1. Installation
   a. Launch Google Chrome and in the URL bar type in chrome://extensions
   b. Click on the "Developer mode" switch at the top right of that page to turn it on
   c. Click on the "Load unpacked" button at the top left of the page
   d. Navigate to where the MeetSync is saved on your computer and select the MeetSync folder
   e. Click on the puzzle piece icon to the right of the URL bar
   f. Find MeetSync in the list that pops up, and click on the pin icon next to it
   g. The MeetSync icon should appear to the right of the URL bar
   h. MeetSync is now installed
2. Adding events
   a. Click on the MeetSync icon to the right of the URL bar to open the main menu
   b. Click on the "Add new event" button
   c. Fill in the boxes with the details for the particular event
      i. Year, month, and day must be numbers
      ii. The time must be in 24 hour format (e.g.: 6:00pm is 18:00)
      iii. "Priority" is the urgency of the event (1 for low, 2 for medium, 3 for high)
      iv. "Link" is a URL associated with the event, if applicable
      v. Check the "Repeat event?" box if the event is recurring
      vi. The "Frequency" box is how often the event will repeat in days (Every 1 day, 2 days, etc.)
      vii. Click "Add it!" to put the event on the calendar
   d. Repeat steps b and c for each new event you want to add
3. View calendar
   a. You can view events this month, or view all events for all time
   b. Check to make sure that all events you entered are listed on the calendar
4. Push notifications
   a. For the sake of testing, please pick a date and time that happens soon
   b. A push notification will appear at the exact date and time you picked
   c. Clicking on the notification will open a browser tab to the link you entered with the event
5. Search function
   a. Test the search function by typing in the name of one of the events you entered
   b. Details for that event should show up on the screen
6. Test event conflict

      a. Add a new event to the calendar that happens on the same date and time as another event you added

      b. A message should appear telling you that an event already exists at that date and time and you should be unable to add your new event

7. Checking save status
      a. Close Google Chrome and reopen it
      b. Open the extension and view the calendar to see if the events added previously are still there