

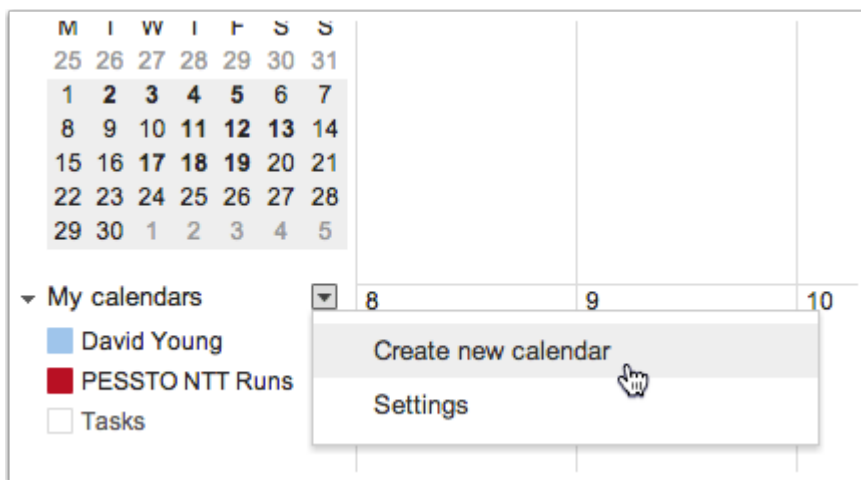
Creating a calendar for supplementary PESSTO followup time.

Login to the PESSTO Calendar

Login to the PESSTO Calendar here: <http://calendar.pessto.org> using your assigned PESSTO username and password.

u: firstname.lastname@pessto.org
p: !explosions

Select 'My calendars' and 'Create new calendar'



PESSTO - Calendar

Add a calendar with an appropriate name e.g. the name of the telescope, instrument and your surname.

Include the appropriate information as indicated with the red boxes below - remember to share the calendar with everyone in the PESSTO organisation by checking the 'share this calendar' box.

+David Search Images Mail Drive Calendar Sites Groups Contacts More

pessto

Search Calendar

Q

david.young@pessto... 3 + Share

Create New Calendar

Calendar Details

« Back to calendar

Create Calendar

Cancel

Calendar Name:

Gemini South, GMOS - Young

Organisation:

PESSTO

Description:

Include a brief description of the parameters of your allocated time and your email address.

Location:

Chile

e.g. "San Francisco" or "London" or "UK". Specifying a general location will help people find events on your calendar (if it's public)

Calendar Time Zone:

Please first select a country to select the right set of time zones. To see all time zones, tick the box instead.

Country:

Chile

(choose a different country to see other time zones)

Now select a time zone:

(GMT-04:00) Santiago

Display all time zones

☒ Share this calendar with others [Learn more](#)

☐ Make this calendar public

See all event details

☒ Share this calendar with everyone in the organisation PESSTO

See all event details

Share with specific people

Person	Permission Settings	Remove
<div>Enter email address</div>	<div>See all event details</div>	<div>Add Person</div>
<div>"david.young@pessto.org" <david.young@pessto.org></div> <div>pessto.org administrators have "Make changes AND manage sharing" access to all calendars in the domain.</div>		
Make changes AND manage sharing		

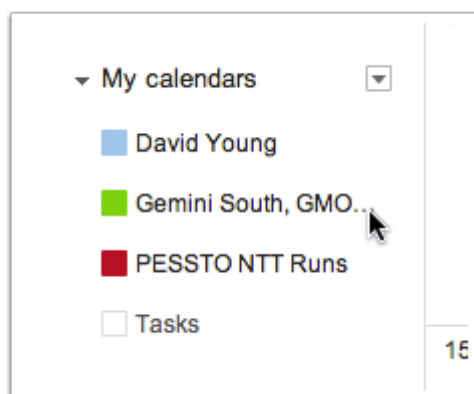
« Back to calendar

Create Calendar

Cancel

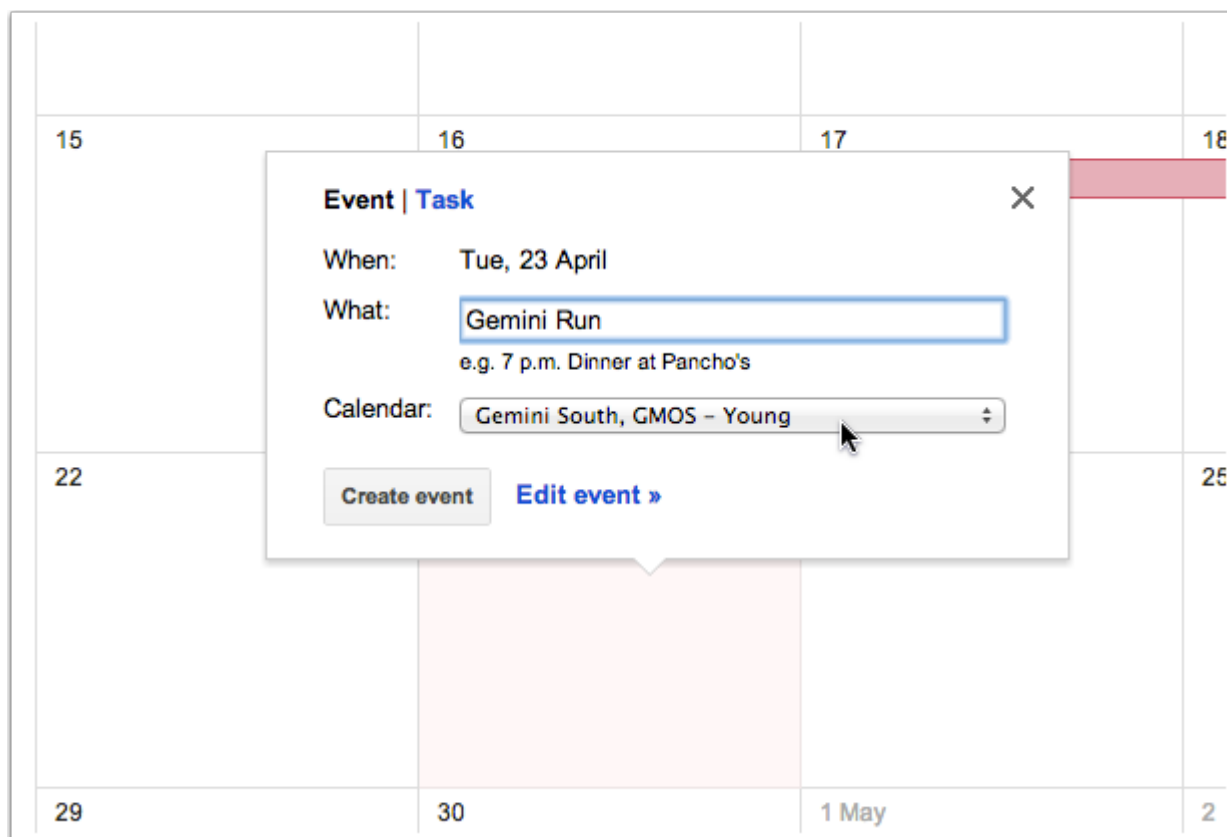
Check the calendar has been created

The new calendar should now appear in the left-hand sidebar.



Add in scheduled dates

Add the scheduled observing nights onto your calendar.



Email Dave (d.r.young@qub.ac.uk) so he can add the new calendar to the view linked from the PESSTO Marshall & wiki