✦ 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

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


click here

or click the specific date and time on the calendar
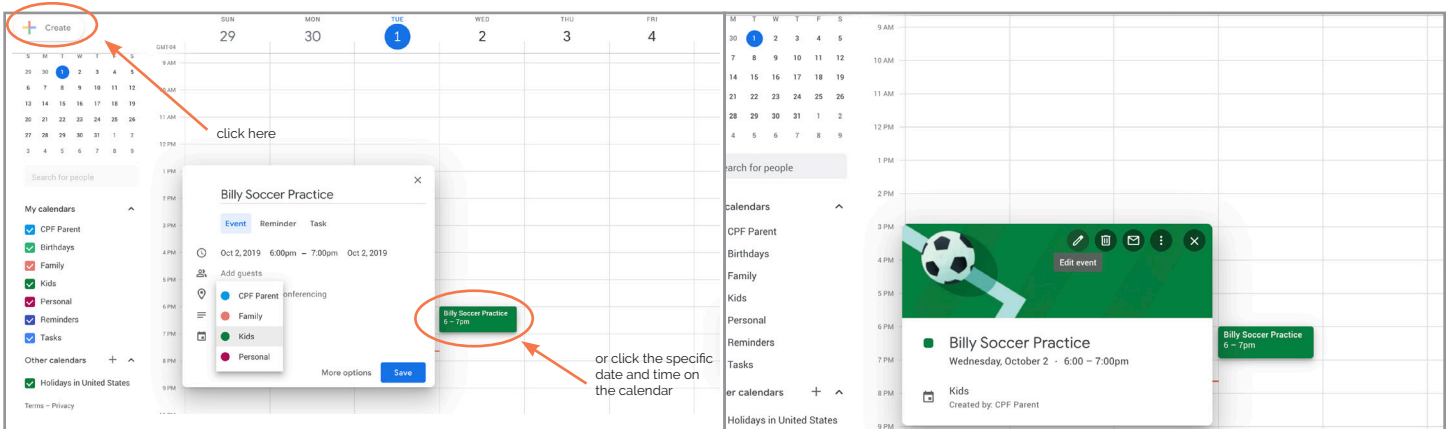
For **recurring events**, you can set them up to repeat once/week, on M/W/F, once a month, etc.

click the dropdown here

then choose the frequency
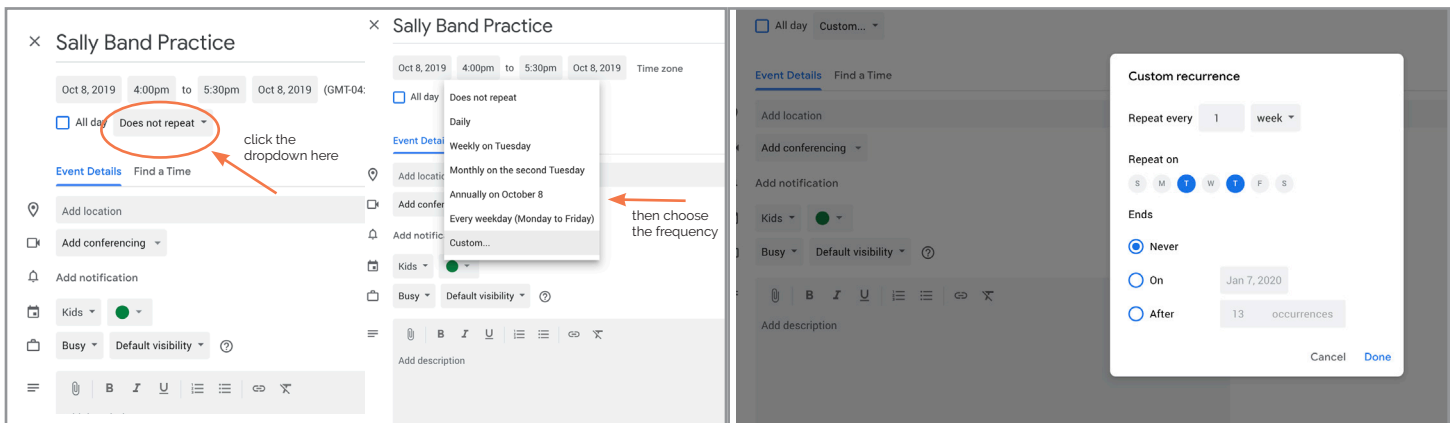
Set up reminders for your events: Create default reminders for each of the calendars you have access to. Encourage your kids to set up their own default reminders, too, since they might be different from yours. For example, you may want a notification message one hour before each of your kids' scheduled 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
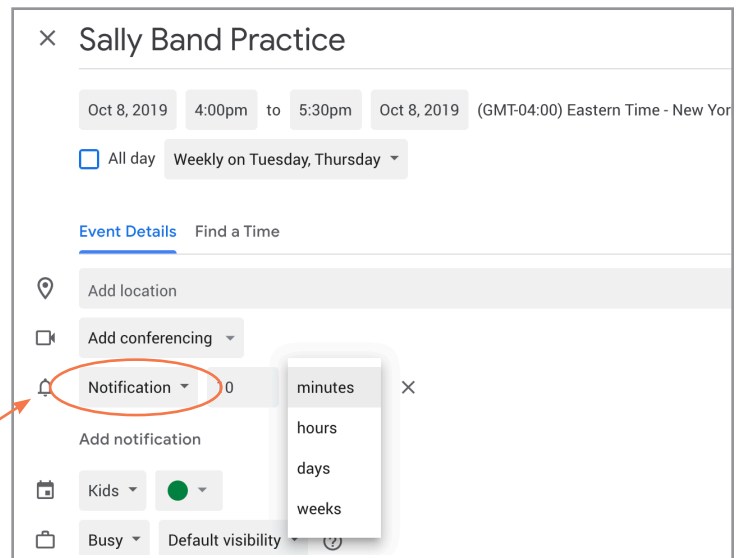
The last step is to **SHARE** your calendar with your family members!

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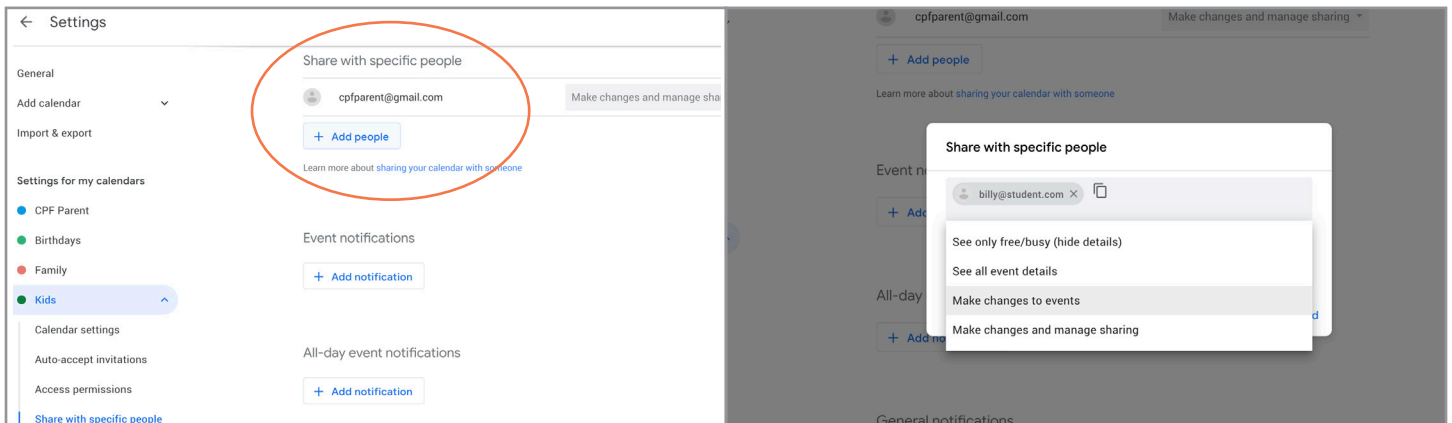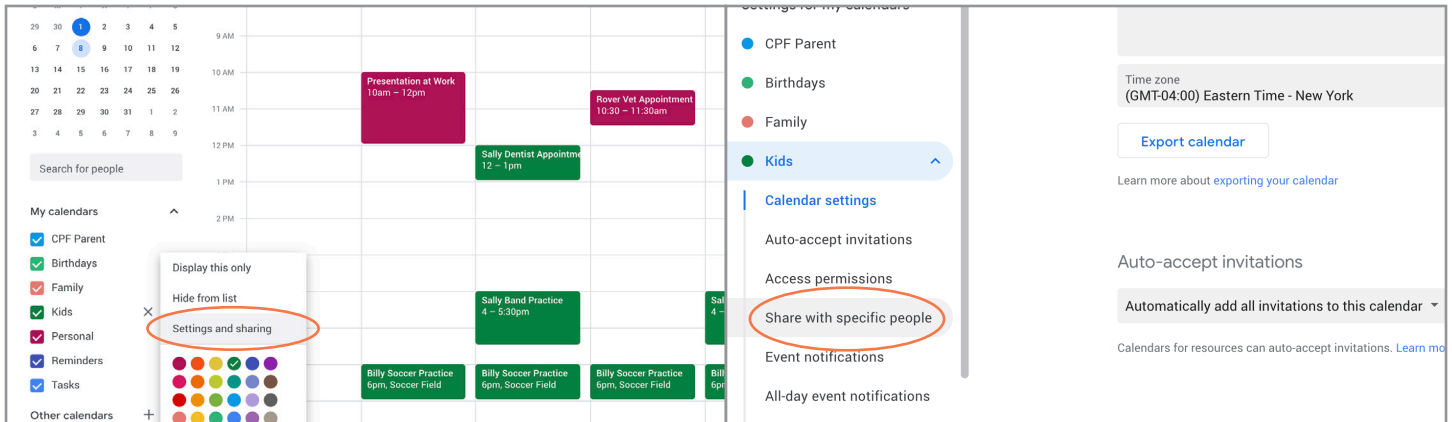
AND THERE YOU HAVE IT, SCHEDULING CHAOS *under control.*

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.

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ACADEMIC & ADHD COACHING