Adding Google Calendar to your Weebly Portfolio

Now that you have created a portfolio in Weebly, wouldn't it be great to let other people know about your agenda? By adding Google Calendar widget to one of your pages in Weebly you can do that. Google Calendar is an easy and free way to add a calendar widget to your site. Your visitors will be able to:

- Find out how your schedule looks like
- See your past, current, and future events
- View & print your calendar in Week or Month mode

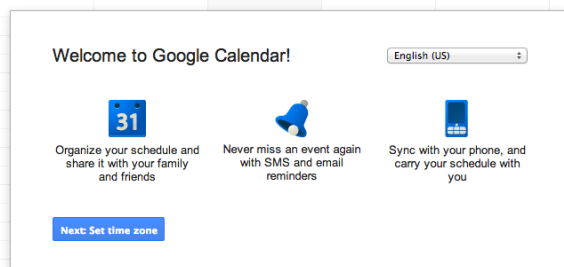By simply managing your Google Calendar, changes will be updated to your Weebly website automatically.

The following guide will walk you through signing up for Google Calendar, and setting up your page to display your Google Calendar.

Step 1: Sign up for a Google Calendar account

Before we start with setting up the Google Calendar widget code, we first need a Google account. This account will give us access to many free services provided by Google, including Google Calendar.
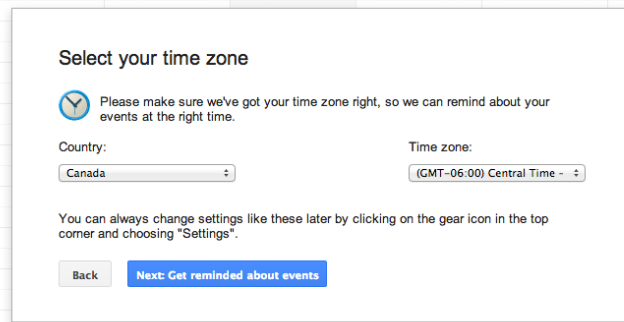
1. First, visit https://www.**google**.com/**calendar**
2. If you do have a Google Account, you can skip to step 8. You can log in by typing your Account name and Password and clicking Log in.
3. If you don't already have a Google account, you can register one by clicking on the "Sign up" button in the top right corner of the page or by simply clicking on this link: https://accounts.google.com/SignUp [1]. Once you register, type in your Account name and password and click Log in to continue.
4. You will be presented with a following message, asking you to set time zone. You can also select your default language in this window.
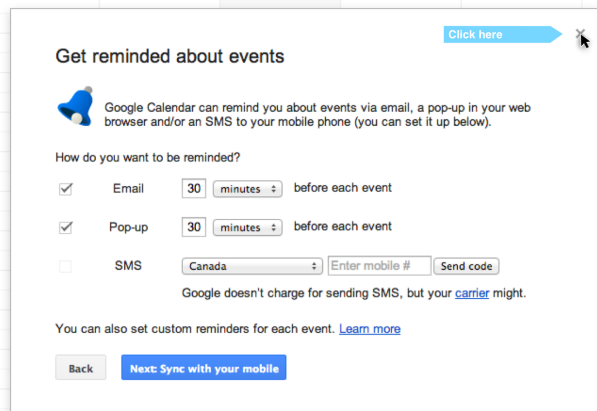5. Click on "Next: Set time zone" button

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[1] For further instructions on how to create a Google Account, visit here: http://support.google.com/accounts/bin/answer.py?hl=en&answer=27441&topic=2373215&ctx=topic
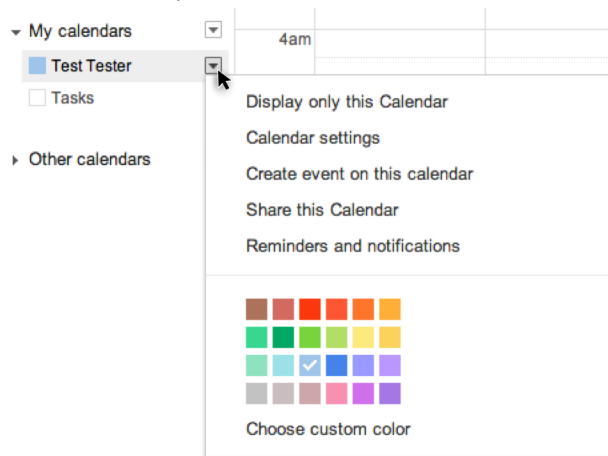
6. Next, after selecting Country and Time zone, click on "Next: Get reminded about events" button

7. Next, another window will ask you to set your reminder settings. You can proceed setting Google Calendar up, but we will just click on the X button in the top left corner of a "Get reminded about events" window, as shown on a picture:

8. Expand "My Calendars" tab in the left sidebar menu.
9. Select the calendar you want to publicly share on your Weebly website.
10. Click on the "Options", as shown here:

11. Next, select "Calendar settings" in the menu. **Note**: You will see your calendar disappear and a different page will display the settings of the calendar that you have chosen. The option we are interested in is called "Embed this Calendar", but first we need to make a calendar public.
12. Click on "Share this Calendar" tab.
13. Check the checkbox next to "Make this calendar public".
14. Click on Save.

15. Click on "Yes" button in a Warning message. You have shared your calendar. After you shared your calendar, you need to repeat steps 9 and 10 to bring yourself back to Calendar settings. Once you're back in Calendar settings, continue with a next step.

16. Select all of the text in a text box to the right of a calendar picture and copy this code. You can also customize the color of your Calendar widget by clicking on "Customize the color, size and other options" link, but we won't go into that.

Step 2: Adding the calendar code to your Weebly portfolio

Once you have the Google Calendar widget code copied in your clipboard, adding it to your Weebly page is very easy. Just follow these steps:

1. Go back to your Weebly page and go to Weebly editor.
2. Select or create a page in Weebly where you would want your calendar to be.
3. Next, simply drag a "Custom HTML" element from Basic Elements tab.

4. Click on "Click to set custom HTML" that appears on your page in Weebly editor
5. Past the code you copied form Google Calendar settings page.

Finally, for these changes to appear publically, click on "Publish" button in the Weebly editor.

Congratulations! You have added a calendar widget to your Weebly page. Now whenever you add an Event to your Google Calendar, it will automatically appear on your Weebly page where everyone can see it.
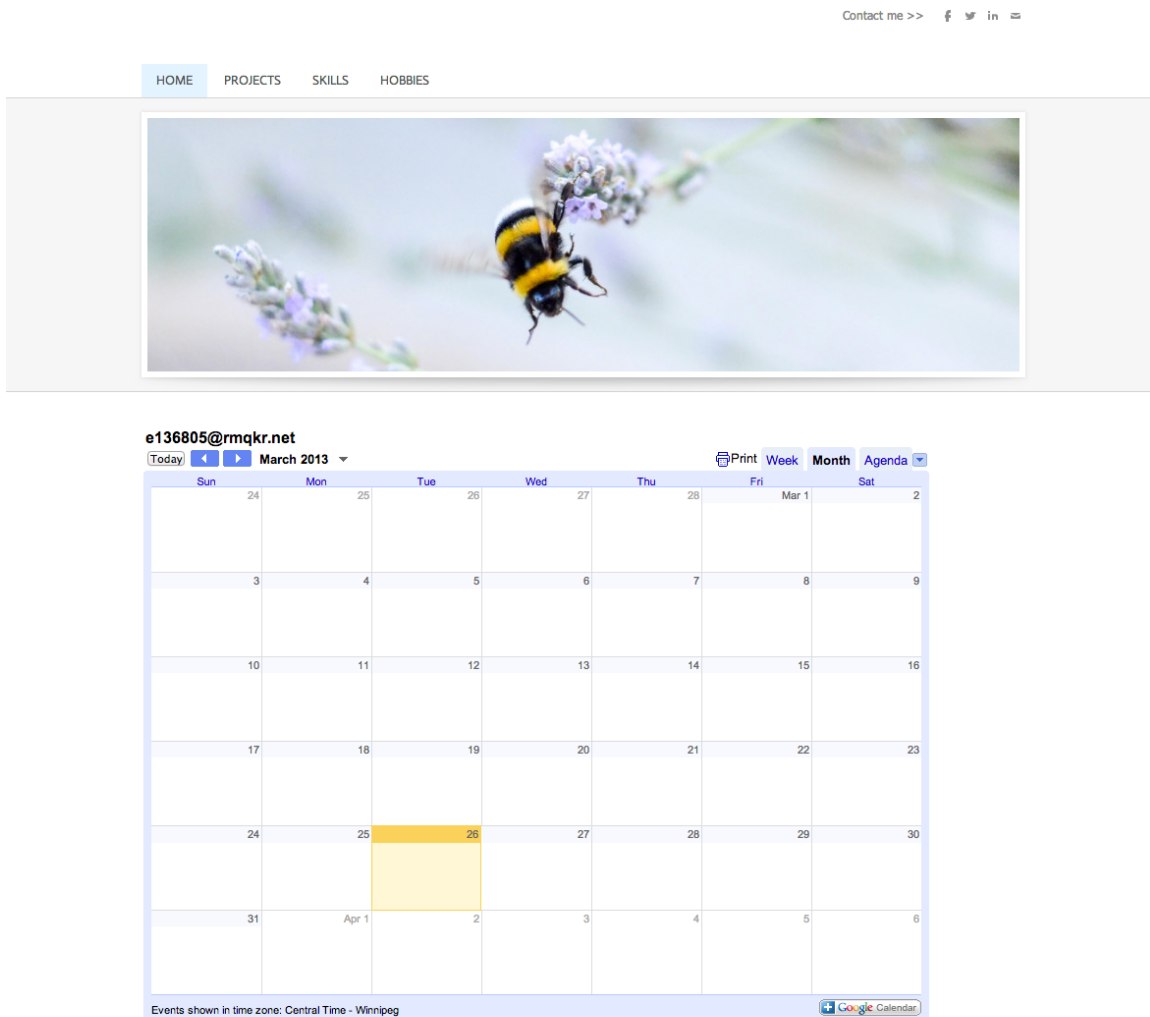
You can visit Google Calendar support page for more features that Google Calendar offers, such as Mobile Phone synchronization, SMS notifications and more.
http://support.google.com/calendar/?hl=en