	FRI 5	SAT 6
● 12:30pm Jo Rowlin	● 6:15am Joe Lo Trux ● 12:30pm Jo Rowlin	● 8am Yahya Abdulla	● 8am Vlad Karaniko	● 9am Darnell Willian	● 5am Fernando Perr ● 11:30am Julie Pate	
● 12:30pm Jo Rowlin	● 6:15am Joe Lo Trux ● 12:30pm Jo Rowlin	● 8am Yahya Abdulla	● 8am Vlad Karaniko	● 9am Darnell Willian	● 5am Fernando Perr ● 11:30am Julie Pate	
● 12:30pm Jo Rowlin	● 6:15am Joe Lo Trux ● 12:30pm Jo Rowlin	● 8am Yahya Abdulla	● 8am Vlad Karaniko	● 9am Darnell Willian	● 5am Fernando Perr ● 11:30am Julie Pate	
● 12:30pm Jo Rowlin	● 6:15am Joe Lo Trux ● 12:30pm Jo Rowlin	● 8am Yahya Abdulla	● 8am Vlad Karaniko	● 9am Darnell Willian	● 5am Fernando Perr ● 11:30am Julie Pate	
● 12:30pm Jo Rowlin	● 6:15am Joe Lo Trux ● 12:30pm Jo Rowlin	● 8am Yahya Abdulla	● 8am Vlad Karaniko	● 9am Darnell Willian	● 5am Fernando Perr ● 11:30am Julie Pate	
● 12:30pm Jo Rowlin	● 6:15am Joe Lo Trux ● 12:30pm Jo Rowlin	● 8am Yahya Abdulla	● 8am Vlad Karaniko	● 9am Darnell Willian	● 5am Fernando Perr ● 11:30am Julie Pate	
● 12:30pm Jo Rowlin	● 6:15am Joe Lo Trux ● 12:30pm Jo Rowlin	● 8am Yahya Abdulla	● 8am Vlad Karaniko	● 9am Darnell Willian	● 5am Fernando Perr ● 11:30am Julie Pate	
● 12:30pm Jo Rowlin	● 6:15am Joe Lo Trux ● 12:30pm Jo Rowlin	● 8am Yahya Abdulla	● 8am Vlad Karaniko	● 9am Darnell Willian	● 5am Fernando Perr ● 11:30am Julie Pate	

HOW TO SEND NOTIFICATIONS TO GARDENERS

1. To send gardeners notifications when changes are made to the schedule, click 'Options'.

The screenshot shows a calendar application interface for May 2020. The main view is a weekly grid from Sunday (24) to Saturday (30). The current date, Monday (25), is highlighted. The time slots range from 5 AM to 4 PM. Several green event blocks are visible, representing gardeners' schedules. A blue arrow points to the 'Options' button for the 'Garden Schedule' calendar in the left sidebar.

Day	5 AM	6 AM	7 AM	8 AM	9 AM	10 AM	11 AM	12 PM	2 PM	3 PM	4 PM
SUN 24											
MON 25			Joe Lo Truglio 6:15 - 8:15am				Carl Nguyen 10:30am - 2:30pm		Jo Rowling 3:30 - 4:30pm		
TUE 26				Yahya Abdullah 8 - 11am							
WED 27											
THU 28											
FRI 29											
SAT 30											

Calendar Data:

- John Smith:** Checked
- Garden Schedule:** Checked (Options for Garden Schedule)
- Reminders:** Not checked
- Tasks:** Not checked
- Other calendars:** Holidays in Canada

2. Click 'Settings and sharing'.

The screenshot displays a calendar application interface. At the top, it shows the date '25' and 'Calendar', along with navigation options for 'Today' and 'May 2020'. The main area is a weekly calendar grid for May 2020, with the 25th highlighted. A settings menu is open over the 'Jo Rowling' event (12:30 - 4:30pm) on Monday, May 25th. The menu includes options: 'Display this only', 'Hide from list', and 'Settings and sharing'. A blue arrow points to the 'Settings and sharing' option. Below the menu is a color selection grid with a green checkmark. The calendar grid shows various events for the week, including 'Kareem Kamau' (4:30 - 7:30am), 'Fernando Perez' (5 - 8am), 'Joe Lo Truglio' (6:15 - 8:15am), 'Yahya Abdullah' (8 - 11am), 'Vlad Karaniko' (8am - 11am), 'Mai Li' (7 - 9am), 'Darnell Williams' (9 - 11am), 'Carl Nguyen' (10:30am - 2:30pm), and 'Julie Patel' (11:30am - 1:30pm).

Day	Event	Time
SUN 24		
MON 25	Jo Rowling	12:30 - 4:30pm
TUE 26	Yahya Abdullah	8 - 11am
WED 27	Kareem Kamau	4:30 - 7:30am
WED 27	Vlad Karaniko	8am - 11am
WED 27	Mai Li	7 - 9am
THU 28	Darnell Williams	9 - 11am
FRI 29	Fernando Perez	5 - 8am
FRI 29	Julie Patel	11:30am - 1:30pm
SAT 30		

3. Click 'Other notifications'.

The screenshot shows the Outlook 'Settings' page for a calendar named 'Garden Schedule'. The left sidebar contains a list of settings categories: General, Add calendar, Import & export, Settings for my calendars (with sub-items for John Smith, Birthdays, and Garden Schedule), Calendar settings (highlighted), Auto-accept invitations, Access permissions, Share with specific people, Event notifications, All-day event notifications, Other notifications (indicated by a blue arrow), Integrate calendar, and Remove calendar. The main content area is titled 'Calendar settings' and includes fields for Name (Garden Schedule), Description (-Closed on Wednesdays), and Time zone ((GMT-04:00) Eastern Time - Toronto). Below these fields is an 'Export calendar' button and a link to 'Learn more about exporting your calendar'. The 'Auto-accept invitations' section shows a dropdown menu set to 'Automatically add all invitations to this calendar'. Below this is a link to 'Learn more about auto-accept invitations'. The 'Access permissions' section is partially visible at the bottom, showing a checkbox for 'Make available to public' and a link to 'See all event details'.

4. Click this window and select 'Email'.

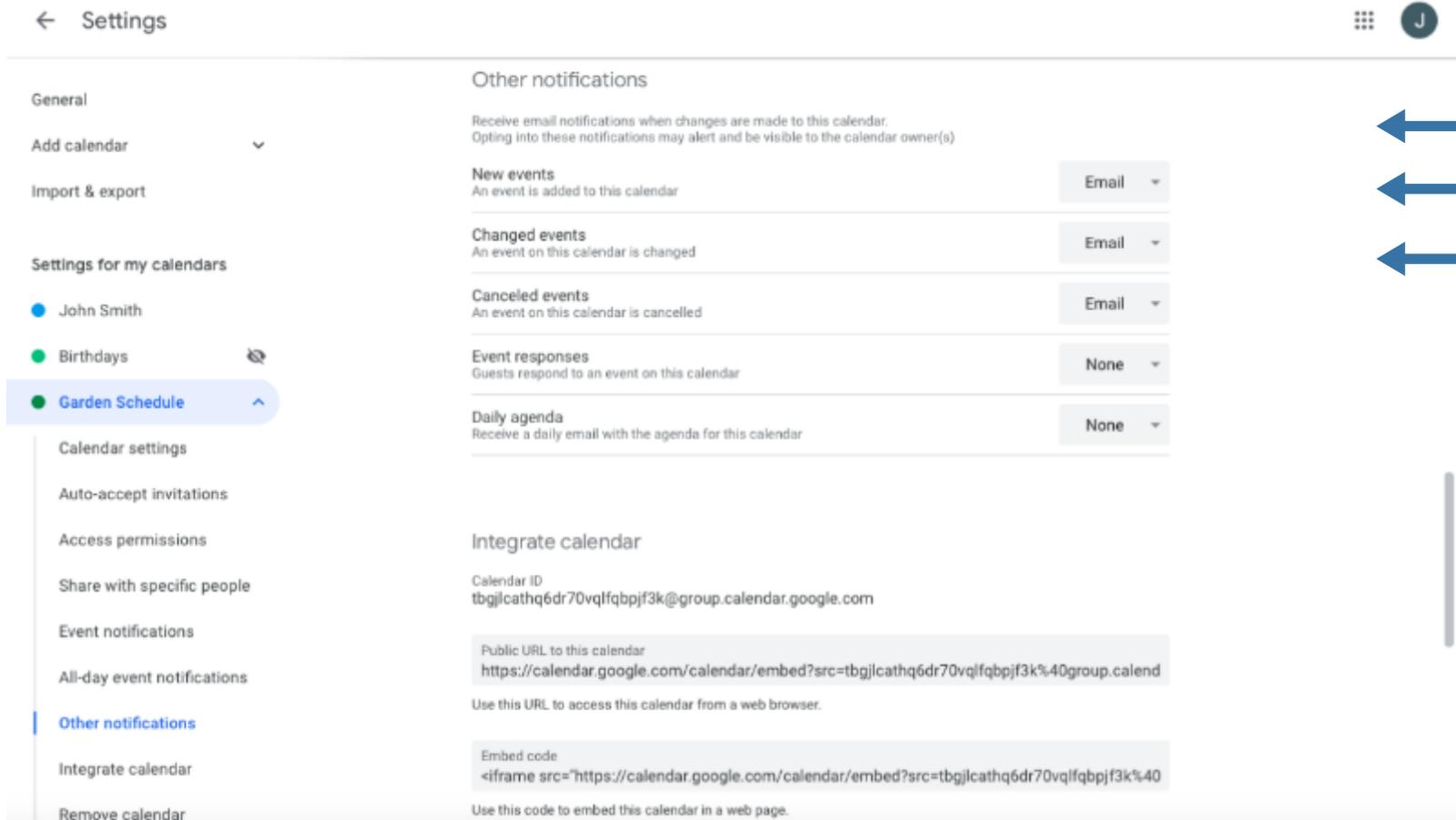
The screenshot shows the 'Settings' page for a calendar named 'Garden Schedule'. The left sidebar contains a list of settings categories: General, Add calendar, Import & export, Settings for my calendars (with sub-items for John Smith, Birthdays, and Garden Schedule), Calendar settings, Auto-accept invitations, Access permissions, Share with specific people, Event notifications, All-day event notifications, Other notifications (highlighted in blue), Integrate calendar, and Remove calendar. The main content area is titled 'Other notifications' and includes a sub-header: 'Receive email notifications when changes are made to this calendar. Opting into these notifications may alert and be visible to the calendar owner(s)'. Below this are four notification categories, each with a dropdown menu:

- New events** (An event is added to this calendar): Email
- Changed events** (An event on this calendar is changed): None
- Canceled events** (An event on this calendar is cancelled): E-mail (with a checkmark)
- Event responses** (Guests respond to an event on this calendar): None
- Daily agenda** (Receive a daily email with the agenda for this calendar): None

Below the notification settings is the 'Integrate calendar' section, which includes the Calendar ID (tbgjlcathq6dr70vqlfqbpjf3k@group.calendar.google.com), the Public URL to this calendar (https://calendar.google.com/calendar/embed?src=tbgjlcathq6dr70vqlfqbpjf3k%40group.calend), and the Embed code (<iframe src="https://calendar.google.com/calendar/embed?src=tbgjlcathq6dr70vqlfqbpjf3k%40group.calend...").

A blue arrow on the right side of the screen points to the 'Email' dropdown menu for 'New events'.

5. Switch these to 'Email' or according to your own preferences.



The screenshot shows the 'Settings' page for a Google Calendar. The left sidebar lists various settings categories, with 'Other notifications' selected. The main content area is divided into two sections: 'Other notifications' and 'Integrate calendar'. In the 'Other notifications' section, five notification types are listed with dropdown menus to select a preference: 'New events' (Email), 'Changed events' (Email), 'Canceled events' (Email), 'Event responses' (None), and 'Daily agenda' (None). Blue arrows on the right point to these dropdown menus. The 'Integrate calendar' section provides the calendar ID, a public URL, and an embed code.

← Settings

General

Add calendar

Import & export

Settings for my calendars

- John Smith
- Birthdays
- Garden Schedule**

Calendar settings

Auto-accept invitations

Access permissions

Share with specific people

Event notifications

All-day event notifications

Other notifications

Integrate calendar

Remove calendar

Other notifications

Receive email notifications when changes are made to this calendar. Opting into these notifications may alert and be visible to the calendar owner(s)

New events An event is added to this calendar	Email
Changed events An event on this calendar is changed	Email
Canceled events An event on this calendar is cancelled	Email
Event responses Guests respond to an event on this calendar	None
Daily agenda Receive a daily email with the agenda for this calendar	None

Integrate calendar

Calendar ID
tbgjlcathq6dr70vqlfqbpjf3k@group.calendar.google.com

Public URL to this calendar
<https://calendar.google.com/calendar/embed?src=tbgjlcathq6dr70vqlfqbpjf3k%40group.calend>

Use this URL to access this calendar from a web browser.

Embed code
<iframe src="https://calendar.google.com/calendar/embed?src=tbgjlcathq6dr70vqlfqbpjf3k%40group.calend" />

Use this code to embed this calendar in a web page.

HOW TO SHARE THE SCHEDULE WITH PEOPLE THAT HAVE GOOGLE ACCOUNTS

Note: some settings allow people who have a Google account to make changes to the schedule. This is great if you want gardeners to fill out the schedule and make changes themselves. If you do this, it's a good idea to save the information on a regular basis to make sure no-one erases calendar entries by mistake. See printing in the next section.

1. To send the schedule to someone with a Google account, click 'Options'.

The screenshot displays the Google Calendar interface for May 2020. The main view is a weekly calendar grid. The left sidebar contains a 'Create' button, a monthly calendar view for May 2020, a search bar for people, and a list of 'My calendars'. The 'Garden Schedule' calendar is checked and highlighted. Below it, the 'Options for Garden Schedule' menu is visible, with a blue arrow pointing to it. The main calendar grid shows several events from different calendars, including 'Joe Lo Truglio', 'Kareem Kamau', 'Fernando Perez', 'Yahya Abdullah', 'Mai Li', 'Vlad Karaniko', 'Darnell Williams', 'Carl Nguyen', and 'Julie Patel'. The time slots range from 5 AM to 4 PM.

2. Select 'Settings and sharing'.

The screenshot displays the Microsoft Outlook calendar interface. At the top, it shows the date '25' and 'Calendar', along with navigation buttons for 'Today', 'May 2020', and a 'Week' view selector. The main calendar area shows a weekly view for May 2020, with the 25th highlighted. A vertical time axis on the left shows slots from 5 AM to 11 AM. Several events are visible as green blocks, including 'Joe Lo Truglio' (6:15 - 8:15am), 'Kareem Kamau' (4:30 - 7:30am), 'Fernando Perez' (5 - 8am), 'Yahya Abdullah' (8 - 11am), 'Vlad Karaniko' (8am - 12pm), 'Mai Li' (7 - 9am), 'Darnell Williams' (9 - 11am), 'Carl Nguyen' (10:30am - 2:30pm), 'Julie Patel' (11:30am - 1:30pm), and 'Jo Rowling' (12:30 - 4:30pm). A context menu is open over the 'Jo Rowling' event, with options: 'Display this only', 'Hide from list', 'Settings and sharing', and a color selection palette. A blue arrow points to the 'Settings and sharing' option.

Day	Event Name	Time
MON 25	Joe Lo Truglio	6:15 - 8:15am
TUE 26	Yahya Abdullah	8 - 11am
WED 27	Kareem Kamau	4:30 - 7:30am
WED 27	Vlad Karaniko	8am - 12pm
WED 27	Mai Li	7 - 9am
THU 28	Darnell Williams	9 - 11am
FRI 29	Fernando Perez	5 - 8am
FRI 29	Julie Patel	11:30am - 1:30pm
MON 25	Carl Nguyen	10:30am - 2:30pm
MON 25	Jo Rowling	12:30 - 4:30pm

3. Select 'Share with specific people'.

The screenshot shows the Outlook 'Settings' page for a calendar named 'Garden Schedule'. The left-hand navigation pane lists various settings categories, with 'Share with specific people' highlighted by a blue arrow pointing to the right. The main content area is divided into sections: 'Calendar settings' (Name: Garden Schedule, Description: -Closed on Wednesdays, Time zone: (GMT-04:00) Eastern Time - Toronto), 'Auto-accept invitations' (Automatically add all invitations to this calendar), and 'Access permissions' (Make available to public checkbox, See all event details dropdown).

← Settings

Calendar settings

Name
Garden Schedule

Description
-Closed on Wednesdays

Time zone
(GMT-04:00) Eastern Time - Toronto

Export calendar

Learn more about exporting your calendar

Auto-accept invitations

Automatically add all invitations to this calendar

Calendars for resources can auto-accept invitations. [Learn more about auto-accept invitations](#)

Access permissions

Make available to public [See all event details](#)

General

Add calendar

Import & export

Settings for my calendars

- John Smith
- Birthdays
- Garden Schedule**

- Calendar settings**
- Auto-accept invitations
- Access permissions
- Share with specific people**
- Event notifications
- All-day event notifications
- Other notifications
- Integrate calendar
- Remove calendar

4. Select 'Add people'.

The screenshot shows the 'Settings' page for a calendar named 'Garden Schedule'. The left sidebar lists various settings categories, with 'Share with specific people' selected. The main content area is divided into sections: 'Share with specific people', 'Event notifications', 'All-day event notifications', and 'Other notifications'. In the 'Share with specific people' section, a user 'tug.example@gmail.com' is listed with a 'Make changes and manage sharing' dropdown. Below this, a blue '+ Add people' button is highlighted with a blue arrow. The 'Event notifications' section has an '+ Add notification' button, and the 'All-day event notifications' section also has an '+ Add notification' button.

← Settings

General

Add calendar

Import & export

Settings for my calendars

- John Smith
- Birthdays
- Garden Schedule**

Calendar settings

Auto-accept invitations

Access permissions

Share with specific people

Event notifications

All-day event notifications

Other notifications

Integrate calendar

Remove calendar

Share with specific people

tug.example@gmail.com Make changes and manage sharing

[+ Add people](#)

[Learn more about sharing your calendar with someone](#)

Event notifications

Receive notifications for events on this calendar. Opting into these notifications may alert and be visible to the calendar owner(s)

[+ Add notification](#)

All-day event notifications

Receive notifications for all day events on this calendar. Opting into these notifications may alert and be visible to the calendar owner(s)

[+ Add notification](#)

Other notifications

Receive notifications for other events on this calendar.

5. Enter the email of the person who want to share the calendar with. Then click 'Send'.

Settings

Share with specific people

tug.example@gmail.com

Make changes and manage sharing

+ Add people

Learn more about sharing your calendar with someone

Share with specific people

Add email or name

Permissions

See all event details

Cancel Send

All-day event notifications

Receive notifications for all day events

Opting into these notifications

+ Add notification

Other notifications

Switch this to 'Make changes to events' if you want to allow gardeners to make changes to the schedule

HOW TO SHARE THE SCHEDULE WITH PEOPLE THAT DO NOT HAVE GOOGLE ACCOUNTS

You have two choices:

Print the garden calendar as a PDF file and email to the gardener (they won't see any updates to the calendar)

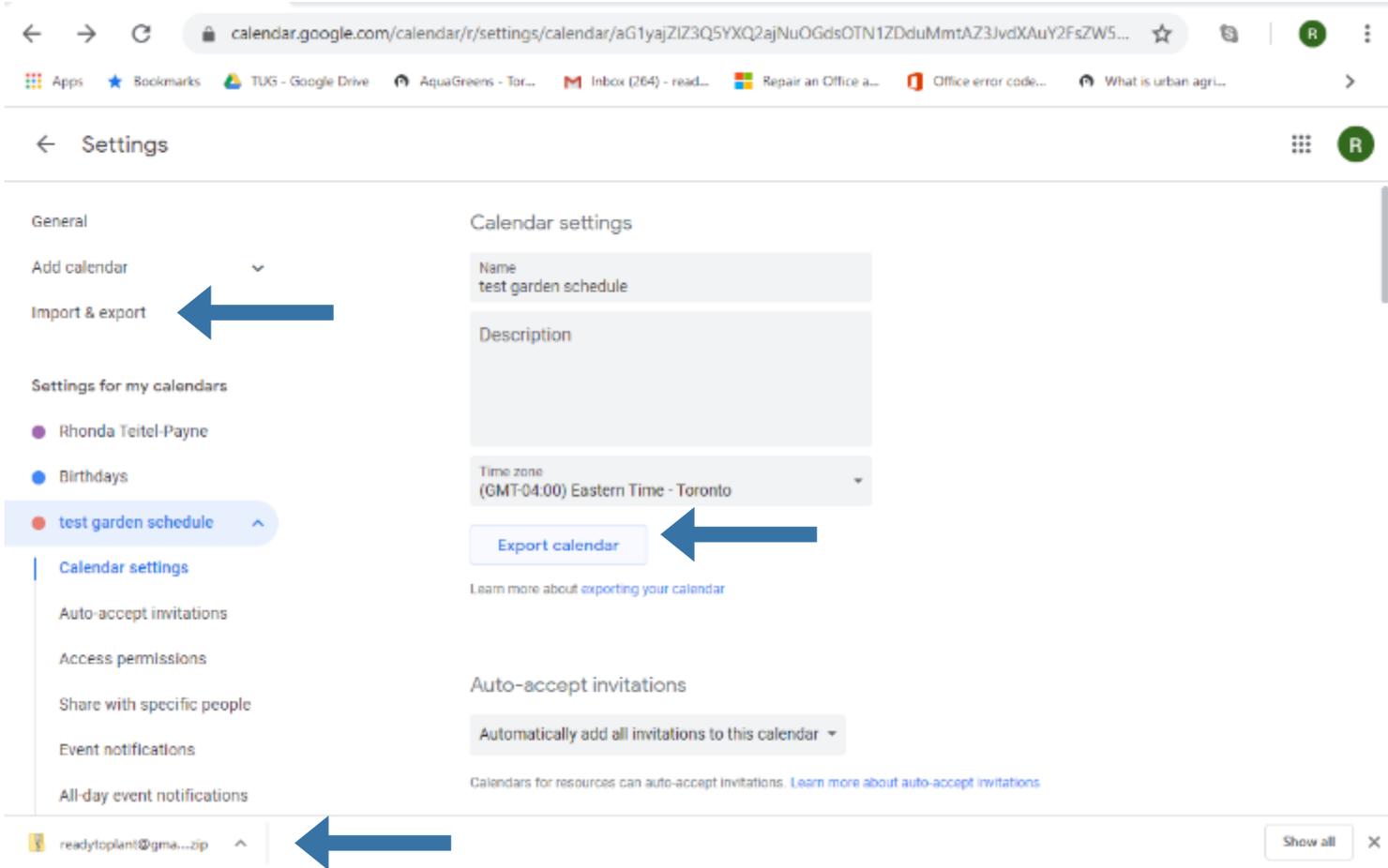
Or

Post your garden calendar publicly. Gardeners will be able to see the most up to date version of the calendar but they can't edit it. This makes the calendar available to anyone on the internet. You may not want to choose this option if there is any concern about publishing who is in the garden publicly.

To print a calendar to email to gardeners without a Google account, click 'Settings'.

The screenshot displays the Google Calendar interface in a weekly view for May 2020. The current date is Monday, May 25th. A context menu is open over the calendar grid, with the 'Settings' option highlighted by a blue arrow. The calendar shows various events for gardeners such as Joe Lo Truglio, Kareem Kamau, and Julie Patel. The interface includes a 'Create' button, a search bar, and a list of calendars on the left side.

Day	Event	Time
Monday, May 25	Joe Lo Truglio	6:15 - 8:15am
Monday, May 25	Carl Nguyen	10:30am - 2:30pm
Monday, May 25	Jo Rowling	12:30 - 4:30pm
Tuesday, May 26	Yahya Abdullah	8 - 11am
Wednesday, May 27	Kareem Kamau	4:30 - 7:30am
Wednesday, May 27	Vlad Karaniko	8am - 12pm
Wednesday, May 27	Mai Li	7 - 9am
Thursday, May 28	Darnell Williams	9 - 11am
Friday, May 29	Fernando	5 - 8am
Friday, May 29	Julie Patel	11:30am - 1:30pm

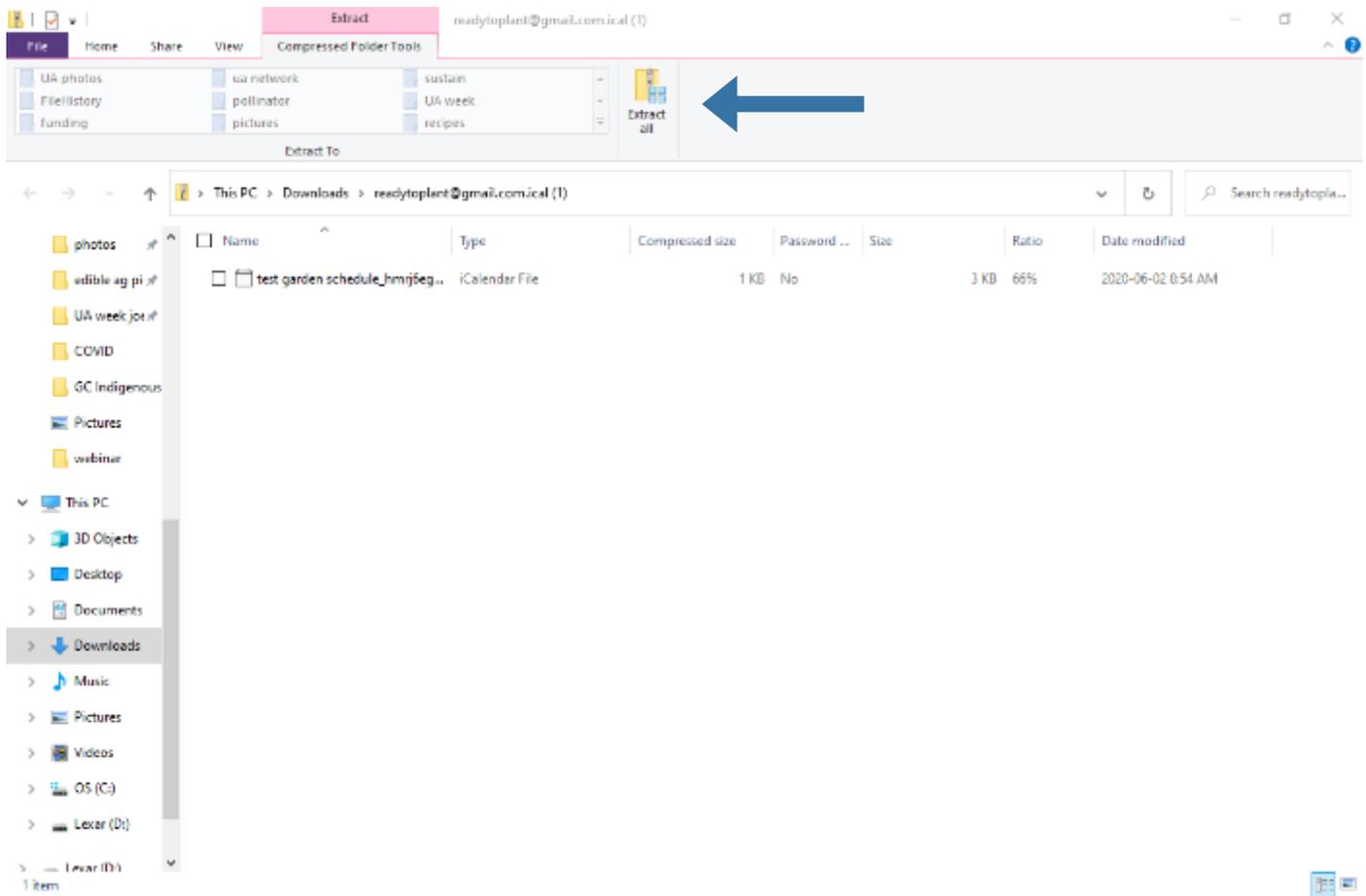


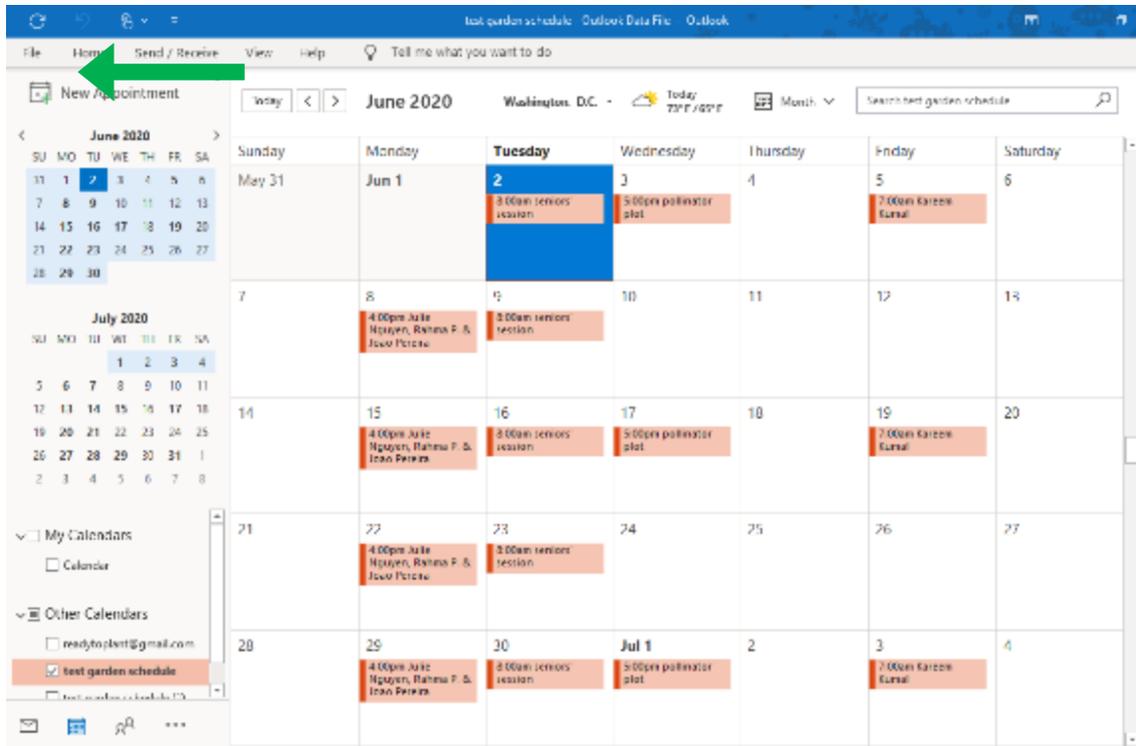
Click on Import & Export

Click on Export Calendar

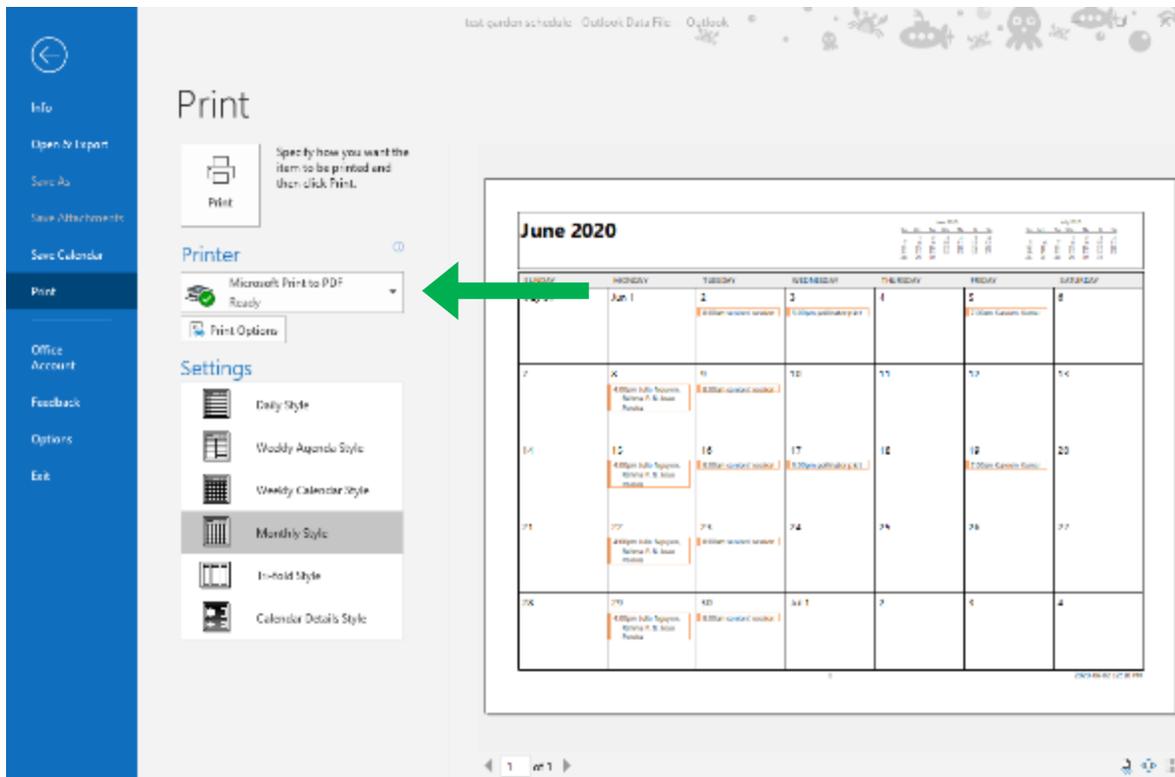
Zip file will appear in lower left corner. Click on this, select Open

Click extract all
Save file in default folder (Downloads) or choose another folder
(such as your garden files)
Open file





Click on File > Print



Choose monthly mode

Choose print to PDF

Give the file a name such as “garden calendar June 2020” and save.

Email or print calendar to share.

To make your garden calendar public, click 'Settings'.

The screenshot shows the Microsoft Calendar application interface. At the top, there is a navigation bar with a hamburger menu, the date '25', the word 'Calendar', a 'Today' button, navigation arrows, the month 'May 2020', a search icon, a help icon, a settings gear icon, a 'Week' view selector, and a user profile icon 'J'. On the left side, there is a 'Create' button with a plus sign, a monthly calendar view for May 2020, a search bar for people, and a list of calendars: 'John Smith' (checked), 'Garden Schedule' (checked), 'Reminders' (unchecked), 'Tasks' (unchecked), and 'Holidays in Canada' (unchecked). The main area is a weekly calendar grid for May 24-29. The grid shows several events as green blocks with names and times: 'Joe Lo Truglio' (6:15 - 8:15am), 'Kareem Kamau' (4:30 - 7:30am), 'Fernando' (5 - 8am), 'Yahya Abdullah' (8 - 11am), 'Vlad Karaniko' (8am - 12pm), 'Mai Li' (7 - 9am), 'Darnell Williams' (9 - 11am), 'Carl Nguyen' (10:30am - 2:30pm), 'Jo Rowling' (12:30 - 4:30pm), and 'Julie Patel' (11:30am - 1:30pm). A settings menu is open over the calendar grid, with a blue arrow pointing to the 'Settings' option. The menu items are: 'Settings', 'Trash', 'Density and color', 'Print', and 'Get add-ons'.

2. Select the garden's schedule.

The screenshot shows the Google Calendar settings interface. On the left, a sidebar lists various settings categories. Under 'Settings for my calendars', the 'Garden Schedule' calendar is highlighted with a blue bar and an eye icon, and a blue arrow points to it from the right. The main content area is titled 'Language and region' and includes settings for language (English (US)), country (Canada), date format (12/31/2020), and time format (1:00pm). Below this is the 'Time zone' section, which has an unchecked checkbox for 'Display secondary time zone'. It shows the primary time zone as '(GMT-04:00) Eastern Time - Toronto' and the secondary time zone as 'Not selected'. There are 'Label' buttons next to each time zone dropdown and a double-headed arrow between them. A checked checkbox is present for 'Ask to update my primary time zone to current location'. At the bottom of the sidebar, there is a section for 'Settings for other calendars'.

3. Select 'Access permissions'.

The screenshot shows the Outlook 'Settings' page for a calendar named 'Garden Schedule'. The left sidebar contains a list of settings categories: General, Add calendar, Import & export, Settings for my calendars (with sub-items for John Smith, Birthdays, and Garden Schedule), Calendar settings (highlighted), Auto-accept invitations, Access permissions (indicated by a blue arrow), Share with specific people, Event notifications, All-day event notifications, Other notifications, Integrate calendar, and Remove calendar. The main content area is titled 'Calendar settings' and includes fields for Name (Garden Schedule), Description (-Closed on Wednesdays), and Time zone ((GMT-04:00) Eastern Time - Toronto). Below these are an 'Export calendar' button and a link to 'Learn more about exporting your calendar'. The 'Auto-accept invitations' section shows a dropdown menu set to 'Automatically add all invitations to this calendar'. At the bottom, the 'Access permissions' section has a checkbox for 'Make available to public' and a 'See all event details' button.

4. Select 'Make available to public'.

The screenshot shows the 'Settings' page for a calendar named 'Garden Schedule'. The left sidebar lists various settings categories, with 'Access permissions' highlighted in blue. A blue arrow points from the 'Access permissions' option in the sidebar to the 'Make available to public' checkbox in the main content area. The 'Access permissions' section includes a checkbox for 'Make available to public', a 'Get shareable link' button, and a link to 'Learn more about sharing your calendar'. Below this is the 'Share with specific people' section, which shows a sharing link for 'tug.example@gmail.com' and an 'Add people' button. The 'Event notifications' section is also visible, with an 'Add notification' button.

← Settings

General

Add calendar

Import & export

Settings for my calendars

- John Smith
- Birthdays
- Garden Schedule**

Calendar settings

Auto-accept invitations

Access permissions

Share with specific people

Event notifications

All-day event notifications

Other notifications

Integrate calendar

Remove calendar

Access permissions

Make available to public See all event details ▾

[Get shareable link](#)

[Learn more about sharing your calendar](#)

Share with specific people

[tug.example@gmail.com](#) Make changes and manage sharing ▾

[+ Add people](#)

[Learn more about sharing your calendar with someone](#)

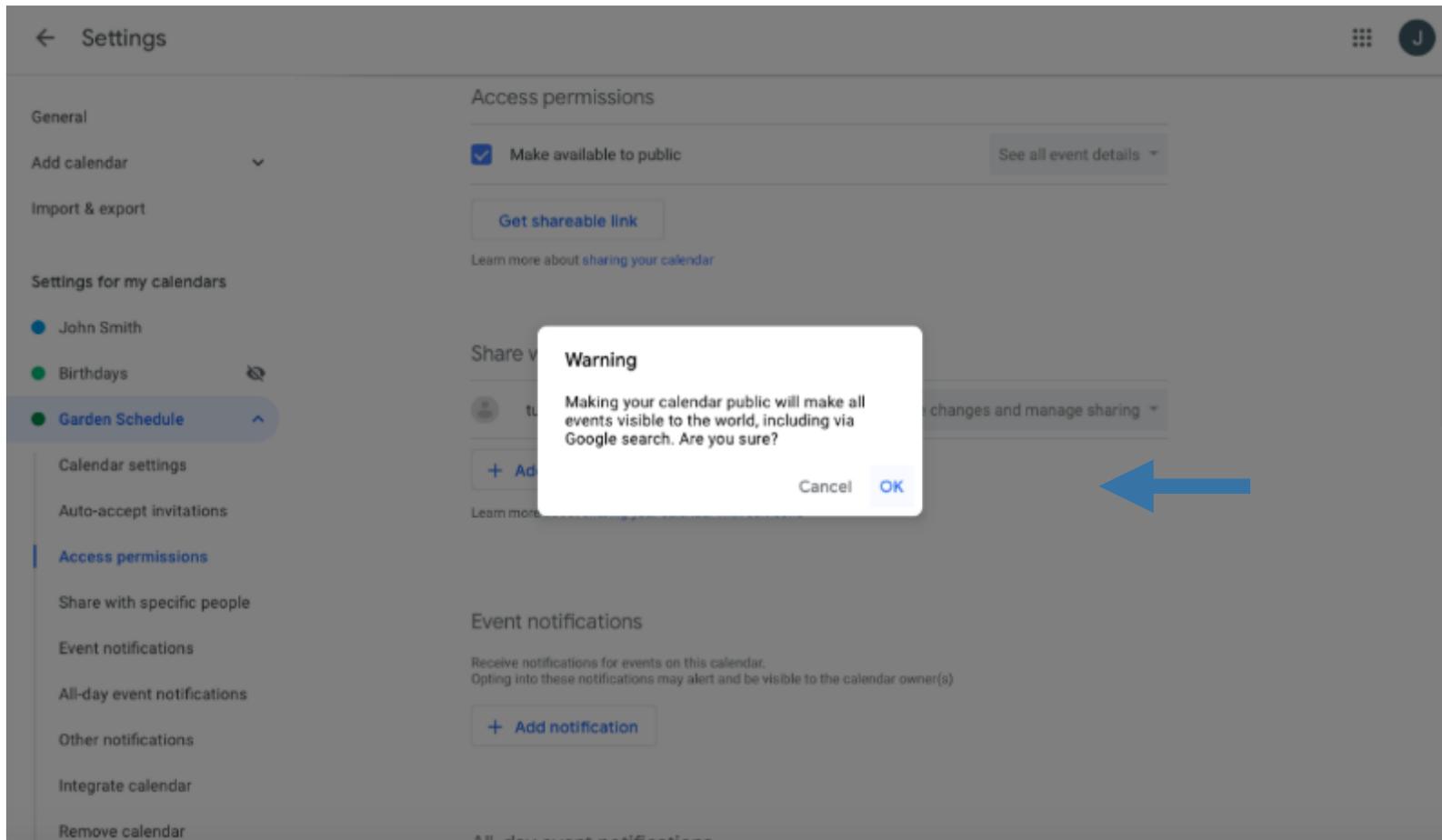
Event notifications

Receive notifications for events on this calendar.
Opting into these notifications may alert and be visible to the calendar owner(s)

[+ Add notification](#)

All-day event notifications

5. Click 'OK'.



6. Select 'Get shareable link'.

The screenshot shows the Google Calendar settings interface for a calendar named "Garden Schedule". The left sidebar contains a list of settings categories: General, Add calendar, Import & export, Settings for my calendars (with sub-items for John Smith, Birthdays, and Garden Schedule), Calendar settings, Auto-accept invitations, Access permissions (highlighted in blue), Share with specific people, Event notifications, All-day event notifications, Other notifications, Integrate calendar, and Remove calendar. The main content area is divided into three sections: "Access permissions" (with a checked "Make available to public" option and a "Get shareable link" button), "Share with specific people" (with a list of users including "tug.example@gmail.com" and an "Add people" button), and "Event notifications" (with an "Add notification" button). A blue arrow points to the "Get shareable link" button. The top right corner shows a grid icon and a user profile icon with the letter "J".

← Settings

General

Add calendar

Import & export

Settings for my calendars

- John Smith
- Birthdays
- Garden Schedule**

Calendar settings

Auto-accept invitations

Access permissions

Share with specific people

Event notifications

All-day event notifications

Other notifications

Integrate calendar

Remove calendar

Access permissions

Make available to public See all event details ▾

[Get shareable link](#)

[Learn more about sharing your calendar](#)

Share with specific people

[tug.example@gmail.com](#) Make changes and manage sharing ▾

[+ Add people](#)

[Learn more about sharing your calendar with someone](#)

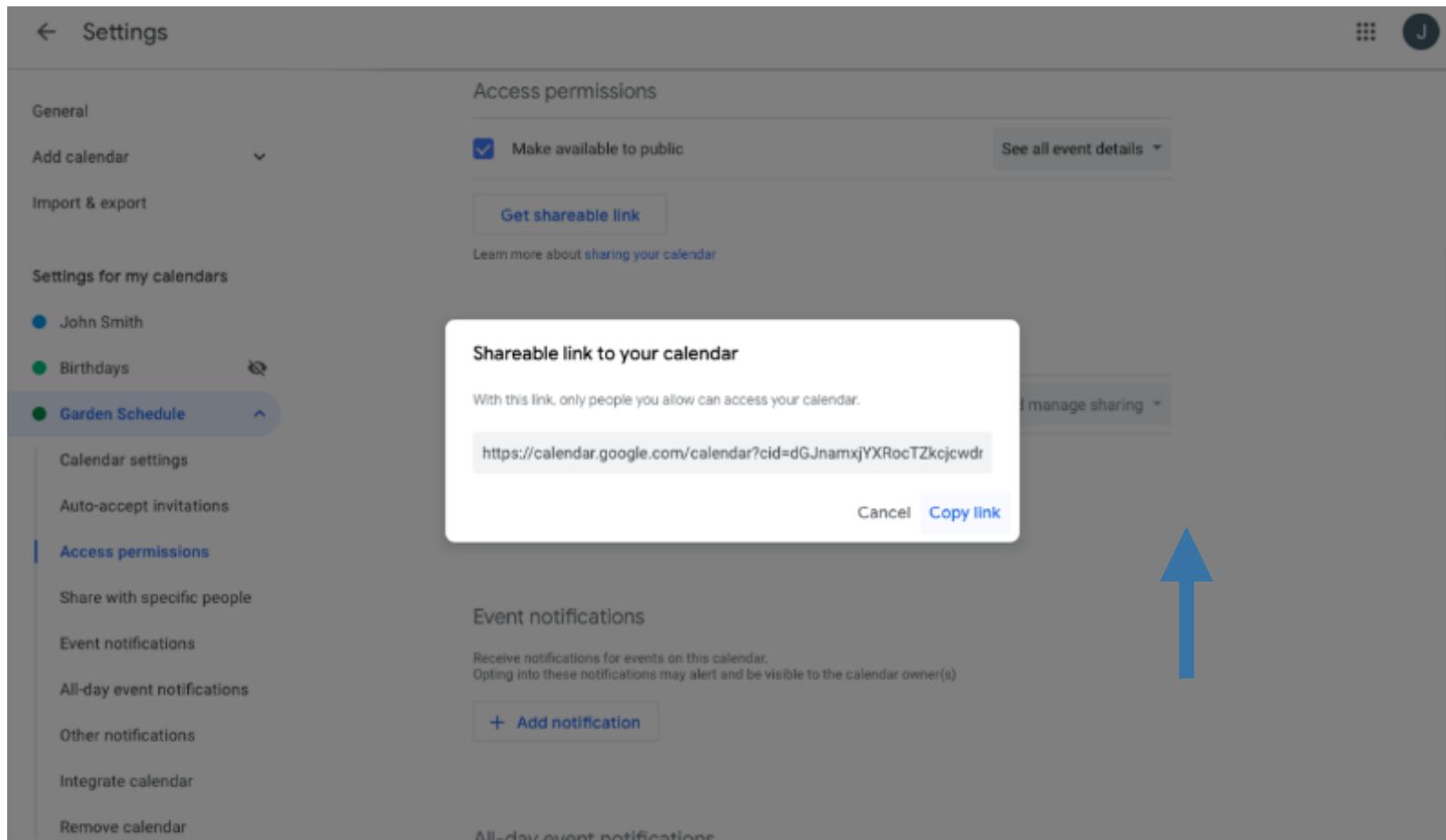
Event notifications

Receive notifications for events on this calendar.
Opting into these notifications may alert and be visible to the calendar owner(s)

[+ Add notification](#)

All-day event notifications

7. Select 'Copy link' and send it to the person you want to share it with.



The screenshot shows the 'Settings' page for a Google Calendar. The left sidebar lists various settings categories, with 'Access permissions' selected. The main content area shows the 'Access permissions' section, which includes a checkbox for 'Make available to public' (checked), a 'Get shareable link' button, and a 'See all event details' dropdown. A modal dialog box titled 'Shareable link to your calendar' is displayed in the center, containing the text 'With this link, only people you allow can access your calendar.' and a text input field with the URL 'https://calendar.google.com/calendar?cid=dGJhamxjYXRocTZkcjcwdr'. Below the URL are 'Cancel' and 'Copy link' buttons. A blue arrow points to the 'Copy link' button.

Happy Scheduling!