



A User-Based Documentation Guide

## **Blacksburg Government Website: Accessing the Calendar of Community Events (iPhone)**

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# Definitions

Important terms you should know to better understand this document:

**Gmail account:** refers to an email account through Google's "Gmail". For the purposes of this document, your Gmail account is your Virginia Tech email account. Even though your VT email isn't a "Gmail" account, it still gives you access to the same tools a Gmail account would.

**Google Suite:** a set of online tools that you are able to use through your Gmail account such as Google Drive, Google Docs, Google Sheets, Google Slides, and Google Calendar.

**Google Calendar:** A tool within the Google Suite that allows you to create your own personal calendar. Can be downloaded from the Apple app store.

**Icon:** A small image that represents an action. For example, the image of the music notes to denote the music app on the home screen is an icon, which tells you what the app does.

**Dropdown menu:** A smaller menu that appears when a button/icon is clicked or hovered over.

# Introduction

Blacksburg's government website has a lot of great resources for Blacksburg citizens. Specifically, the website has access to a calendar that lists upcoming community events to help citizens get involved in the local community. Some events include:

- Spring and Fall cleanups
- Blacksburg Farmers Market
- Public forums
- Town Council meetings
- Parades, festivals, and other markets

Community events are easy, entertaining, productive, family-friendly, and provide fun for citizens of all ages!

## Overview

This document showcases the wide range of uses that the Town of Blacksburg government website has, highlights the website's calendar of community events and goes over installing and using Google Calendar to make use of the website's community calendar.

The first thing this document will do is teach you how to install and set up Google Calendar. Once you have completed that, this document will show you how to navigate to the Blacksburg government website, view upcoming community events, and add them to your personal Google Calendar.

This guide will also work to better your skills to navigate your phone and the internet all together. This guide will encourage *curiosity*— how exploring the web makes your online experience better and helps you learn more about the virtual world around you.

Many of the smaller substeps can be ignored if they are things you know how to do just based on the description of the step.

*\*This guide is for iOS 16 and later but can be used for older versions of iOS. The guide will specify when the steps are different between versions.*

# Accessing Google Calendar

If you do not have not installed and/or do not have access to Google Calendar for iPhone, follow the proceeding instructions. If you have installed and have access to Google Calendar for iPhone, you may skip ahead to page 9.

## Installing the Google Calendar Application:

### Step 1: Open the App Store

1. From the home screen, swipe down until a search bar appears in the middle of the screen (Figure 1).
2. Type “app store”
3. Click on the App Store icon that appears (Figure 2).

*\*To access the explore page on older versions of iOS, swipe to the left until you see the search bar at the top of the screen.*

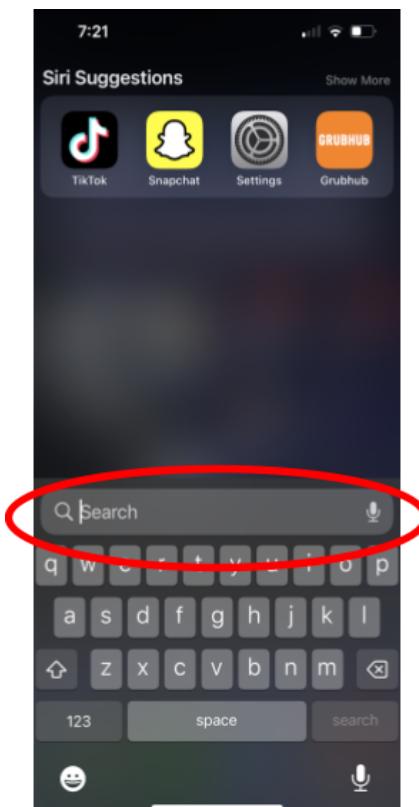


Figure 1: iOS 16 explore page, red circle around search bar

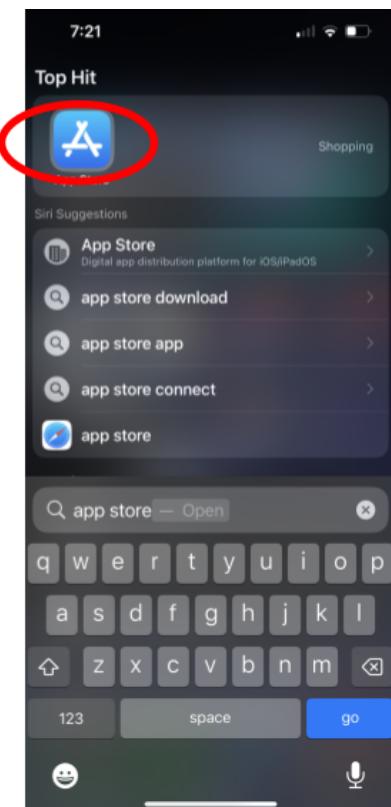


Figure 2: iOS 16 explore page, “app store” typed in search bar, red circle around App Store icon

## Step 2: Install Google Calendar

1. Click the magnifying glass icon in the bottom left corner.
2. Click on the search bar at the top of the screen and search “google calendar” (Figure 3).
3. Click **search** in the lower right corner (Figure 3).
4. Click **GET** (Figure 4)
5. Click **Install** (Figure 5)
  - You will need to enter in your Apple ID information to install. [Click here if you do not know your Apple ID username or password](#). Once you enter your information, the application will begin installing.
6. When it is finished installing, click **open**.

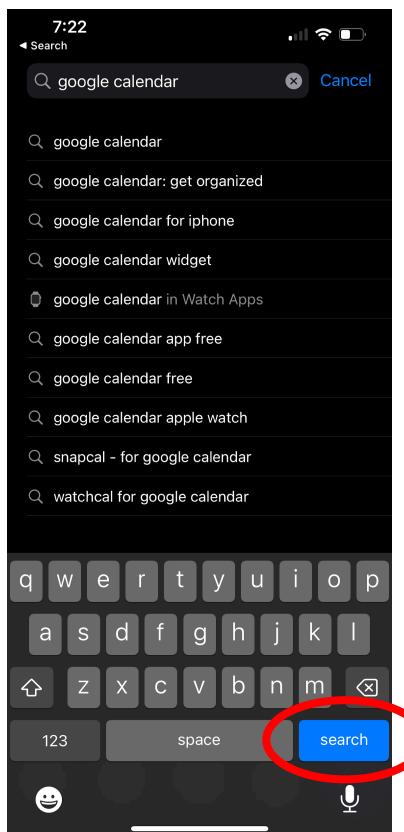


Figure 3: App Store with “Google Calendar” in the search bar, red circle around the “search” button

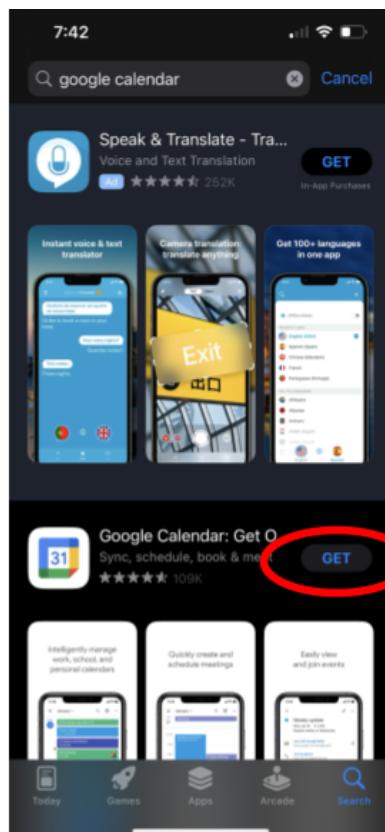


Figure 4: App Store with Google Calendar searched, red circle around the “GET” button

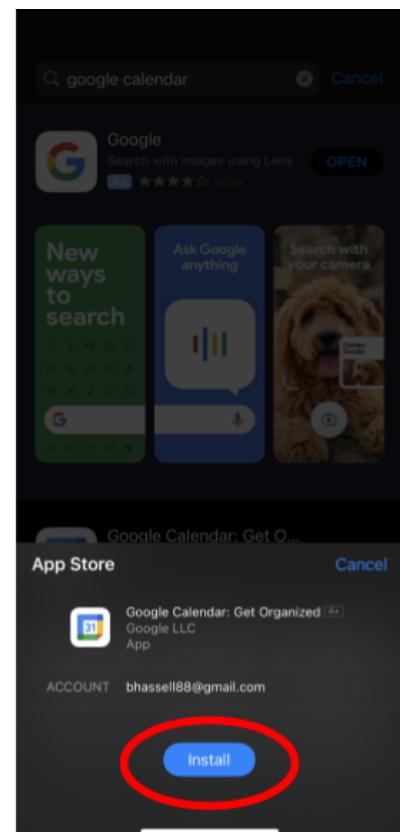


Figure 5: App Store with Google Calendar searched, red circle around the “Install” button

# Accessing Your Google Account:

## Step 3: Log in to the Google Suite

To use Google Calendar, you will need to log in to the Google Suite using a Gmail account. As a Virginia Tech employee, you already have a Gmail account.

1. Click **Add another account** (Figure 6). A window will pop up asking you to use google.com to sign in.
2. Click **Continue**
3. Enter your VT email address for “Email or phone.”
4. Click **Next** (Figure 7)

You will notice that you are brought to the Virginia Tech sign-in page. Enter your login information (Figure 8).

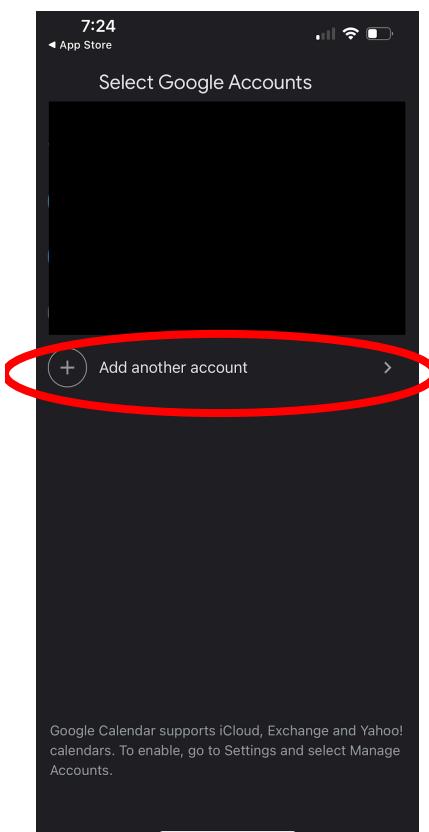


Figure 6: Google Calendar opened, red circle around “add another account” button

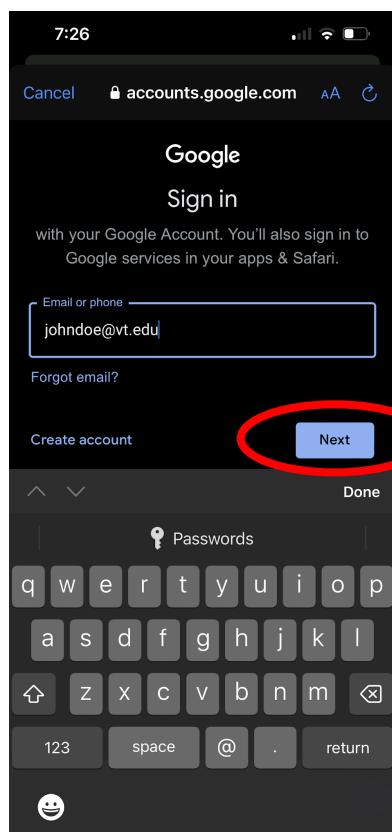


Figure 7: Google sign-in page with VT email address entered, red circle around the “Next” button

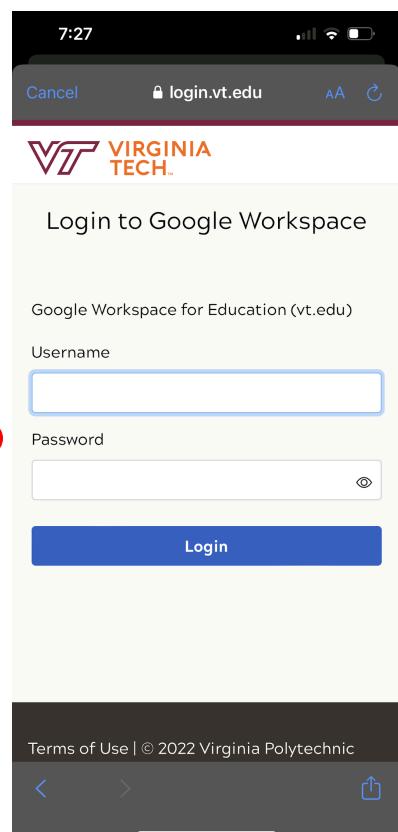


Figure 8: Virginia Tech Google Workplace Login page

### **Alternative Email:**

You may want to use a personal Gmail account to log in rather than your work email. If you would rather use a personal Gmail account, log in with your personal email information instead. If you would rather use a personal Gmail account but you do not have one, [click here to be taken to a guide on how to create a new Gmail account.](#)

**You now have access to your Google Calendar! Move on to the next steps.**

# Getting to the Blacksburg Government Website

Now that you have installed Google Calendar and have logged in to your Google Suite, the next task is to go to the Blacksburg Government website.

## Step 1: Open Safari

1. From the home screen, swipe down until a search bar appears in the middle of the screen.
2. Type “safari” (Figure 9)
3. Click on the compass icon that appears (Figure 9).

*\*To access the explore page on older versions of iOS, swipe to the left until you see the search bar at the top of the screen.*

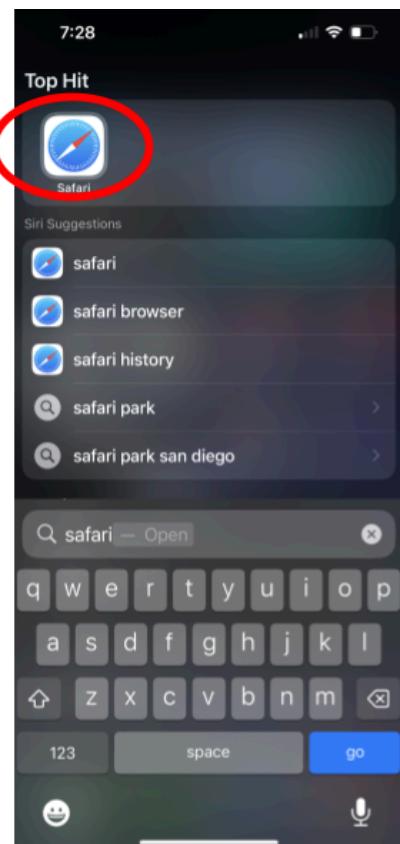


Figure 9: iOS 16 explore page with “safari” typed in the search bar, red circle around the Safari icon

## Step 2: Enter the URL

1. Click on the search bar at the bottom of the screen (Figure 10).
2. Type in “[blackburg.gov](#)” (Figure 11).
3. Click **go** in the bottom left corner (Figure 11).

You will now be at the Blacksburg government website homepage. Check to make sure your screen matches the one below (Figure 12).

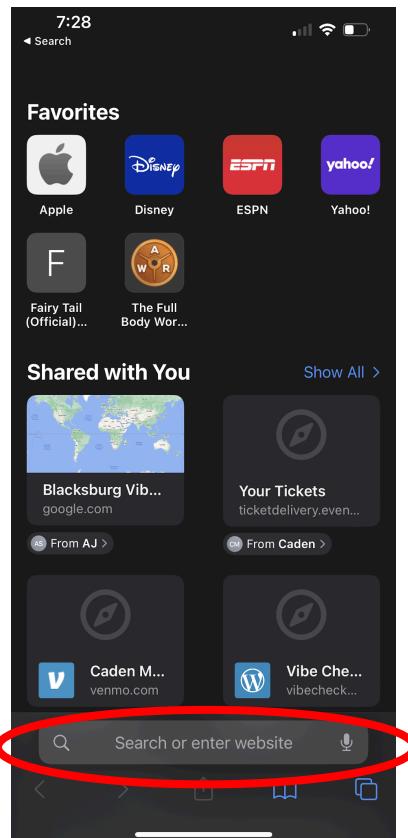


Figure 10: Safari with red circle around the search bar

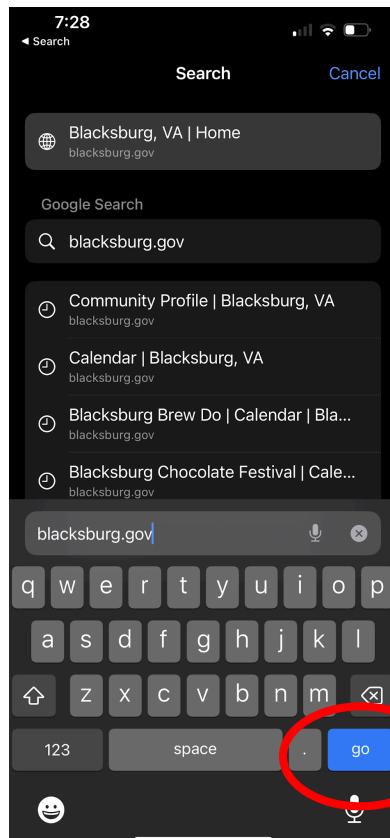


Figure 11: Safari with “blackburg.gov” typed in the search bar, red circle around the “go” button

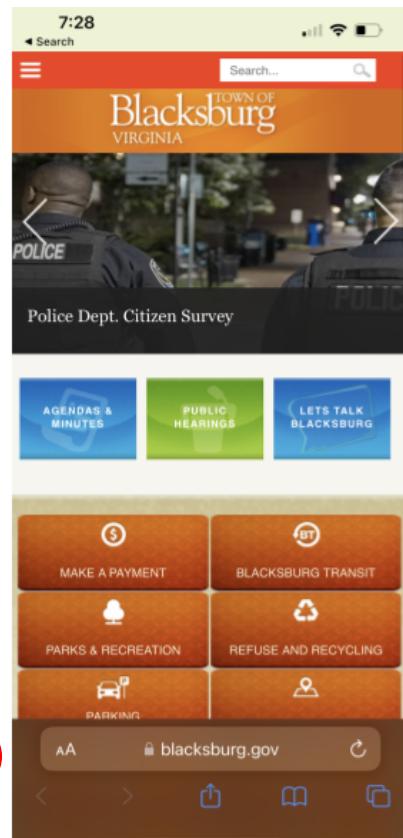


Figure 12: Blacksburg government website homepage

# The Blacksburg Government Website

This section will give a brief overview of the Blacksburg Government website. The Blacksburg website has a few major resources available to citizens:

- Access to the Blacksburg Transit Live Map
- Montgomery County citizens alert
- Service Request page

## **Blacksburg Transit (BT) Live Map:**

The BT Live Map provides information about current bus routes, including schedules, run times, down times, and the locations of the buses.

- [For a more comprehensive guide on the BT Live Map, click here.](#)
- [To be taken to the BT Live map, click here.](#)

## **Montgomery County Citizens Alert:**

The Montgomery County Citizens Alert is a notification service for residents. It notifies you about bad weather, other emergencies, and even upcoming recreational activities.

- [For a more comprehensive guide of the Montgomery County Citizens Alert, click here.](#)
- [To be taken to the Montgomery County Citizens Alert sign-up, click here.](#)

## **Service Request Page:**

The Service Request Page allows you to contact the various departments in the town government to ask questions, report problems, and look up information.

- [To be taken to the Service Request page, click here.](#)

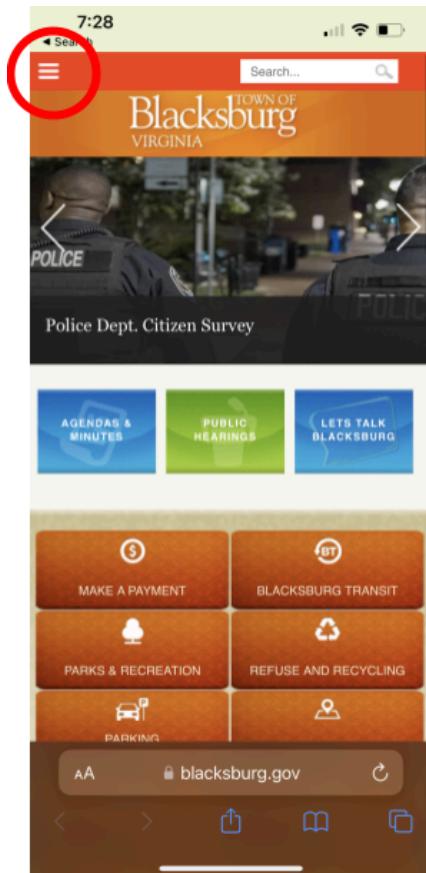
Before moving on to the next few steps, take a moment to browse through the site.

# Calendar of Community Events

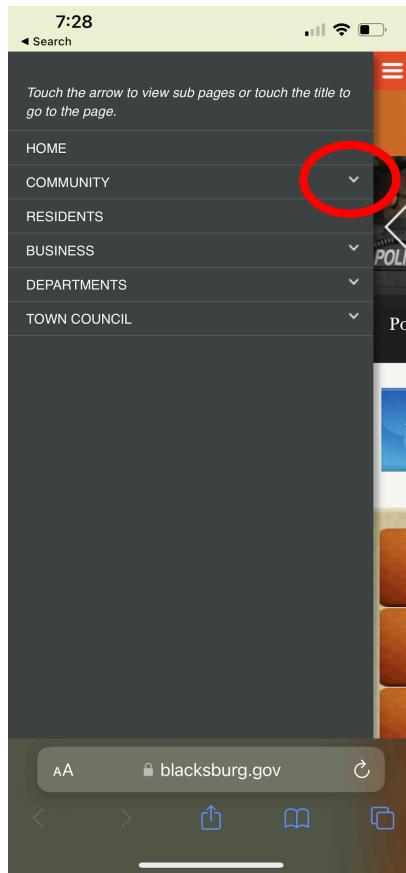
Now that you have successfully made it to the Blacksburg Government Website, you are ready to go to the calendar of community events, browse for events, and add one to your own personal Google Calendar.

## Step 1: Getting to the Calendar of Community Events

1. From the homepage, click on the 3 horizontal lines in the upper left corner (Figure 13). A gray menu will appear with a list of all the pages.
2. Click on the arrow next to the **COMMUNITY** link to open a dropdown menu (Figure 14).



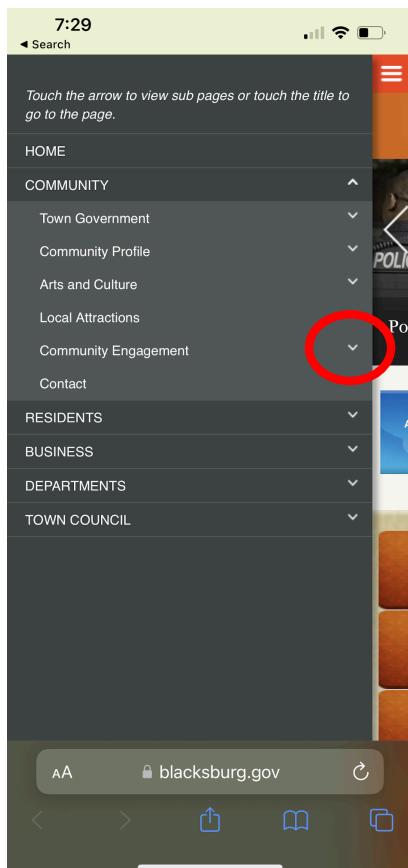
*Figure 13: Blacksburg government website homepage, red circle around the menu button*



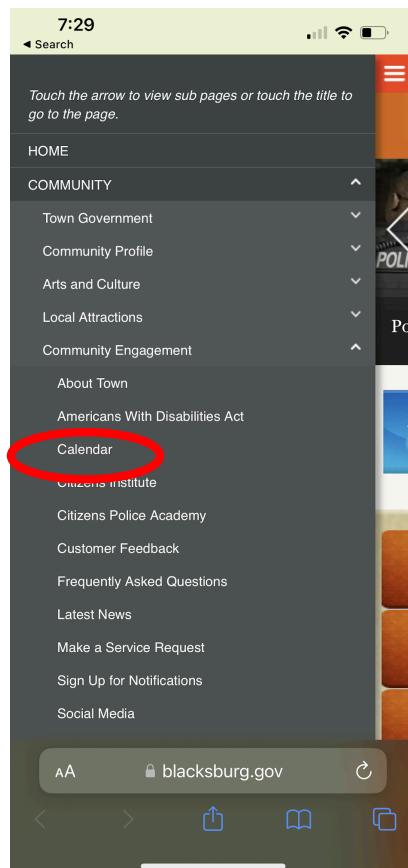
*Figure 14: Blacksburg government website navigation menu, red circle around the "COMMUNITY" dropdown button*

## Step 1 Continued: Getting to the Calendar of Community Events

1. Click the arrow next to the **Community Engagement** link in the dropdown menu. This will open another dropdown menu (Figure 15).
2. Click **Calendar** (Figure 16)



*Figure 15: Blacksburg government website navigation menu, red circle around the "Community Engagement" dropdown button*



*Figure 16: Blacksburg government website navigation menu, red circle around the "Calendar" link*

## Step 2: Pick an Event

If a date on the calendar of events is underlined, there is a community event on that day. Take some time to click on a few dates to see what event(s) are going on that day (Figure 17)

1. Click on an event that you find interesting (Figure 18).

- You will be brought to a page that gives more information about that event.  
Under the date and time there will be a blue link that says “Add to my Calendar.”  
(Figure 19)

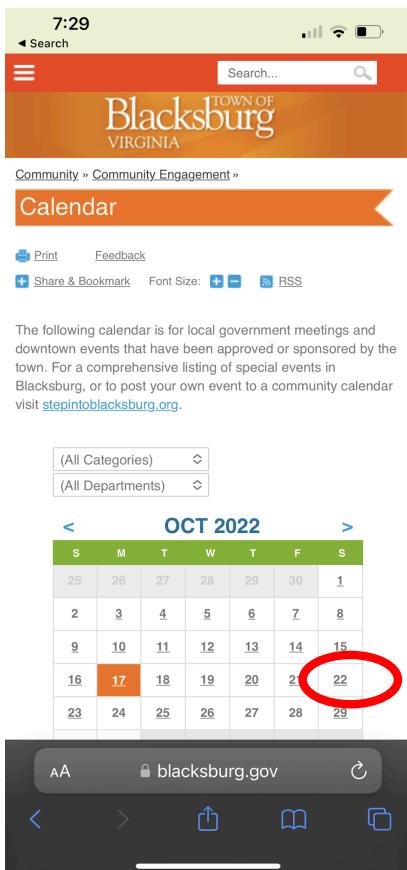


Figure 17: Blacksburg government website calendar page, red circle around an underlined date

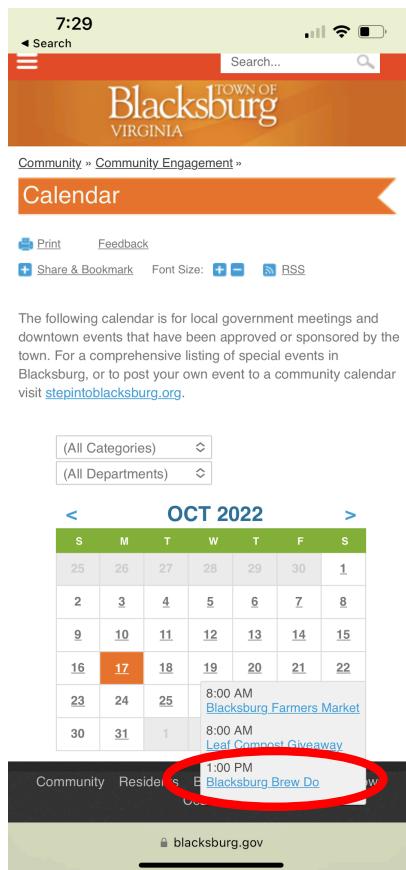


Figure 18: Blacksburg government website calendar page, red circle around “Blacksburg Brew Do” link



Figure 19: “Blacksburg Brew Do” event page

## Step 3: Add the Event to Your Google Calendar

1. Click **Add to my Calendar**. A smaller menu will appear with 3 calendar links (Figure 20).
2. Click **Google Calendar**. The Google Calendar app will open (Figure 21).
3. Click **Save** in the upper right corner (Figure 22).

Now that you have saved the event to your calendar, you can view its details in the Google Calendar app, including its date, time, location, and description. The Google Calendar app will notify you 10 minutes before the event, but you can adjust how long before the event you want to be notified by.

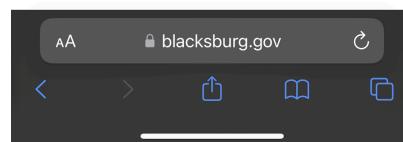
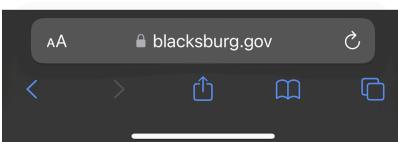
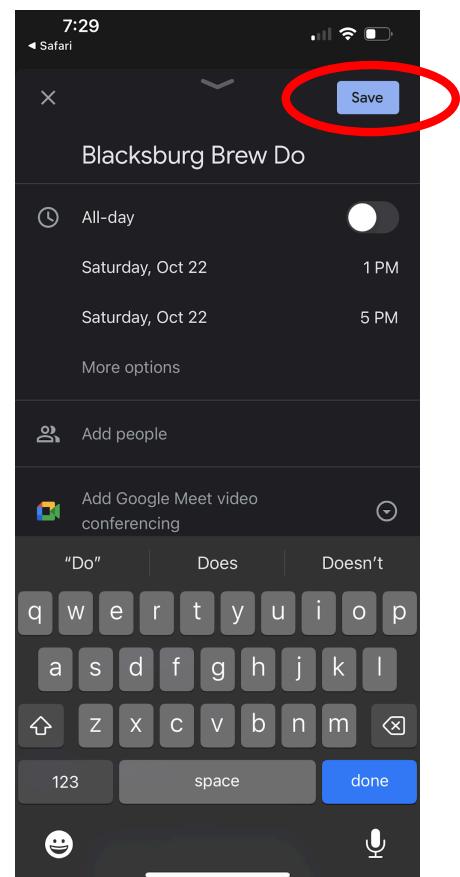


Figure 20: "Blacksburg Brew Do" event page, red circle around "Add to my Calendar" link

Figure 21: "Blacksburg Brew Do" event page, red circle around "Google Calendar" link

Figure 22: Google Calendar app with event created, red circle around "Save" button

## Optional Step: Editing Event Details

1. Click on the event in the Google Calendar app (Figure 23).
2. Click the pencil icon in the upper right corner (Figure 24).

You can now edit details like the date, time, location, description, color of the event on the calendar, and how long before the event the app will notify you.

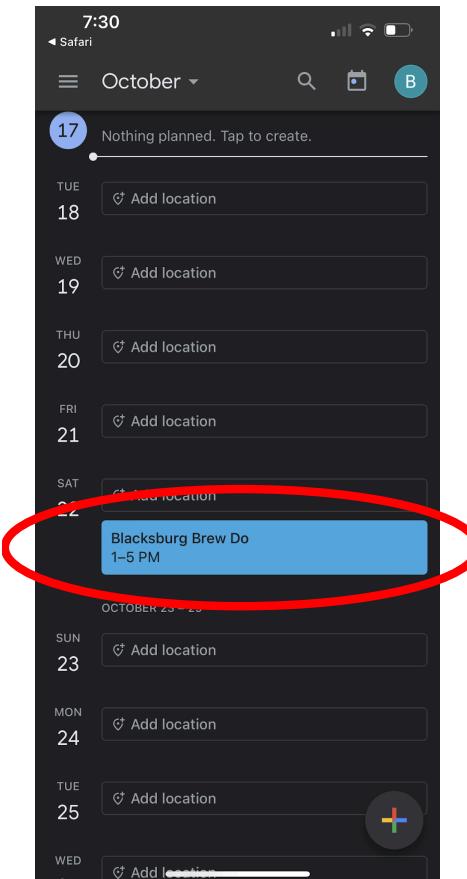


Figure 23: Google Calendar app, red circle around event



Figure 24: Google Calendar event, red circle around edit button

# Reviewing Everything

At this point, you have done at least 2 of the following:

1. Installed Google Calendar and logged in to your Google Suite account.
2. Learned about the many uses of the Blacksburg Government Website and how to navigate to the calendar of community events.
3. Added one or more events to your personal Google Calendar .