Cowlitz Master Gardener's 'Master Calendar' Introduction and User Instructions

Welcome to the new Cowlitz County Master Gardener Calendar. This calendar will contain information on all of the upcoming and past meetings, events and classes hosted by the Cowlitz Master Gardeners. It is based on our new organizational structure (see Appendix A). The calendar is currently made up of seven calendars which are color coded along with text descriptions (see **Item 1 on Figure A**). These calendars can be viewed all together or individually by selecting the down arrow next to the calendar you wish to view (see **Item 2 on Figure A**).

The calendar(s) may be viewed as a single Day, Week, 8 Weeks, Month or List views (see **Item 3 on Figure A**). To move to the next or previous Day, Week, etc. click on the forward or backwards arrow on **Item 4 on Figure A**. To refresh the screen for updates click on the circular arrows on **Item 4 Figure A**. You can also select the day you wish to view by clicking it on the calendar view in **Item 5 Figure A**.

To print a calendar simply select the pull down arrow on **Item 6 Figure A** and select or set up your printer if necessary. We will discuss the content and security management of each calendar next.

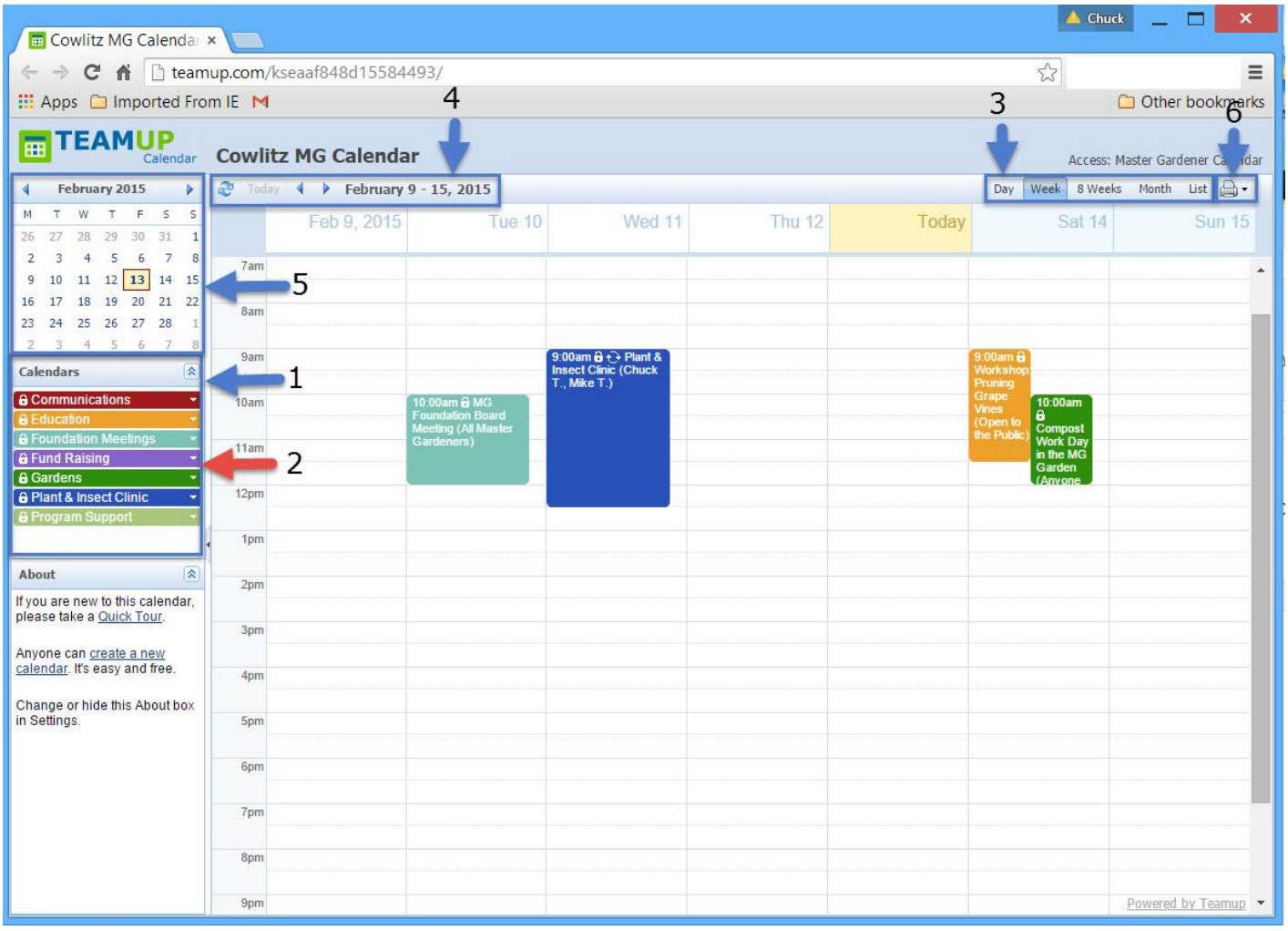

FIGURE A

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Meetings, events and classes will appear as colored blocks on the calendar such as below in Figure B. The color of the blocks indicate with calendar or group that owns that entry. The group entries are owned and managed by the Director of each area. The Directors and their delegates are the only people with write and edit ability on the calendar they are responsible for only. Everyone else has viewing ability only. So, if you are a chairman or wish to add a meeting, event or class to the calendar it must be taken through the area Director. This will allow us to not clobber each others entries on the calendar by accidently deleting someone else's entries and give us the security we need to manage the calendar.

When you click on an item on the calendar such as **Item 1 on Figure B**, it will open a window like **Item 2 on Figure B** for detailed viewing of the entry. You will now be able to view all of the meetings, events and classes sponsored by the Cowlitz Master Gardeners on one single calendar with all the details in one place. WOW!

And to make it even easier, you notice there are no passwords necessary to create or remember to access and use the calendar. Access is based on the Internet address (see **Item 3 on Figure B**) to view the calendar. OK, so you don't want to have to remember the Internet address or have to type it in every time you want to see the calendar… OK, you have a couple options. First you can go to the link once by clicking on it (Link is provided later in these instructions.) then use the 'bookmark' ability of the browser you use to store the link. Or, you can click on it once and use the simple instructions below to create a quick link shortcut icon on your computer desktop. This will allow you to just click on the icon to open the calendar.

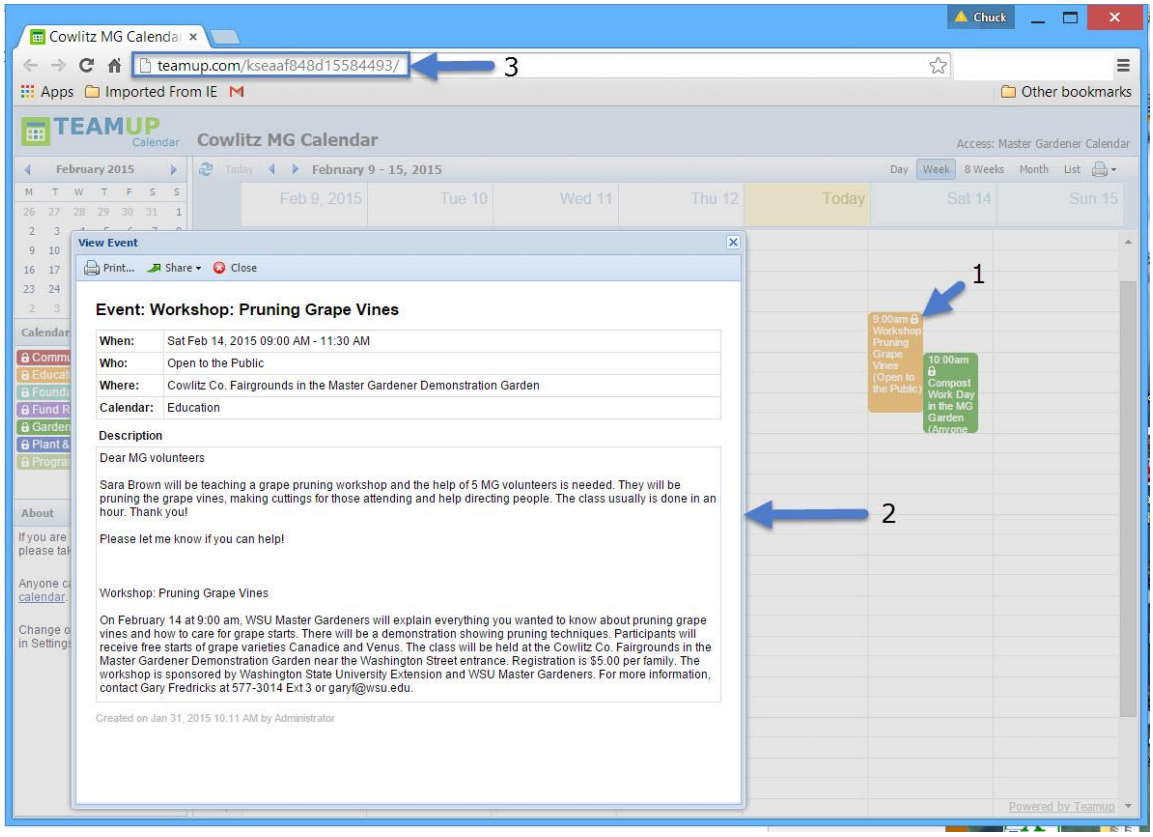

FIGURE B

Cowlitz Master Gardener's 'Master Calendar'
Introduction and User Instructions

How-to Make Desktop Calendar Shortcut Icons:

- Click on MG Calendar link below.
- When it opens, do one of the following
- **Google** – Drag to desktop (located next to the URL address – **Item 3 Figure B**)
- **MS Explorer** – Drag to desktop (located next to URL address – Like **Item 3 Figure B**)

We are planning a lot of additional function for the calendar in the future but this will allow us all to see current calendar schedules for what's coming up and whom to contact for each entry. Please give us some feedback on the new calendar and/or any recommendations you may have. Send any comments, questions or suggestions to me at my email address below. Billie Bevers and I are working on a simple method to allow sign-up directly from the calendar entries. Here is the link to get you started. **This calendar is for Cowlitz Master Gardeners ONLY. Please do not share this calendar link with anyone other than a fellow Cowlitz Master Gardener.** The directors will be adding and editing their areas as quickly as possible. We hope to have a solid calendar within a couple weeks. Please be patient as we develop it and add events.

Click here to open the new "Cowlitz Master Gardener Internal Calendar":

http://teamup.com/kseaaf848d15584493/

Click here to open the new "Cowlitz Master Gardener Public Calendar":

http://teamup.com/ks2ef58008992e2e39/

Regards,

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Cowlitz Master Gardener
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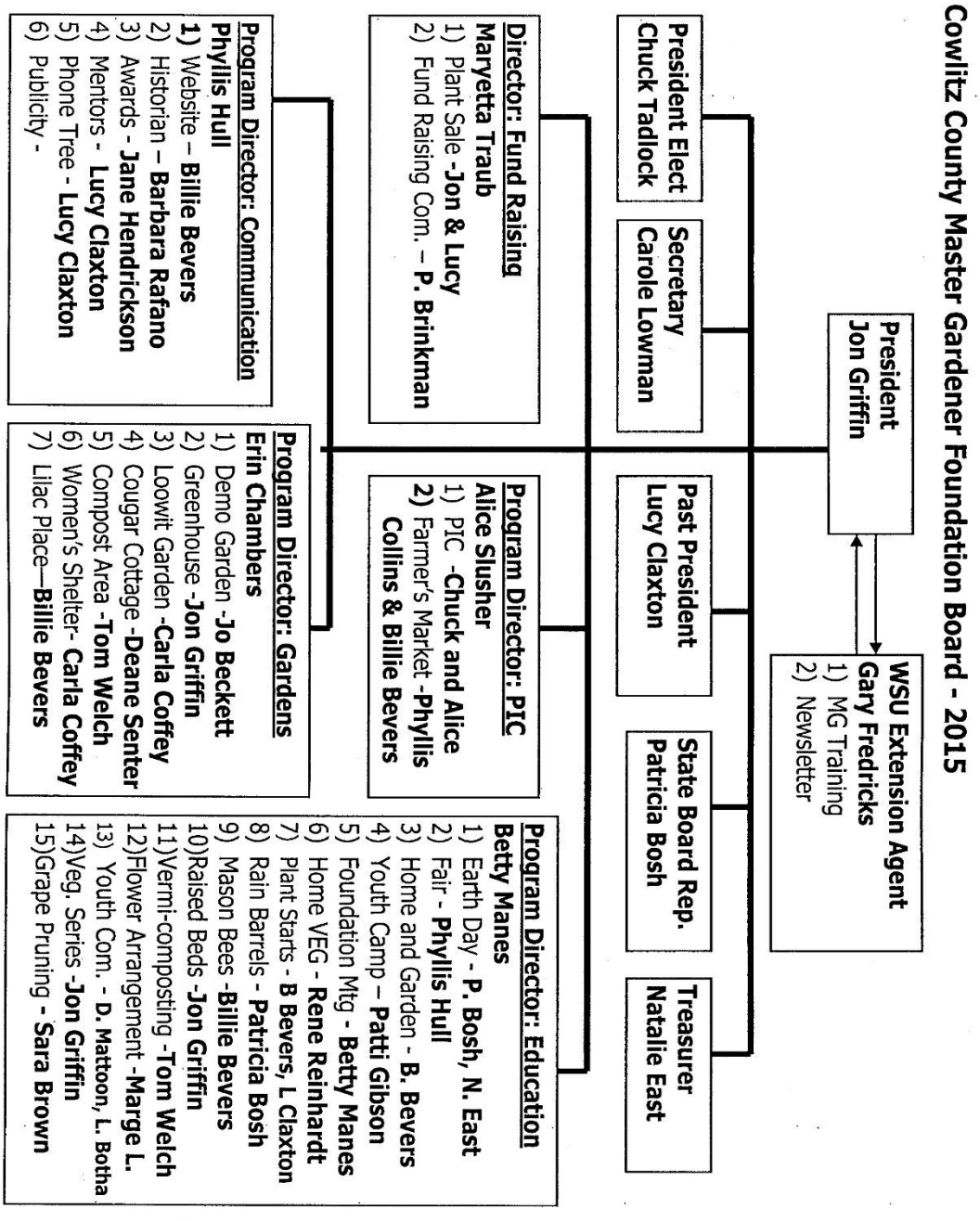
APPENDIX A