Biggs HOG Google Calendar

Overview.

The Biggs HOG Google Calendar is a public calendar within the Google calendar system. Anybody may view this calendar in a web browser (ie, Explorer, Chrome, Firefox, etc.) by clicking on this <u>link</u>.

Following are instructions to merge the Biggs HOG Google Calendar with your own calendar.

Step 1 - Create a Google Account (if needed)

In order to view a Google calendar from within a Google account, you must first have a Google Account. If you don't already have a Google account, you will need to create one (if you already have a Google account, skip this step) 1. Navigate to <u>www.google.com</u> and click on the "Sign In" button in the upper right-hand side of the screen. 2. Click on "Create Account". You can either create a new

Gmail address or use an existing email address by clicking on "Use my current email address instead"

 Follow the instructions to create your new Google account.
Confirm your account is accurate by clicking on the Google Calendar icon. Add your existing calendars or pre-packaged calendars (like holidays, etc.) by checking the desired boxes.

Step 2 - Add the Biggs HOG calendar to your calendars

Click on this <u>link</u> to return to the Biggs HOG calendar.
Look for a prompt that asks if you'd like to link this calendar with your own Google calendar and indicate in the affirmative.
Type in your Google account information.

4. The Biggs HOG Calendar name will appear under "Other Calendars". Click the box to include it as part of your existing calendars. (You may need to 'refresh' the screen to activate)

Step 3 - Sync the calendar with your phone(s) or tablet(s) Android

On your Android phone or tablet, download the Google Calendar app from Google Play. When you open the app, all your events will be synced with your computer. If you do not see the Biggs HOG Google Calendar, check that you have refreshed your Google Calendar settings and that the calendar box is checked so that it can display the events.

iPhone & iPad

Option 1: Download the Google Calendar app.

On your iPhone or iPad, download the Google Calendar app from the App Store. Sign in with your Google Account. Once you sign in, all your events will be synced with your computer. If you do not see the Biggs HOG Google Calendar, check that you have refreshed your Google Calendar settings and that the calendar box is checked so that it can display the events. Option 2: See your Google Calendar events in Apple Calendar. Use the following link to learn how to sync your calendar along with the Biggs HOG Google Calendar with your Apple Calendar <u>https://support.google.com/calendar/answer/99358</u>?

Verify that your Google calendars are set for syncing with your iPhone and Apple Calendar by checking this link: <u>https://calendar.google.com/calendar/syncselect</u> Make sure all the calendars you want to sync are selected and click on the "Save" button on the right-hand side of the screen.

Sync Issues and Calendar Help

If you're still not seeing the Biggs HOG Google Calendar events, check the following link to fix syncing issues: https://support.google.com/calendar/answer/6261951?

General Google Calendar help can be found here: https://support.google.com/calendar?#topic=3417969