

Instructions for Sharing Your Events on the Texas 4-H Natural Resources Program Calendar

The Texas 4-H Natural Resources Program Calendar is for sharing of Natural Resources related events, trainings, invitational contests, etc. (Shooting Sports, Sportfishing, Hunting & Wildlife, Outdoor Education, etc.). Any misuse of this calendar, or posting of inappropriate content will result in immediate termination of your privilege to use this calendar.

You must be an active 4-H Member, Adult Leader, or Extension Employee to gain sharing privileges.

Please note: the initial set up process may take a few minutes. However, once setup is complete, adding events will be quick and easy!

1. Send an email to tx4hnaturalresources@tamu.edu containing the following:
 - a. Subject: Request for Calendar Sharing
 - b. Your Name
 - c. Your County
 - d. Your Role (Coach, Club Leader, County Agent, etc.)
 - e. Your phone number
 - f. Email address you wish to have access to the calendar

We will verify your information and grant you access as soon as possible, please note this may take up to a few days.

1. To share your events on our calendar, you will need a Google Account. If you already have a Google Account, skip to step 3.
2. Set up your Google account:
 - a. Go to www.google.com
 - b. In the upper right corner, click "Sign In"
 - c. In the upper right corner of the Sign In page, click "Sign up for a new Google account"
 - d. Follow the steps to create your new Google Account.
 - e. Make sure you use the SAME EMAIL to setup your Google account as the one that you have requested access for!
 - f. Make sure to set a memorable password, or document your password in a secure place
3. Once your account is setup and you are logged in, click "Calendar" from the options at top left. If "Calendar" does not appear as an option, click the "More" dropdown menu and select "Calendar" from the list.
4. Enter events on the calendar:

Note that at the top of the calendar page are several viewing options (day, week, month, etc.). The following instructions are based from the "Month" view of the calendar.

- a. Click on the start date of your event
- b. In the pop-up box:
 - i. enter the name of your event
 - ii. IMPORTANT: Next to "Calendar" be sure to select tx4hnaturalresources@gmail.com, failing to do so will result in your post NOT being added to our calendar!!

NOTE: If tx4hnaturalresources@gmail.com does not appear as an option, you will need to "Add a friend's calendar"

1. Go back to the Calendar home page (click the back button at the top of your browser or the back arrow next to the "Save" button)
 2. On the left side of the screen, click the down arrow to the right of "Other Calendars"
 3. Select "Add a Friend's Calendar", enter tx4hnaturalresources@gmail.com, click "Add"
 4. Restart step 4 above.
- iii. click "Edit Event"
- c. Enter all pertinent information about your event. Please be sure in the "Description" area to include contact information for the event and/or a link to event information that may be posted on another website. ***Please do not use the Natural Resources Program Office information for event contact! Any correspondence received by our office regarding calendar events will be redirected to the person who posted the event.***
- d. When you have entered all information, be sure to click "SAVE" at the top!
5. Go to <http://texas4-h.tamu.edu/natural>, follow the links to the calendar to check that your event posted correctly!

Posting Documents Online and Linking to Posted Documents in Your Calendar Entry:

If your event information is in document form and/or not posted on another website that you can link to, you may post documents on Google Docs, and then link to those documents from your calendar post.

1. Go to www.google.com and login using your Google account.
2. Click "Documents" from the options at top left. If "Documents" does not appear as an option, click the "More" dropdown menu and select "Documents" from the list.
3. Click the "Upload" button directly to the right of the "Create" button
4. Select "Files", choose the file(s) you wish to upload and click "Open"
5. Make any (or no) changes according to your preferences and click "Start Upload"
6. Click the square to the left of your document name to select your document
7. Click the "Share Button" (looks like a person with a plus "+" sign)
8. In the Sharing Settings popup box, click the blue "Change..." link
9. Check "Anyone with the link" then "Save"
10. Highlight the link that now shows at the top of the popup box, right click and select "Copy"
11. Now you can right click and "Paste" this link to your document in the description section of your calendar post.

Texas A&M AgriLife Extension Service | Texas 4-H Youth Development Program

Texas 4-H Natural Resources Program

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