NHCP Google Calendars

Instructions to add the NHCP calendars to your personal Google account

Tip: For quick access, download the Google Calendar App on your mobile device.

1. Practice Calendars can be found under the Practice Info tab on the NHCP website. The best way to stay connected to the practice and event schedule, in real time, is by using the Google Calendar.

	Home Joining N	IHCP Tunas 🗸 🛛 Prac	tice Info 🗸 Meets 🗸	Parents 🗸 🖡	Photos NHCP Appa	arel	
SWI TH	M-A Help Our C	Practice Calend Cause! Pool Locations Training equipr Time Standards	dars day! ment s	NT RAISED: 691.00		Ρ	lease Hel ^{GOAL AMOUN} \$12,000.0
Training and	d Event Sche						
Check here for details re	garding last minute change	s such as weather related c	ancellations.				
Calendar							
You can link this calenda	r to your device and change	s to the calendar will be mad	de in real time.				
Calendar Today 🗸 🕩 January	2019 🔻					Print Week Month	Agenda 🔻
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	30	31	Jan 1	2	3	4	5
	New Year's Eve Building closures	New Year's Day New Years Day No Swim	5:45pm Pre-Senior (D&S)O 5:45pm Senior 1&2(D&S)O 6pm Gold (D&S)O 6:30pm Silver (P)	5:30pm FISh (MG) 6pm Pre-Senior (S) 6:30pm Senior 1 & 2 (S) 6:35pm Super Tunas (MG) 6:35pm Tiny Tunas (MG) 7pm Bronze (MG)	5:30pm Pre-Senior (MG) 5:30pm Senior 1 &2 (MG) 5:30pm Gold (MG) 5:35pm Bronze (s) 5:35pm Fish (s) 6:30pm Silver (O)	Monticello	
	6	7	8	9	10	11	12
Monticello	5:45pm Pre-Senior D &S (C) 5:35pm Fish (MG)	5:45pm Pre-Senior (D&S)O	Tiny Tunas MOVED to 1/8 M	1G 5:30pm Pre-Senior (MG)	8:30am Bronze (MG	

2. In the bottom right corner of the practice calendar, click on the +Google Calendar button to <u>Add to Google</u> <u>Calendar</u>.

		6:35pm Super Tunas (MG) +2 more					10am Bonus Tiny Tunas (11:15am Olympian David F	mg) Plumme	
20	13 1 5-45-m Pro Copier D 8-5 (O)	4 15	Edform Dra Capitar (DS C)O	16	17 Fish (moved to Friday 1 (10)	18		19	
:30pm JV/HS	5:45pm Senior (D&S)O 5:45pm Senior (D&S)O 6pm Gold (D&S)O 6:30pm Silver (S)	5:35pm Fish (MG) 5:45pm Silver (S) 6:30pm Pre-Senior (O) 6:30pm Senior 1 &2 (O) 6:30pm Gold (O) 6:35pm Super Tunas (MG) ±2.more	5:45pm Senior 1&2(D&S)O 5:45pm Senior 1&2(D&S)O 6:30pm Board meeting 6:30pm Silver (P)		Fish (moved to Friday 1/18) – Conferences in Osseo district Tiny Tunas (Moved to Tuesday 5:35pm Bronze (S) 6pm Pre-Senior (S) 6pm Senior 1 &2 (S)	FOXEF B8+ 5:30pm Pre-Senior (MG) 5:30pm Gold (MG) 5:35pm Bronze (s) 5:35pm Fish (moved to Friday 1, 6:30pm Silver (0)	10:15am Bronze (S) 10:15am Fish (S) 11:15am Bonus Super Tun 11:15am Bonus Tiny Tuna:	as (S) ; (S)	
	20 2	1 22		23	24	25	5	26	
FOXJET B8+ 3:30pm JV/HS	Martin Luther King Jr. Day 5:45pm Pre-Senior D &S (O) 5:45pm Senior (D&S)O 6pm Gold (D&S)O 6:30pm Silver (BJ)	Super Tunas (Moved to Thursd 5:35pm Fish (S) 5:35pm Fish (S) 5:35pm Fish (S) 5:30pm Pre-Senior (P) 6:30pm Senior 1 & 82 (P) 6:30pm Gold (P) 7pm Bronze (S) 7pm Bronze (S) <th pm<="" td=""><td>5:45pm Pre-Senior (D&S)O 5:45pm Senior 1&2(D&S)O 6pm Gold (D&S)O 6:30pm Silver (P)</td><td></td><td>5:35pm Fish (S) 6:30pm Pre-Senior (P) 6:30pm Senior 1 &2 (P) 6:35pm Super Tunas (S) 6:35pm Tiny Tunas (S) 7pm Bronze (S)</td><td>5:30pm Pre-Senior (MG) 5:30pm Senior 1 &2 (MG) 5:30pm Gold (MG) 5:35pm Bronze (MG) 6:30pm Silver (O)</td><td>NHCP Sprint/ Time trial</td><td>meet -</td></th>	<td>5:45pm Pre-Senior (D&S)O 5:45pm Senior 1&2(D&S)O 6pm Gold (D&S)O 6:30pm Silver (P)</td> <td></td> <td>5:35pm Fish (S) 6:30pm Pre-Senior (P) 6:30pm Senior 1 &2 (P) 6:35pm Super Tunas (S) 6:35pm Tiny Tunas (S) 7pm Bronze (S)</td> <td>5:30pm Pre-Senior (MG) 5:30pm Senior 1 &2 (MG) 5:30pm Gold (MG) 5:35pm Bronze (MG) 6:30pm Silver (O)</td> <td>NHCP Sprint/ Time trial</td> <td>meet -</td>	5:45pm Pre-Senior (D&S)O 5:45pm Senior 1&2(D&S)O 6pm Gold (D&S)O 6:30pm Silver (P)		5:35pm Fish (S) 6:30pm Pre-Senior (P) 6:30pm Senior 1 &2 (P) 6:35pm Super Tunas (S) 6:35pm Tiny Tunas (S) 7pm Bronze (S)	5:30pm Pre-Senior (MG) 5:30pm Senior 1 &2 (MG) 5:30pm Gold (MG) 5:35pm Bronze (MG) 6:30pm Silver (O)	NHCP Sprint/ Time trial	meet -
NHCP Sprint/ Time trial	27 2 meet: 5:45pm Pre-Senior D &S (0) 5:45pm Senior (D&S)O 6pm Gold (D&S)O 6:30pm Silver (P)	8 29 5:35pm Fish (MG) 5:45pm Silver (S) 6:30pm Pre-Senior (O) 6:30pm Solio 1 & 2 (O) 6:30pm Gold (O) 6:35pm Super Tunas (MG) 7pm Bronze (MG)	5:45pm Pre-Senior (D&S)O 5:45pm Senior 1&2(D&S)O 6pm Gold (D&S)O 6:30pm Silver (P)	30	31 5:35pm Fish (MG) 6:30pm Pre-Senior (O) 6:30pm Senior 1 &2 (O) 6:35pm Tiny Tunas (MG) 7pm Bronze (MG)	Feb 1 5:30pm Pre-Senior (MG) 5:30pm Senior 1 &2 (MG) 5:30pm Gold (MG) 5:35pm Bronze (s) 6:30pm Silver (O)	8:30am Gold (S) 8:30am Silver (S) 10:15am Fish (S) 10:15am Fish (S) 11:15am Bonus Super Tun 11:15am Bonus Tiny Tuna:	2 as (S) ; (S)	
events shown in time zone: C	Central Time - Chicago						+ Google Ca	endar	
ryland and Swim (D&S). Pl	ease make sure that your swimmer has	the appropriate equipment for both	dryland and swim.				Add to Goog	le Caler	

All Senior swimmers must print, fill out and bring this release to the gym to have on file with the host facility. Pre-senior swimmers on occasion will be using this facility and are also require to have a release on file.

3. A Google window will pop up with the option to Choose an account. Click on the account you would like to add the calendars to.

	Google Choose an ac	count
	К	Signed out
	Kristin Sheffer president@nhcpswimclub.org	Signed out
	\odot	Signed out
	② Use another account	
	≙- Remove an account	
Eng	English (United States) 🔻	Help Privacy Terms

4. When prompted, enter your password and click on <u>Next</u>.

Google Hi Kristin	
Enter your password	

- 5. A window will pop up that says, "Add calendars". All available calendars will be automatically checked. Uncheck the calendars you *do not* want to add. Keep the boxes checked for the calendars you want to add. Then click on <u>Add all</u>
 - I recommend adding your swimmer's training group (i.e. Silver), State Team, Notifications & Events and Meets.



6. You will find the NHCP calendars you added on the left side under "Other Calendars".

≡ <u>31</u> Calendar	Today < >	March 2019			Q. (\$)	Month 👻	G Suite	К
+ Create	SUN 24 MAC CHAMPIONSHIPS A	MON 25 • 6:30pm Silver (P)	TUE 26 • 5:45pm Silver (S)	WED 27 • 6:30pm Silver (P)	THU 28	FRI Mar 1 MRC Championships Hudson	SAT 2	0
S M T W T F S 24 25 26 27 28 1 2								
3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23	3 MRC Championships Huds	4 • 5:30pm State Team pract • 7:15pm SPLASH NIGHT/	5 Noodles Pre-Meet Dinner : • 5:30pm State Team pract	6 • 5:30pm State Team pract • 7:15pm SPLASH NIGHT/	7 State Meet U of M • 5:30pm State Team pract	8 State Meet U of M • 5:30pm State Team pract	9 State Meet U of M	+
24 25 26 27 28 29 30 31 1 2 3 4 5 6 Add calendar :	10 State Meet U of M	11	12 • 6pm Team Banquet	13	14	15	16	
My calendars Kristin Sheffer Birthdays	17	18	19	20 6:30pm Board meeting	21	22	23	
Reminders Tasks Other calendars	24	25	26	27	28	29	30	
 Meets Notifications & Events Silver State Team 	31	Apr 1 Calendar under constructit 6:30pm New Parent Orier	2 6:30pm Silver (P)	3 • 7pm Silver (0)	4	5 ● 6:30pm Silver (MG)	6 8:30am Silver (S)	>

Instructions to set up calendar notifications

(this will result in you getting a daily agenda emailed to your email address each morning along with notifications of calendar changes)

Tip: Agenda and notifications will be sent to the email address that is linked to your Google account.

1. Under the "Other calendars" section, hover your curser over the calendar (i.e. Silver) and click on the 3 dots Options for Silver



2. A box will pop up, click on <u>Settings</u>.

≡ <u>31</u> Calendar	Today < >	ay < > January 2019 Q 🔅 Month - 🎬 🋱 G Suite K							
Create	SUN 30	MON 31 Building closures	TUE Jan 1 New Years Day No Swim	WED 2 • 6:30pm Silver (P)	THU 3	FRI 4 • 6:30pm Silver (0)	SAT 5 Monticello	0	
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 7 8 9	6 Monticello	7 6:30pm Silver (P)	8 • 5:45pm Silver (S)	9 • 6:30pm Silver (P)	10	11 • 6:30pm Silver (0)	12 • 8:30am Silver (MG) • 11:15am Olympian David	+	
Add calendar : My calendars ^	13	14 6:30pm Silver (S)	15 5:45pm Silver (S)	16 6:30pm Board meeting 6:30pm Silver (P)	17 Conferences in Osseo dist	18 FOXJET BB+ 6:30pm Silver (O)	19 FOXJET BB+		
Birthdays Di Reminders Hi Tasks Set	lisplay this only	21 • 6:30pm Silver (BJ)	22 5:45pm Silver (S)	23 • 6:30pm Silver (P)	24	25 6:30pm Silver (0)	26 NHCP Sprint/ Time trial m		
 Meets Notifications & E X Silver State Team 		28 ● 6:30pm Silver (P)	29 © 5:45pm Silver (S)	30 6:30pm Silver (P)	31	Feb 1 6:30pm Silver (O)	2 8:30am Silver (S)	>	

- 3. Under "General notifications", click on the drop-down box and select <u>E-mail</u> for the options you would like to receive email notifications for; New events, Changed events and/or Canceled events.
- 4. You can select <u>E-mail</u> from the drop-down box to receive an email with your agenda every day at 5am.
- 5. You will need to follow the same instructions above for each calendar you want to receive notifications for and included in your daily agenda email.
 - All calendars that you select with this option will be included in the daily agenda email.

← Settings			ш џ	G Suite K
General	+ Add notification			
Import & export				
Settings for my calendars Kristin Sheffer 	All-day event notifications + Add notification			
Birthdays				
Settings for other calendars Meets	General notifications New events Someone sends you an invitation to an event	None 👻		
Notifications & Events	Changed events Someone changes an event	None 👻		
Calendar settings	Canceled events Someone cancels an event	None 👻		
Event notifications	Event responses Guests respond to an event for which you can see the guest list	None 👻		
All-day event notifications	Daily agenda Receive an email with your agenda every day at 5am in your current time zone	None 👻		
General notifications		✓ None		
Remove calendar	Integrate calendar	E-mail		

6. To remove a calendar from the "Other calendars" section, in settings, click on <u>Unsubscribe</u> under "Remove calendar".

← Settings		 Ĵ	G Suite K
General			
Add calendar 🗸	Integrate calendar		
Import & export	Calendar (D hibur71usl8di4n4jptgnmkoq8@group.calendar.google.com		
Settings for my calendars	Public URL to this calendar https://calendar.google.com/calendar/embed?src=hibur71usl8di4n4jptgnmkoq8%40group.cale		
Kristin Sheffer	Use this URL to access this calendar from a web browser.		
Birthdays	Embed code <iframe src="https://calendar.google.com/calendar/embed?src=hibur71usl8di4n4jptgnmkoq8%</td> <td></td> <td></td>		
Settings for other calendars	Use this code to embed this calendar in a web page. You can customize the code or embed multiple calendars.		
 Meets 	Customize		
Notifications & Events	Dublic address in iCal format		
Calendar settings	https://calendar.google.com/calendar/ical/hibur71usl8di4n4jptgnmkoq8%40group.calendar.gov		
Permissions settings	Use this address to access this calendar from other applications.		
Event notifications			
All-day event notifications	Remove calendar		
General notifications	By unsubscribing, you will no longer have access to this calendar. Learn more		
Integrate calendar			

7. A window will pop up, click on <u>Remove calendar</u>. The calendar will now be removed from the "Other calendars" section.

