

# 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.**

- 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.

The screenshot shows the NHCP website's navigation bar with 'Practice Info' highlighted. A dropdown menu is open, showing 'Practice Calendars' as the selected option. Below the menu, there's a 'Training and Event Schedule' section with a calendar view for January 2019. The calendar shows various events such as 'New Year's Eve', 'New Year's Day', and 'Monticello'.

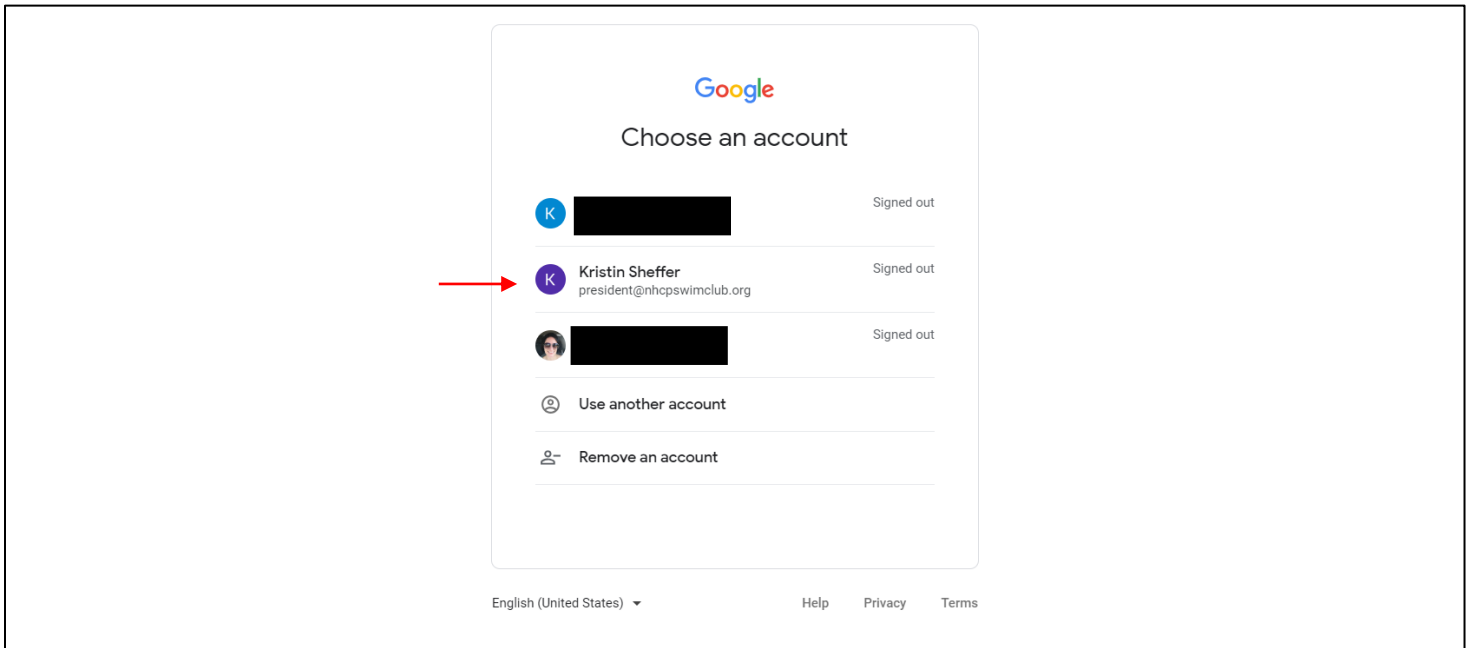
- In the bottom right corner of the practice calendar, click on the +Google Calendar button to Add to Google Calendar.

This screenshot provides a detailed view of the practice calendar grid. It shows events for various dates in January, including 'New Year's Eve', 'New Year's Day', and 'Monticello'. A red box highlights the '+ Google Calendar' button in the bottom right corner, with the text 'Add to Google Calendar' below it.

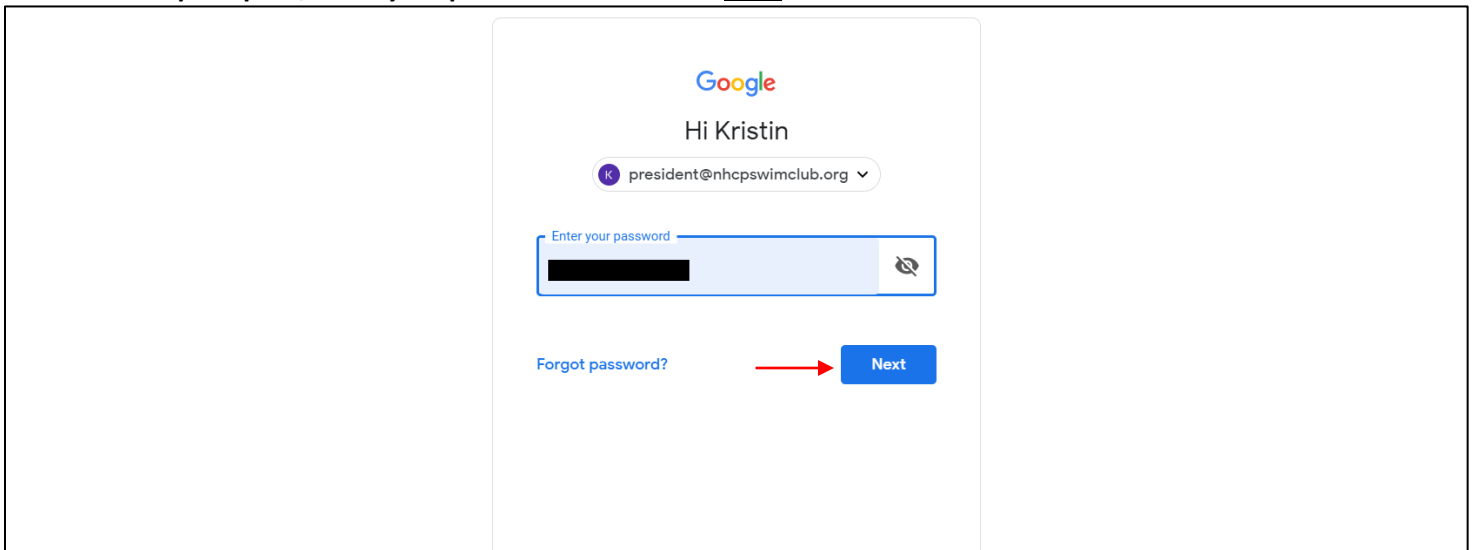
### Release for the Gym

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.

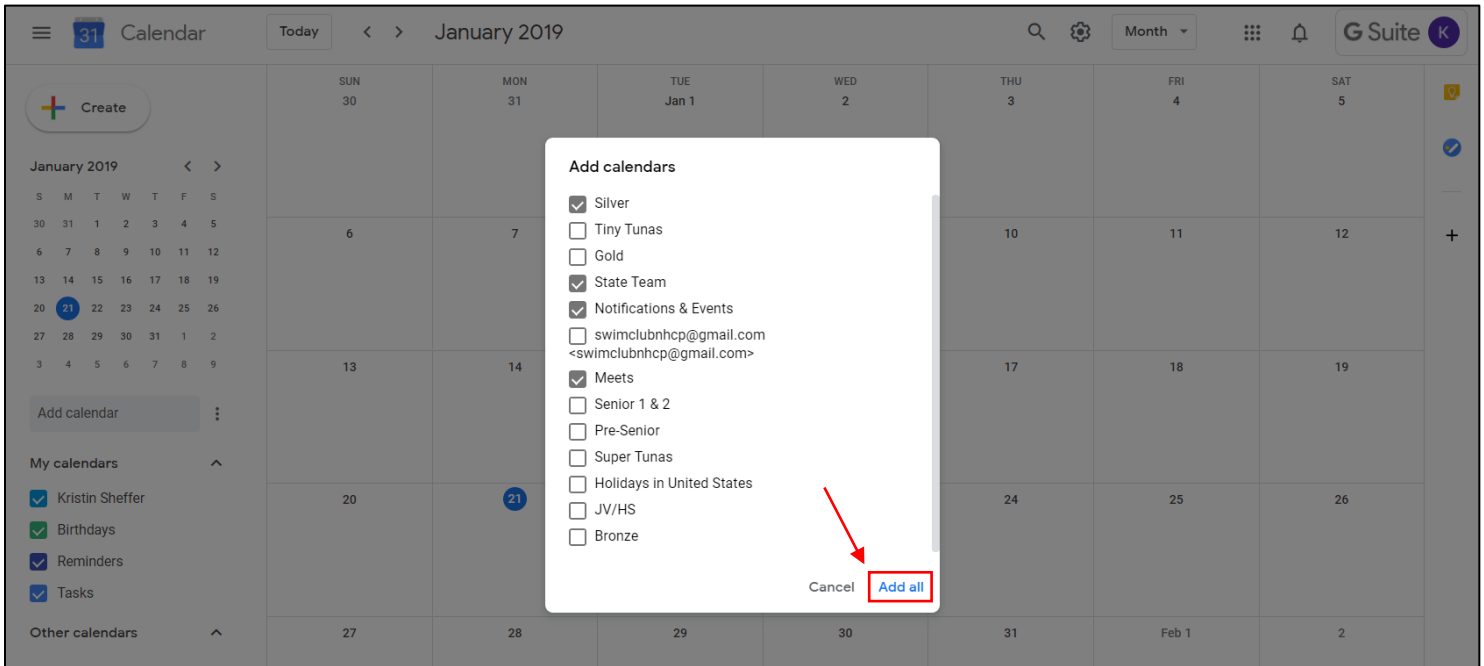
3. A Google window will pop up with the option to Choose an account. Click on the account you would like to add the calendars to.



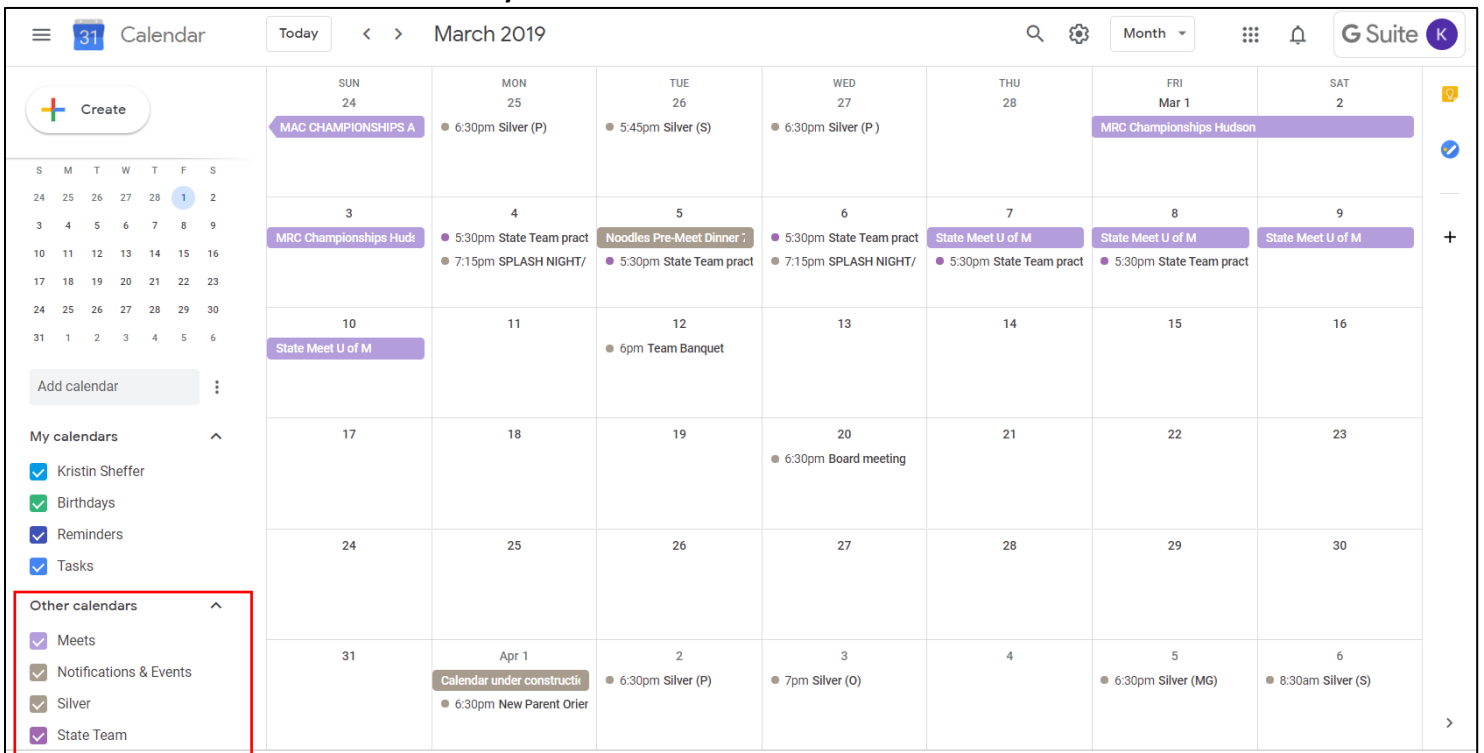
4. When prompted, enter your password and click on Next.



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 **Add all**
- 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".



## 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.**

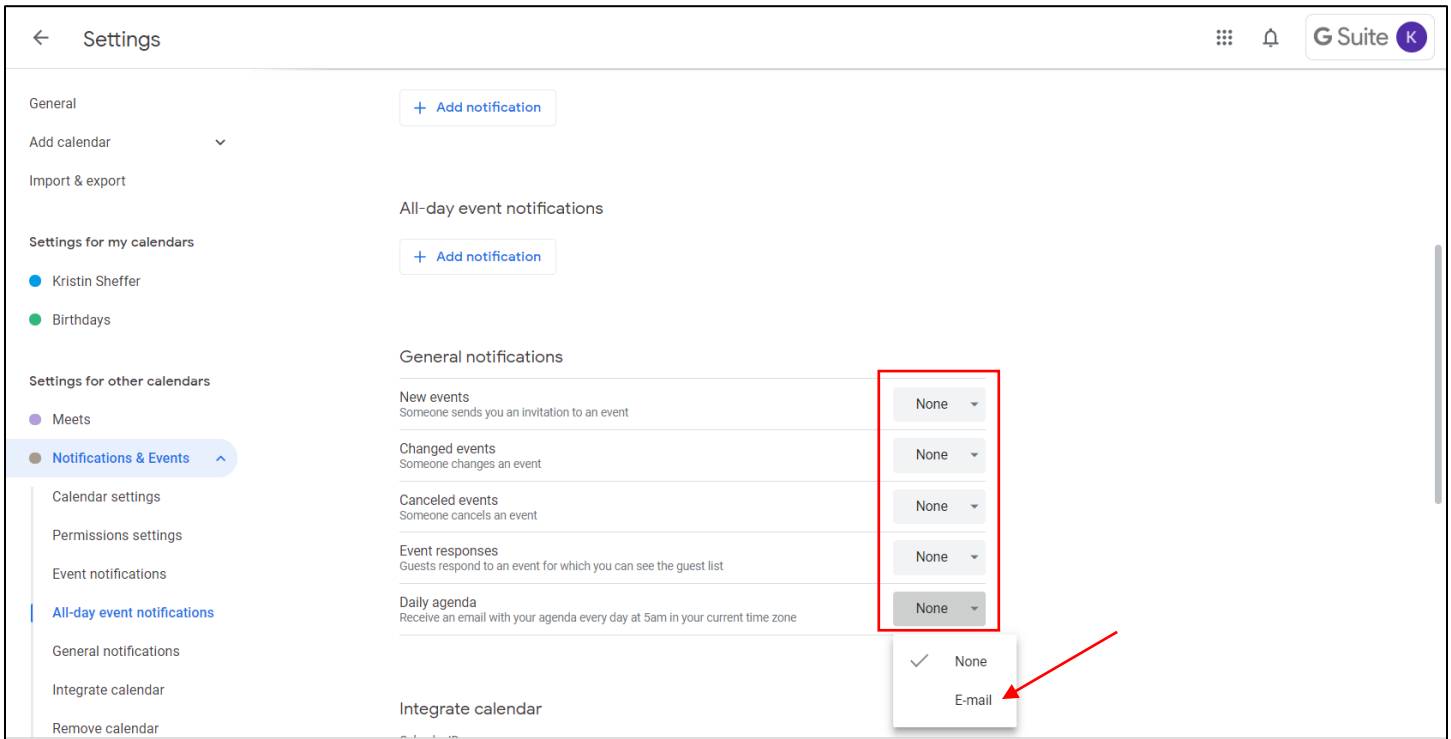
1. Under the "Other calendars" section, hover your cursor over the calendar (i.e. Silver) and click on the 3 dots  
**Options for Silver**

The screenshot shows the Google Calendar interface for January 2019. On the left sidebar, under the "Other calendars" section, the "Silver" calendar is selected. A red box highlights the "Silver" entry, and a red arrow points to the three-dot menu icon next to it. A small pop-up menu titled "Options for Silver" is visible, containing a close button (X) and a settings icon (three dots).

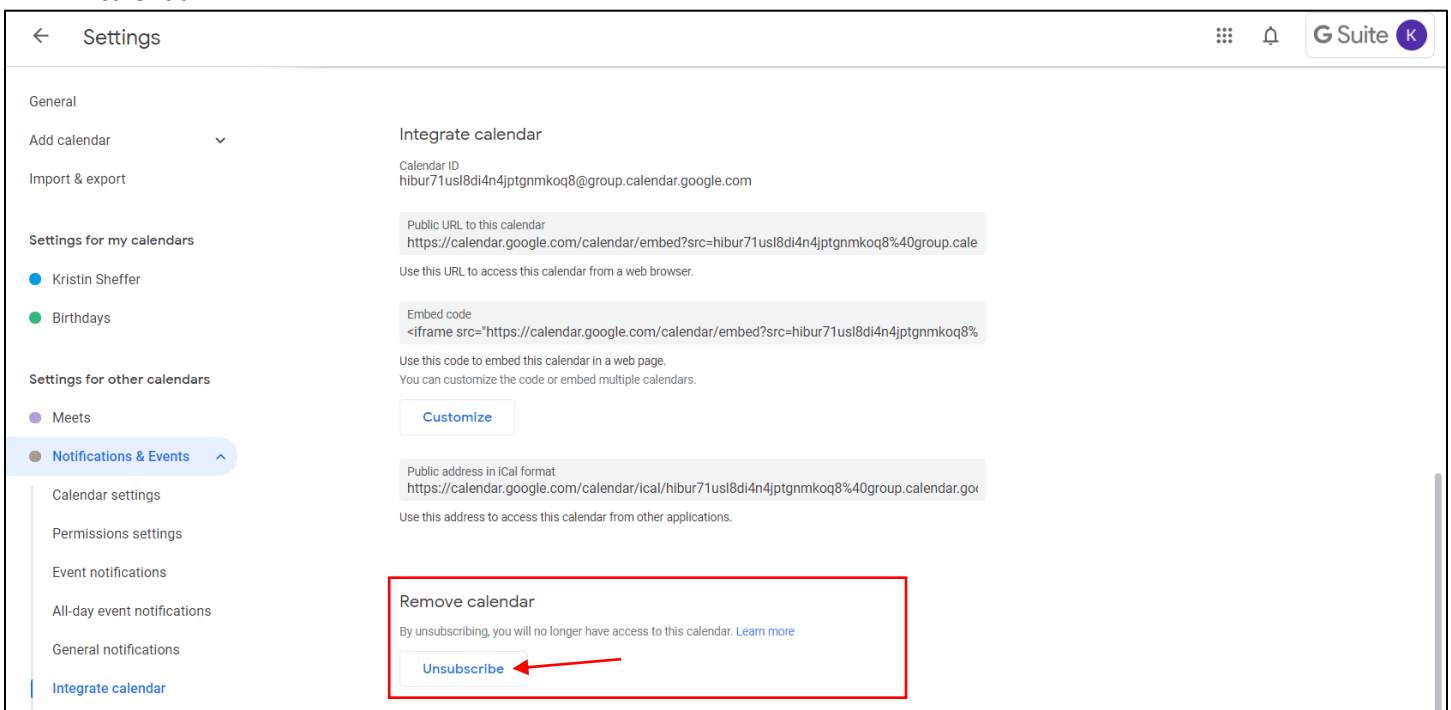
2. A box will pop up, click on **Settings**.

The screenshot shows the Google Calendar interface with the "Options for Silver" menu open. A red arrow points to the "Settings" option in the menu. The "Settings" menu is a small pop-up window with a title bar "Display this only" and a list of options: "Hide from list" and "Settings". Below the list is a color selection grid with various colored circles and a plus sign at the bottom.

3. Under “General notifications”, click on the drop-down box and select **E-mail** for the options you would like to receive email notifications for; New events, Changed events and/or Canceled events.
4. You can select **E-mail** 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.



6. To remove a calendar from the “Other calendars” section, in settings, click on **Unsubscribe** under “Remove calendar”.



7. A window will pop up, click on Remove calendar. The calendar will now be removed from the “Other calendars” section.

The screenshot shows the Google Calendar settings interface for a calendar named "Silver". The left sidebar contains a menu with categories: "General", "Settings for my calendars" (listing "Kristin Sheffer" and "Birthdays"), and "Settings for other calendars" (listing "Silver", "Calendar settings", "Permissions settings", "Event notifications", "All-day event notifications", "General notifications", "Integrate calendar", and "Remove calendar"). The "Integrate calendar" section is active, displaying the "Calendar ID" (4qep7hil0i5po9k8ogs7uad830@group.calendar.google.com), "Public URL to this calendar", "Embed code", and "Public address in iCal format". A confirmation dialog box is overlaid on the "Embed code" section, asking "Are you sure you want to remove Silver? You'll no longer have access to this calendar and its events. Other people with access to the calendar can continue to use it. Learn more". The dialog box has two buttons: "Cancel" and "Remove calendar", with a red arrow pointing to the "Remove calendar" button. Below the dialog box, the "Remove calendar" section is visible, with the text "By unsubscribing, you will no longer have access to this calendar. Learn more" and an "Unsubscribe" button.