

IDIOT'S GUIDE TO GOOGLE CALENDAR EDITING

This process is very simple and intuitive

1. Go to Calendar page on Website



2. Click on + at bottom right of Calendar

3. Click on relevant date

4. Window will open - add title and information

5. Click SAVE

6. Well Done – wasn't that easy!

7. To EDIT at any point, click on event on the calendar and window will open with information

8. Click Edit (pencil at top right) - you will have additional options available

9. ADD or CHANGE info

10. Click SAVE