



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 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	<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 weeks 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 include a Google Meet link, a guest list with "jonny@otaops.com", and instructions to upload a photo to a folder. A link to a photo is provided, and the photo is labeled "Photo, 12:30pm".

Calendar Header: Create, SUN 31, MON 1, GMT-07, 6 AM

Meeting Title: Photo

Meeting Time: Monday, February 1 · 12:30 – 1:00pm

Join with Google Meet: meet.google.com/kas-hvts-ivo

Guests: 1 guest, 1 awaiting, jonny@otaops.com

Message: Hey Colin, Please upload a photo to this folder:

PHOTO LINK: [\[Redacted Link\]](#)

Instructions: Let Colin know you've uploaded a photo that is edited and ready to post on Instagram. Label the photo with today's date following this format YEAR_MONTH_DAY_NAME

Text: This month we are focusing on coros in the snow

Footer: Coyote Instagram Calendar, Created by: Jonny Morsicato

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

The screenshot shows a mobile app interface. At the top, there's a calendar header with 'eate' on the left, 'GMT-07' in the center, and dates 'SUN 31' and 'MON 1' on the right. Below this is a meeting card for 'Writing' on 'Monday, February 1' from '12:30 - 1:00pm'. The card includes a 'Join with Google Meet' button with the link 'meet.google.com/hhe-hdny-gew', lists '1 guest' and '1 awaiting', and shows the user 'jamorsicato@gmail.com'. A user profile card for 'Jonny Morsicato' (jamorsicato@gmail.com) is overlaid on the meeting card. Below the profile card, there's a 'PHOTO LINK:' section with a redacted image and a 'WRITING LINK:' section with a redacted link. An arrow points from the text 'Open photo and writing link and build caption in kind with photo. Update hashtags and brand tags as well' to the redacted photo link.

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.