Calendars

1. Why is Calendar so important?
   1. It allows us to create events that help us organize our busy schedules.
   2. It is very similar to a calendar that we may carry around, but it is something that allows us to access across multiple devices.
   3. It can be very useful when you need to create events quickly (Siri).
2. Before we go into calendar:
   1. (SLIDE) Talk about how calendars are provided and how we get them.
      1. We need to make sure that we currently have a calendar set up.
      2. I will be using the iCloud calendar.
      3. It doesn’t matter which calendar you use, I will be using the iCloud calendar.
   2. (CLONE)To enable a calendar to be used:
      1. Open settings
      2. Mail, Calendars, Contacts
      3. Select iCloud
      4. Toggle on Calendars
   3. To check and see which calendars are active:
      1. Open Calendar.
      2. Press on “Calendars” at the bottom center
      3. Review and see which calendars are checked/available
3. Now, let’s take a look at Calendar:
   1. Open Calendar
   2. We get an over-all view of the day, week, month, or year (depending on our current view)
   3. To change the view:
      1. iPad:
         1. At the top-middle you can switch between day, week, month, and year.
      2. iPhone:
         1. You can tap on the month, then the day and you will get a view for each one.
   4. You can scroll up and down or side to side, depending on which view you are in and which device you are on.
4. The “Today” button, bottom left.
5. Create an event:
   1. Press on the top right corner + sign.
   2. Input the following:
      1. Title
      2. Location
      3. Start time
      4. End time
      5. Repeat
      6. Which calendar to schedule to
      7. Invite others
      8. Alert before or on event
      9. Show as
      10. Private
      11. URL
      12. Notes
6. Magnify glass at the top right
   1. Once you find the event you are looking for you can press on it
   2. You can delete it (bottom)
   3. You can edit it (top right)
7. This is great, however, there is a better way!
   1. Siri
   2. Siri is available on these devices:
      1. iPhone 4S or later
      2. iPad 3rd generation or later
      3. iPad mini
      4. iPod touch 5th generation
   3. Create an event, basketball, for tomorrow at noon for 1 hour.
   4. Change my basketball event tomorrow at noon to 12:30pm.
   5. Remove my basketball event at 12:30pm please.
   6. When you make these events using Siri, you will have to add in the details such as:
      1. Location
      2. Alert
      3. Inviting people
      4. Repeating
8. Sharing on all devices
   1. Make sure that all of your iOS devices have the same calendar enabled
   2. In my case, I will make sure that my iPhone and iPad both have the iCloud calendar enabled.
   3. To enable a calendar to be used:
      1. Open settings
      2. Mail, Calendars, Contacts
      3. Select iCloud
      4. Toggle on Calendars
   4. To check and see which calendars are active:
      1. Open Calendar.
      2. Press on “Calendars” at the bottom center
      3. Review and see which calendars are checked/available
   5. Demonstrate the changes made across both devices.
9. Reminders
   1. If you don’t want to make a calendar event, but you want to just have a reminder to do something, you can use reminders.
   2. Check to see if reminders are enabled on iCloud:
      1. Settings
      2. iCloud
      3. Reminders toggle on
   3. Open Reminders
   4. Under Tasks, press the white area
   5. Give the task a name
   6. Once you’re done giving the task a name press the “i” located to the right of the title.
   7. Give it a time and date:
      1. Toggle on “Remind me on a day”
   8. Fill in the following:
      1. Put a date and time
   9. Repeat
   10. Give it a priority – this is for you for reference
   11. Notes
10. Siri – Reminders
    1. Remind me to buy hot dogs the day before memorial day
    2. Remind me to water the plants, every day, at 8 am.
    3. Put chocolate milk on the groceries list