

Creating Positive Futures

SETTING UP YOUR Family Google Calendar

- Create a Google Account:** If you don't have a Google account, you can create one at <https://accounts.google.com/signup>
- Open your Google Calendar** at <https://www.google.com/calendar>
- Create your personal and family calendars:**
 - On the left side, above "My calendars," click Add other calendars Add and then New calendar
 - Add a name and description for your calendar
 - Click Create calendar
 - On the left side of the page, under "My calendars," you'll see a list of the calendars you've created
 - From here, you can also change the calendar's color by clicking Options beside the calendar you wish to change

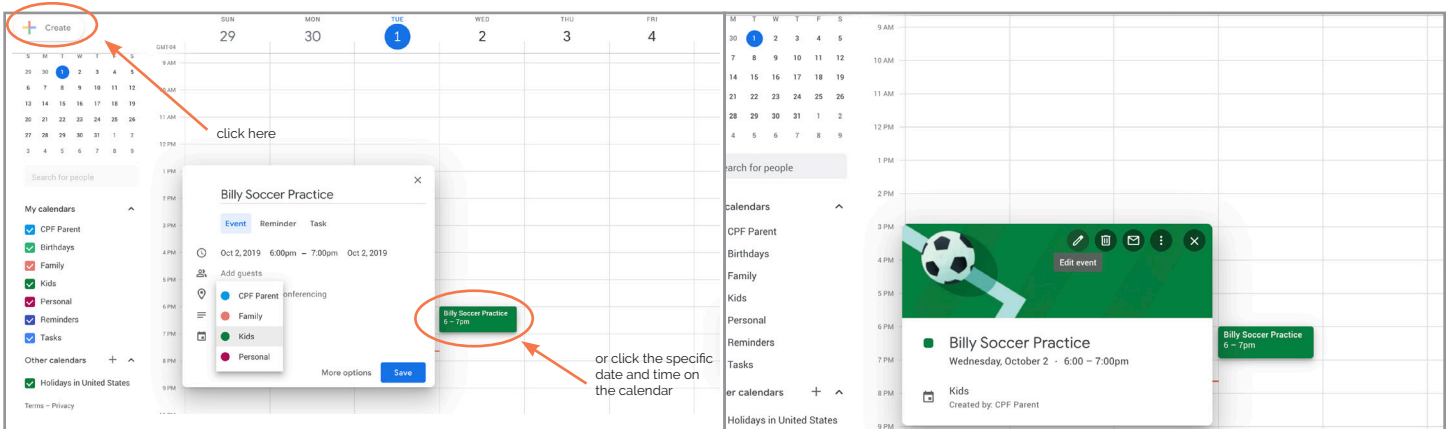
The image shows two side-by-side screenshots. The left screenshot is the Google Account creation page. It has fields for 'First name' (CPF) and 'Last name' (Parent), 'Username' (cpfparent@gmail.com), and 'Password' (with a confirm field). A blue shield icon with a person silhouette is in the center, with the text 'One account. All of Google working for you.' below it. The right screenshot shows the Google Calendar interface. A 'Create' button is at the top left. A calendar grid for October 2019 is visible. On the left, under 'My calendars', there is a '+ Add other calendars' button circled in red. A dropdown menu is open, showing 'Create new calendar' highlighted with a red arrow and the text 'then, click here'. Another red arrow points to the '+' icon with the text 'first, hover over the +'. Below the calendar grid, there is a list of 'My calendars' including 'CPF Parent', 'Birthdays', 'Reminders', 'Tasks', and 'Holidays in United States'.

The image shows two side-by-side screenshots. The left screenshot is the 'Create new calendar' form. It has fields for 'Name' (Family), 'Description' (Events we'll all do together!), 'Time zone' (GMT-04:00 Eastern Time - New York), and 'Owner' (cpfparent@gmail.com). A blue 'Create calendar' button is circled in red. The right screenshot shows the Google Calendar interface with a 'Display this only' menu open. The menu has options: 'Display this only', 'Hide from list', and 'Settings and sharing'. A color selection palette is visible below the menu. A red arrow points to the 'then, click here' text from the previous screenshot.

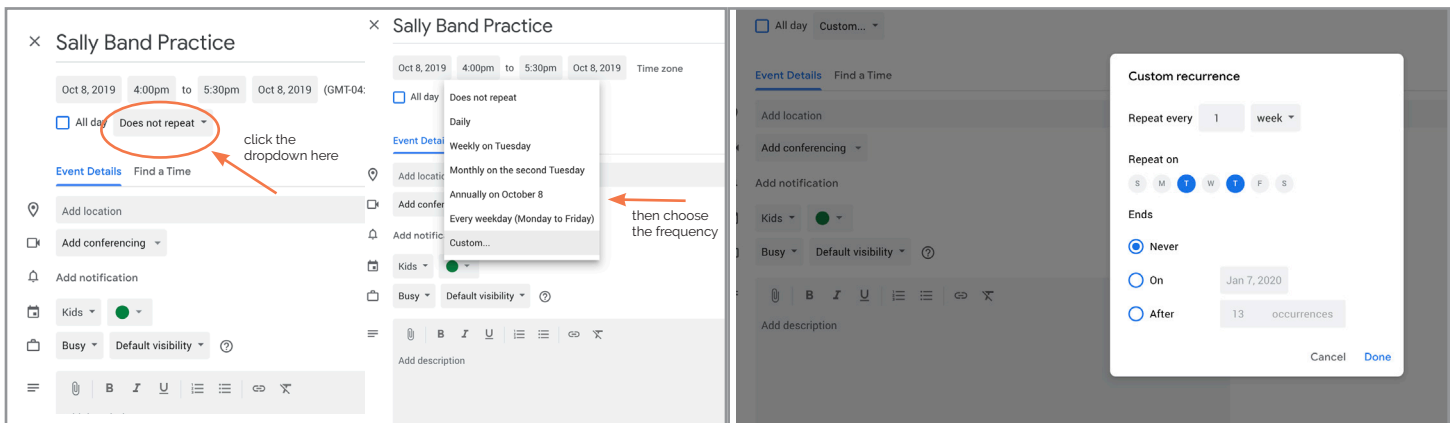
WHAT TYPES OF EVENTS SHOULD YOU ADD TO YOUR CALENDAR?

Sports tryouts & practices • Club meetings • After school classes or tutoring
 Other extracurricular activities • Parties, Sleepovers & other special events
 Trips / Vacations • School holidays • Birthdays (recurring yearly)

Now, time to add **events**! You can add an event by clicking the specific day and time on the WEEK or MONTH view on the calendar, or you can click CREATE in upper left-hand corner

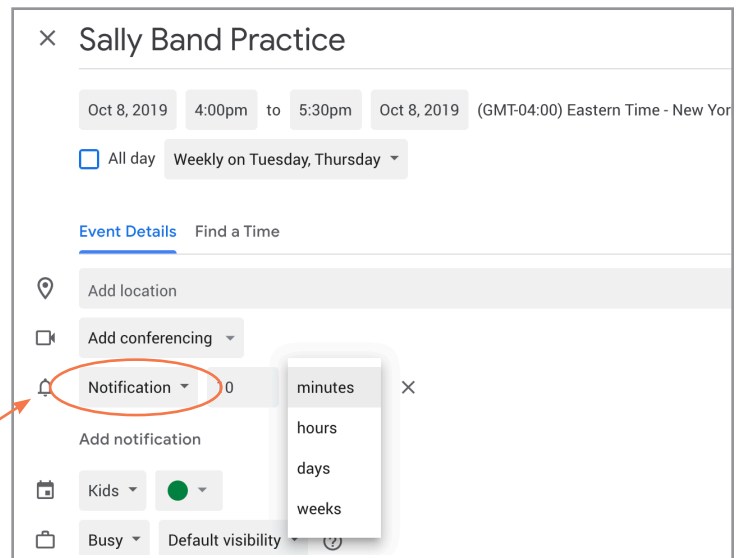


For **recurring events**, you can set them up to repeat once/week, on M/W/F, once a month, etc.



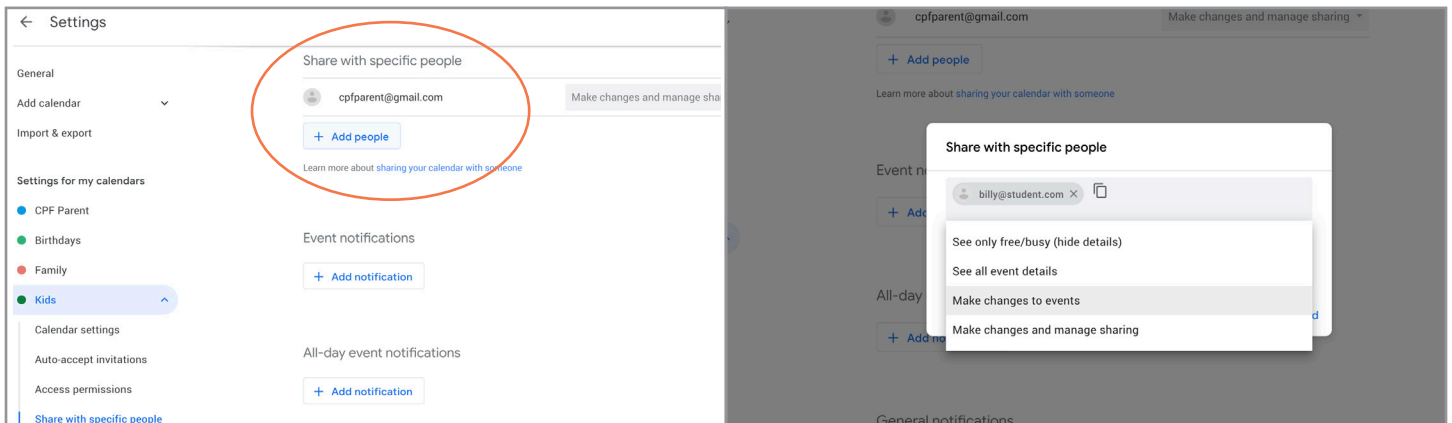
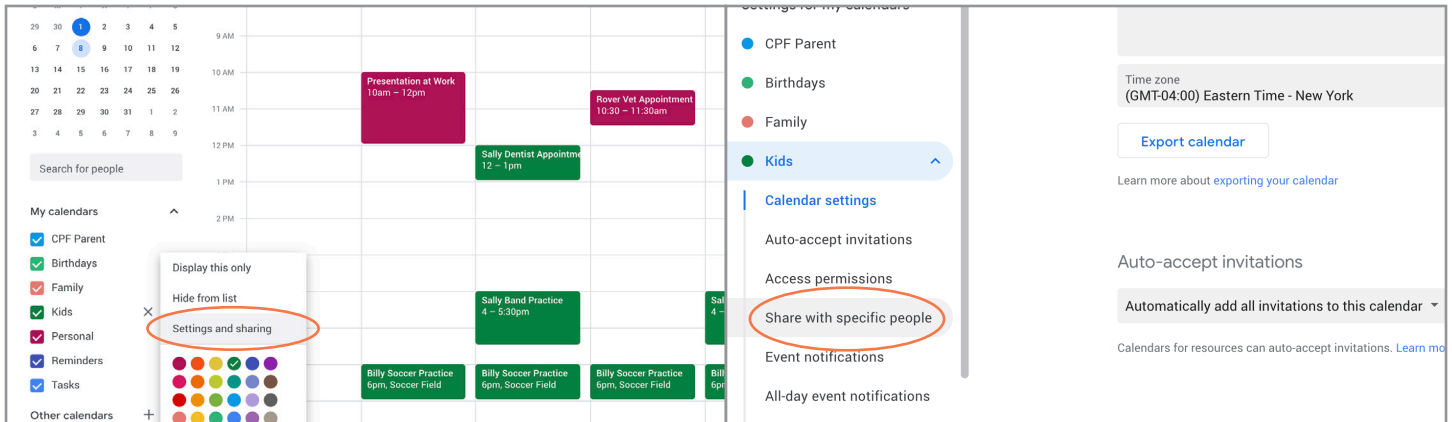
Set up reminders for your events: Create default reminders for each of the calendars you have access to. Encourage your kids to set up their own default reminders, too, since they might be different from yours. For example, you may want a notification message one hour before each of your kids' scheduled events, whereas your son or daughter might want a notification 30 minutes and 5 minutes beforehand.

- Click the event
- Click Edit
- Click Add Notification, and choose the notification you'd like
- At the top of the page, click Save



The last step is to **SHARE** your calendar with your family members!

- Hover over the calendar you want to share, click More and then Settings and sharing
- Under "Share with specific people," click Add people
- Add the person or Google group email address. Use the dropdown menu to adjust their permission settings. You could choose for your kids to be able to make changes to events for the Kids calendar, and only see event details for the Family calendar
- Click Send



AND THERE YOU HAVE IT, SCHEDULING CHAOS *under control.*

Make sure to **download the Google Calendar App** on all of your mobile devices, so you can get notifications and make updates to your calendar on the go!



If you have any questions about Google Calendar, or would like to discuss other ways for your kids and family to get organized, feel free to email me anytime at maggie@creatingpositivefutures.com.



Created by Dr. Maggie Wray, Ph.D.
Creating Positive Futures
ACADEMIC & ADHD COACHING

