




QUICK GUIDE TO POSTING EVENTS DIRECTLY ON THE GS EVENTS DIARY

This guide describes how to access the GS Events diary to add and edit sailing, racing and training events.

Step 1 - go to the GS web-site (www.gs-online.org.uk)

Step 2 - select 'Events' from the row of tabs below the panoramic picture

Step 3 - select the 'Events Calendar' on the tab just below the GS logo

Step 4 - FIRST TIME ONLY – skip this step if you already have a Google account. To create your Google Account click in to the  button in the bottom right of the screen and following the instructions to

 Create an account »

You will create a password linked to your email address.


Step 5 - FIRST TIME ONLY - contact the webmaster via the link in the text below events - this will open-up a blank email message then...

Step 6 - FIRST TIME ONLY - replace the - at - in the address line with @ and then ask for permission to post on the North of Scotland Sailing Clubs Events Calendar by pasting the following message in to the subject box:

PLEASE GIVE ME PERMISSION TO POST ON THE NORTH OF SCOTLAND CLUBS EVENTS CALENDAR

then enter your name and club or organization in to the message area and then hit 'send'

Step 7 - WAIT for the webmaster to acknowledge (this is not automatic and could take a day or 2)

Step 8 - once permission has been given, repeat Steps 1 - 3 then click in to the  button in the bottom right of the screen (you will then need to sign-in with your email and password unless still signed-in when....)

Step 9 - the Google Calendar page will open in a separate window - in the 'Other Calendars' box on the left there should be 2 calendars for North of Scotland Sailing. Make your choice by clicking either "North of Scotland Sailing Events" or "North of Scotland Sailing Training"
You are now ready to add or edit events!
(pewh but it does get easier with practice!!)

Step 10 - There are several ways to create an event. The simplest is to click into the date that you want - fill-in the 'What' box and click 'create an event' - simple!

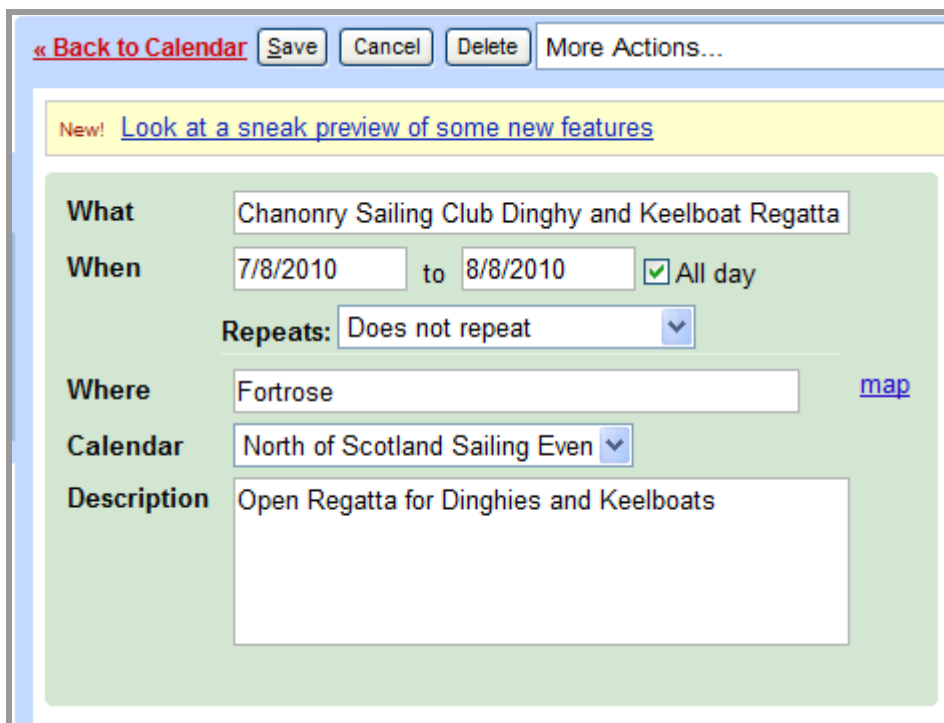
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Step 11 - having created your event you'll want to add more information to it. Click in to it and a box will open allowing you to enter a location and description. At this stage you can move the event to another calendar if necessary. Remember to 'save' - or 'cancel' to discard changes - or 'delete' to remove the whole event.

Recommendations for completing the event details.

Include the name of the organising authority/company in either the "What" or "Where" text.

In the Description add any information relevant to the event; e.g. contact names, web or email addresses, entry fees etc.



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What

When to All day

Repeats: ▾

Where [map](#)

Calendar ▾

Description