

How to Create and Remove Events with Google Calendar

Logging In

Go to Google and login with these credentials

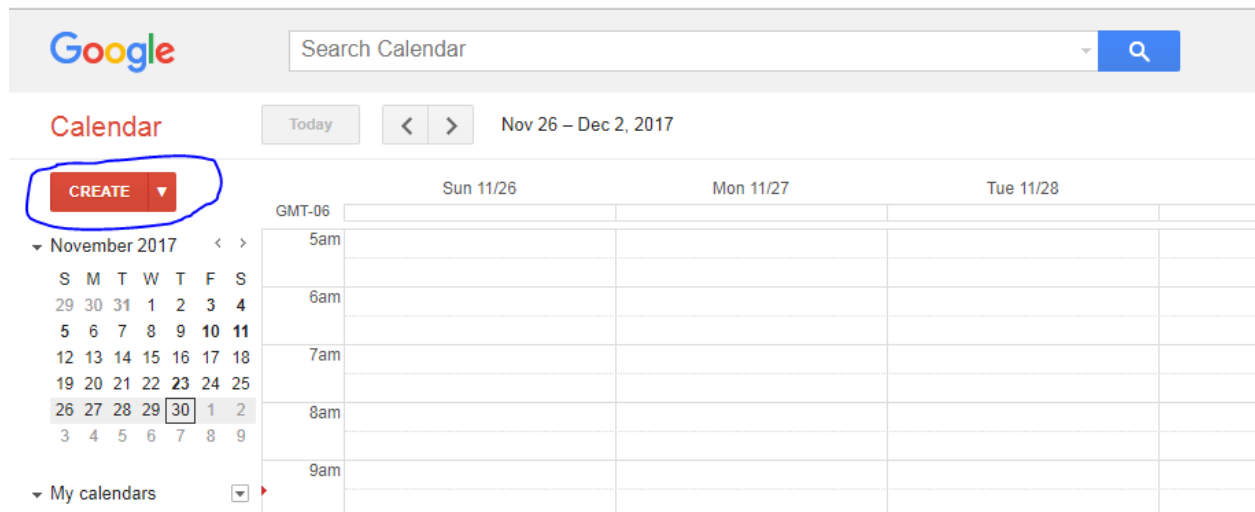
User Name: MarufAppScheduling

Password: D0ubleM!nt70


(Note: Do not change the password to this account without first notifying us. This account is also used with Firebase.)

Creating an Event

Go to Google Calendars (<https://calendar.google.com/calendar>) and click "Create".



Setting Up The Event



←

SAVE

Discard

Untitled event

11/30/2017

10:00am

to

11:00am

11/30/2017

Time zone

☐ All day ☐ Repeat...

Event details

Find a time

Where

Enter a location

Video call

Add video call

Calendar

Maruf Scheduling

Description

Attachment

Add attachment

Event color

☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Notifications

Notification

30

minutes

×

Add a notification

Show me as

☐ Available ☒ Busy

Visibility

☒ Calendar default ☐ Public ☐ Private

By default this event will follow the [sharing settings](#) of this calendar: event details will be visible to anyone who can see details of other events in this calendar. [Learn more](#)

Most of this page is self-explanatory. The title of the event can be filled in where it says “Untitled event.” Below that, you can fill out the event time and date. If the event is reoccurring, you can click “Repeat,” which opens this window:

Add guests

Repeat

×

Repeats: Weekly

Repeat every: 1 weeks

Repeat on: ☐ S ☐ M ☐ T ☐ W ☒ T ☐ F ☐ S

Starts on: 11/30/2017

Ends: ☒ Never
☐ After occurrences
☐ On

Summary: Weekly on Thursday

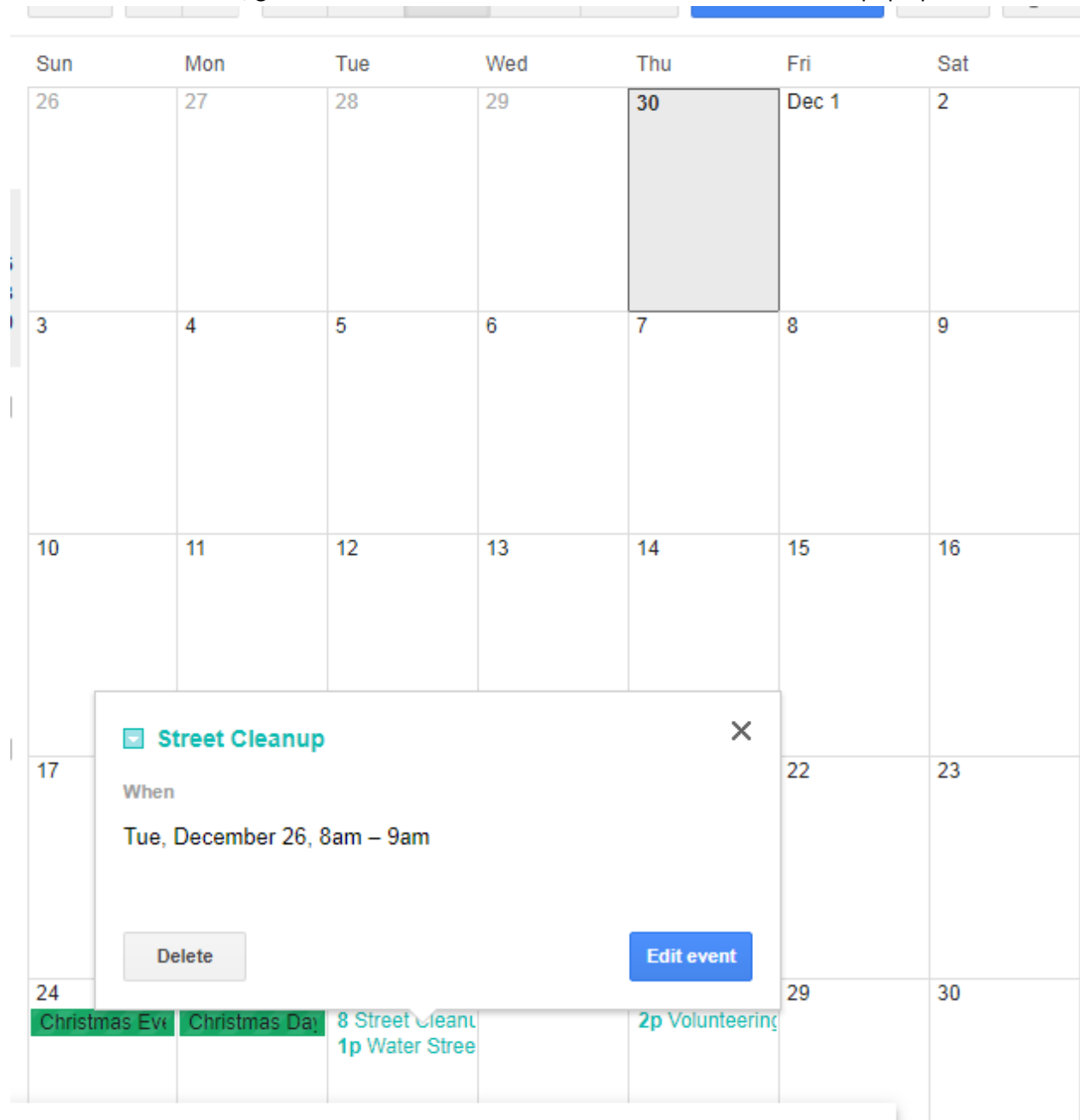
Done Cancel

You can set the specifics of the repeating event here.

Going back to the main event page, the “Where” field allows you to fill in the location of the event. Make sure “Calendar” is set to “Maruf Scheduling”, if it isn’t, the event will not appear in the app. Below that, you can add the description of the event, and below that, you can add a picture. Keep visibility to be calendar default to ensure that the event will appear in the app. When you’re done, click the big SAVE button at the top to save the event. The event should then appear in the calendar and the app.

Deleting an Event

If an event is cancelled, go to the calendar and click the event. This window should pop up:



Here, you can click “Delete” to delete the event from the app. Note: this will not delete the event from users who have saved the event to their calendar, so you will need to notify them separately. You can also edit the specifics of the event if the location has changed, or if the time has changed, etc, but you will also need to notify the users separately of this as well.