



## Coyote Collective Scheduling App

### Important Links


- [WRITING LINK](#)
- [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

Coyote Collective Calendar				 CLICK TO SCHEDULE	
Owner				Event Calendar ID	
Jonny				vrl0jh2a61nugg67fe37q8dvmc@group.calend	
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	<input checked="" type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Date must be in this format

Photo: upload and select photo to instagram photo folder  
Writing: Caption for instagram post  
Post: use writing and photo to post on instagram  
Meeting: Schedule a coyote meeting with the entire group  
Important Date: Media releases, photo shoots, adventures

Add any notes that will be included inside google calendar invite

Person who will be delegated the task

"Everyone" will include all coyote emails for a task

Check box to send an email invite, if not checked email will still be included on calendar

## Scheduling Events

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

[illegible]

## Instagram Photo Selection

Follow this link and upload a photo for this week's Instagram post with the date format provided

The screenshot shows a Google Calendar interface for February 2021. A meeting titled "Photo" is scheduled for Monday, February 1, from 12:30 to 1:00pm. The meeting details panel is open, showing a "Join with Google Meet" button with the link [meet.google.com/kas-hvts-ivo](https://meet.google.com/kas-hvts-ivo). It lists one guest, "jonny@otaops.com", who is currently "1 awaiting". The meeting description includes instructions to upload a photo to a specific Google Drive folder and provides a "PHOTO LINK" to that folder: <https://docs.google.com/document/d/1d68cWsiBsn-t12ZFLdzPwIQ3LgVuUxb5G1CsYOWAy0g/edit>. The description also mentions that the photo is edited and ready to post on Instagram, with instructions to label it with the date in the format YEAR\_MONTH\_DAY\_NAME. At the bottom, it states "This month we are focusing on coros in the snow" and identifies the calendar as "Coyote Instagram Calendar" created by "Jonny Morsicato". An arrow points from the text on the left to the meeting details panel.

A screenshot of a Google Meet interface during a meeting titled "Writing" on Monday, February 1, from 12:30 to 1:00pm. The interface shows a "Join with Google Meet" button, a list of guests (1 guest, 1 awaiting), and a profile card for Jonny Morsicato. A chat window is open, displaying a message from Jonny Morsicato asking for a caption for a photo folder and providing links to Google Docs and Google Drive. The background shows a calendar grid with the date 31 and 1 visible.

## 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.