

Instructions to Access the Vacation Calendar for “AWmarimba”

1. Go to google.com
2. Click on SIGN IN (top right corner).
3. If you already have a google account that is open, click on top right circle with initial in it.
 - a. For first time use, click “USE ANOTHER ACCOUNT”
 - b. If you already have a google account click on ADD ACCOUNT, then select “USE ANOTHER ACCOUNT”
4. On the sign in page, under “email or phone”, enter “AWmarimba@gmail.com”, then click next.
5. Enter Password: “1Tashinga!” and click NEXT.
6. Click on square with 9 little dots (domino) in the top right (next to Images), this takes you to google apps.
7. Click on the Calendar icon. This opens the calendar app for AWmarimba.
8. Click on the date you are not available (you can alternatively click on the plus sign in the lower right).

ADDITIONS for a SINGLE Day

- a. To create event, click on “ADD TITLE” and type in your event (i.e. Helen vacation or Jan work)
- b. If this is a one day event, just click on SAVE and you’re done.

ADDITIONS for MANY Days in a Row

- c. If you are going to be away for consecutive days (i.e. a one week vacation) click “MORE OPTIONS” and enter end date. This will create a continuous line for your event on the calendar.

ADDITIONS for a SINGLE Day that REPEATS regularly

- d. If you are going to be away one particular day a week, which repeats weekly or monthly, you can go to “MORE OPTIONS” and click on ”DOES NOT REPEAT”, then click on “CUSTOM” and complete the form. This will create a repeating event with an end date of your choice. Then click “DONE”. (An example of this could be if you were taking a class and knew that you aren’t available on Tuesday evenings from March 1 through end of May)

9. Be sure to click on “SAVE” to get your entry on the calendar
10. *RIGHT* click on the event (or the first day of the series for a repeating event) and choose one of the following colors depending upon your class:
 - a. Tamuka is the default calendar color of **BLUE**
 - b. Chipindura is sage **GREEN**
 - c. Beginners are **TANGERINE**
 - d. Ancient Ways Performances are **TOMATO**
 - e. Holidays are **COCOA**
 - f. Jaiaen is **GRAPE**
11. If you have a Gmail account and know how to use multiple calendars, you can set this up to “share” and share it with your other calendar.

DELETING an Event or Series

- a. To delete an item, place cursor on your event and *RIGHT* click. Choose DELETE and you will get a choice to delete one item, the rest of the events in a series, or all of your events.
- b. **BE SURE NOT TO DELETE SOME ELSE’S EVENT.** Double check that you are deleting only your event before you hit delete.

NOTE THAT ONLY 3 EVENTS CAN BE SEEN ON ONE DAY IN THE MONTHLY VIEW. TO SEE MORE CLICK ON THE NUMBER AT THE BOTTOM OF THE DAY, WHEN IT SAYS “2 MORE” E.G. OR ALSO CHANGE THE VIEW TO WEEKLY (WHERE IT SAYS MONTHLY ALONG THE TOP) AND YOU CAN SEE ALL ENTRIES FOR THE DAYS BEING VIEWED.