

Coyote Collective Scheduling App

Important Links

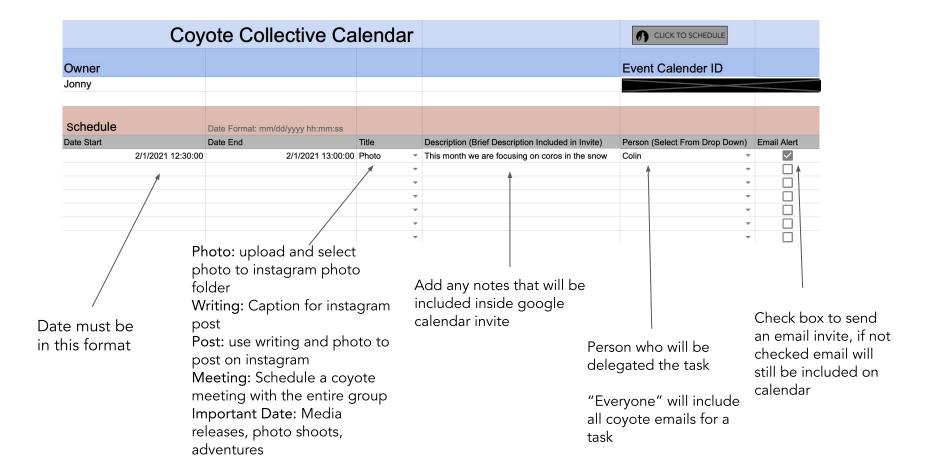
- WRITING LINIK
- PHOTO FOLDER
- COYOTE COLLECTIVE SCHEDULING
- GOOGLE CALENDAR

**If there are any ideas for how to make this thing better please let me know and I will update it

General Procedure

- Open "Coyote Collective Scheduling"
- Fill in "Start/ End" date and time
- Select "Title" from drop down menu
- Write a brief description and include any important links
- Select "Person" from drop down menu. (Use "everyone" if email invites will be sent to all coyotes)
- Select checkbox if email invitations are necessary
- Hit "Click to Schedule"
- Delete all entries for next use

Creating an Event



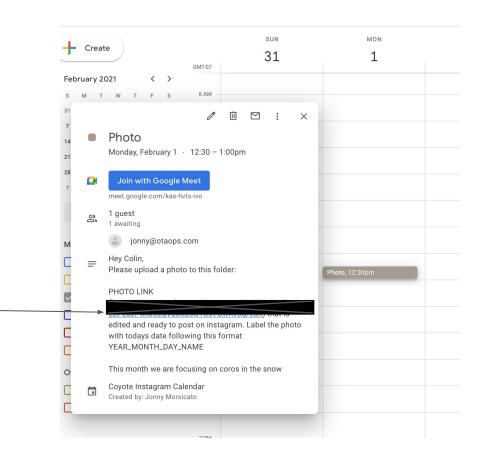
Scheduling Events

Click this once and it will schedule all events on the sheet |

Coyote Collective Calendar				CLICK TO SCHEDULE	
Owner				Event Calender ID	
Jonny					
Schedule	Date Format: mm/dd/yyyy hh:mm:ss				
Date Start	Date End	Title	Description (Brief Description Included in Invite)	Person (Select From Drop Down)	Email Alert
2/1/2021 12:30:00	2/1/2021 13:00:00	Photo	This month we are focusing on coros in the snow	Colin	~
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Instagram Photo Selection

Follow this link an upload a photo for this weeks instagram post with the date format provided



Instagram Writing

Hashtags:

#trailrunnign #takemetothemoutains #exploremore

Brands to tag

@corosgloabl

@arcteryxdenver

@skratchlabs

Post Date: 2/1/2021 Author: Jonny Morsicato

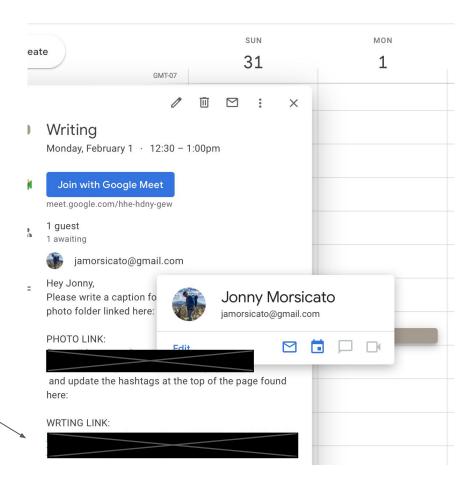
Caption:

To awaken in a cheap room In a strange city and Pull up the shade This

Was the craziest kind of contentment

- Charles bukowski

Open photo and writing link and build caption in kind with photo. Update hashtags and brand tags as well



Extra Notes:

- Make sure to delete all events in spreadsheet after you have scheduled them, that way we don't accidentally double schedule anything
- "Meeting" should always select "Person" as "Everyone" and include email invites
- "Important Dates" should also generally include "Everyone"
- If you accidentally schedule something, just delete it on the google calendar.