

Technology Tutorial: EarthDance Website, Google Accounts, Google Groups, and the Google Calendar

EarthDance Website: the EarthDance website is located at www.earthdancefarms.org. The website is the place to read our blog updates and learn about EarthDance history. The EarthDance site also has a "hidden" resource section, where you can find links to useful, apprenticeship-related information, such as the EarthDance Amazon store, Apprenticeship Schedule and Google Calendar. The Resources section will be regularly updated with materials that relate to the enrichment sessions. To access this section, type: **<http://www.earthdancefarms.org/farmyresources/>** into your browser window.

Google Account

To Access and edit the Google Calendar, you will need to set up a Google account if you do not already have Gmail. You do *not* need to have a Gmail address. To set up your new Google account, type <https://www.google.com/accounts/NewAccount> into your browser window.

Follow the instructions to "Create an Account."

Google Groups

Once you have your Google Account, you can go to <http://groups.google.com/>, and click sign in which you will find at the upper right hand corner of the page. After you sign in, a column called "My Groups" will be visible. Click on "EarthDance Freshman Farmies 2012." On this page, you can view and read postings that have gone out to the group. It is a good idea to check the Google group page before your shift, in case there are any pertinent messages. You can send new messages to the group by clicking the "new post" button.

On this page, you can also **change your subscription settings**. If you do nothing, you will receive an individual email each time anyone messages the group. If you would prefer to get only one email per day from the group (containing all email activity for the day) click settings located in the top right hand corner of the screen. On the screen that comes up, look at the column labeled "Subscription type." Below this, click the box that says "Email."

Choose the setting "Digest Email." Then click the button that says "save group settings." You can also send messages to the google group from your own email account. Simply address your email to freshfarmy@googlegroups.com You can also send messages to the google group from your own email account. Simply address your email to freshfarmy@googlegroups.com

Google Calendar

You can check your work crew assignment and farmers market schedule on the Freshman Farmies Google Calendar. If you are switching market shifts with another apprentice, you will need to update the calendar, in addition to informing the Market Manager (Molly, Evan, or Anna) about the change. You will be able to access the Freshman Farmy Google calendar from the EarthDance website apprentice resource section.
(<http://www.earthdancefarms.org/farmyresources/>)