Quick Guide – Extension Events Calendar via Google Apps

1. Log in to your NC State Google calendar account:
   
   http://gcal.ncsu.edu

Or, if you already are signed in to your NC State gmail account, click Calendar:
2. You should see your county calendar on the left under Other Calendars:
3. To add an event to the Events section of your county web site, first click *Create* on your Google Calendar.
4. Complete the resulting form to include the name of the event, the date and time, the location, and a description.
5. It’s important that you specify that the event is a **county** event, and not an event for your own Google calendar.

6. Click Save when you are done. Shortly, your event will display on your county Extension web site!
7. FYI - You can color-code your Other Calendars. You also can toggle the county events on and off by clicking the county name on the left. You also can toggle your own events by clicking on your name on the left. In the view below, I’ve toggled off my own events (which were displayed in blue on a previous page), and I’ve toggled on the Lenoir County events, displayed in lavender.