How to use Google Calendar

Getting On

- Go to the www.shootingstarbasketball.ca
- Click the link to "coaches portal" it is located at the bottom of the page.
- Click the link on the right side of the page that says "Calendar Login"
  (Or from the homepage click the Google calendar button on the bottom right corner of the small calendar)
- Login in to Google calendar: username: shootingstarbasketball@yahoo.ca

  Password: See web manager for password
- Under "My Products", click on Calendar.

Editing an Event (or Adding a score)

EDITING

- If you want to edit an event then go to where it is on the calendar, click once on the event and you will either see the an edit option at the bottom of the balloon window that appears (click on "edit event details") or you will see the info window itself (click on the info that you want to change and you will be able to edit the info).
- ***IMPORTANT: When you are done make sure you save "only for this instance".***

WHAT

- Next to "WHAT" there is a box with the game title in it. It should read something like "Team1 @ Team2". When you have completed a game you are to add the score of the game in this box like so "Team1 (12) @ Team2 (22)".
- ***IMPORTANT: When you are done make sure you save "only for this instance".***

WHEN

- If you need to change the time or date, look in the box next to "WHEN".
- ***IMPORTANT: When you are done make sure you save "only for this instance".***

WHERE

- If you need to change a location you can do that in "WHERE". If you change the location make sure the title or "WHAT" also reflects the change in location.
- ***IMPORTANT: When you are done make sure you save "only for this instance".***

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Creating an Event

Creating

- If you want to add an entirely new event then you would click on "Create Event" (near top left corner)

WHAT

- A lot of this is the same as editing an event. In the "WHAT" box you need to put the title of the event. Keep it simple. If it is a game the format should be "Team1 @ Team2"

WHEN & WHERE

- 'WHERE" & "WHEN" are fairly straight forward. (Note that you can have a repeating event!) Again, keep your descriptions of "WHERE" simple and exact.

CALENDAR

- Next to "CALENDAR" there is a pull down menu. Click on the pull down menu. From that menu select the calendar that the event is associated with (shooting star association, mini, bantam, junior mini or little dribblers).

DESCRIPTION

- Next there is DESCRIPTION box. Fill in any extra information needed in here.
- Finally, get rid of the reminders by clicking on move in the reminder area.

OTHERS

Logging into website coaches portal : username: coach

Password: See web manager for Password