

Google Calendar Procedures for Guides

(A Review of Procedures and time line for Guides in listing Hikes for the Google Calendar)

Go to Google home page to locate and access (click) “Google Calendar.” (You will need to enter the password that you used when you initially set up with Google)

- Click the day of your hike.
- This will open the calendar to that day
- Enter the level of difficulty (e.g., B-) and then the **Name** of the hike that you wish to lead.
- On top line, click “All day”
- Now, moving from the top to bottom on the daily calendar - - Leave blank the entry where it asks for an entry to “Where”
- Be sure that the monthly calendar entry states “SCV Hiking Guides” (and not your personal calendar)
- Where the Calendar asks for “Description”, first locate the description of the hikes that you would like to lead from List of Hikes (see: “Hike Data Base”) at our Web Site (www.vistosohikes.org), cut and paste that description, **beginning with the name of the hike**, followed by the requisite details, then its description, and finally your name, phone number, and starting time. **For example:**

Stock Tank/Rams Field/Walters Cascade Loop [C/10mi/\$2/1500’/\$2/7am] Park at picnic area on left after crossing first wash. Cross road and follow a horse trail to end of wash. Take Stock Tank Trail, after climbing into foothills to stock tank. Take Rams Field Pass Trail to housing area and return to Stock Tank Trail. Start back on this trail, taking a right to Walter’s Cascade, then return to parking area. **Your name; your phone number**

(in other words, the Name of the hike needs to be entered **twice**, first at the top, **after** entering the hikes “level of difficulty” in the box that lies above the hike’s date (e.g. C Stock Tank/Rams Field/Walters Cascade Loop); and then again when listing the hike’s description (see previous example above.))

- For Event color, choose a color and use it for all subsequent entries
- Last and not least, return to top of Calendar and click “**SAVE**” (Don’t forget – otherwise you will have to re-enter everything!)