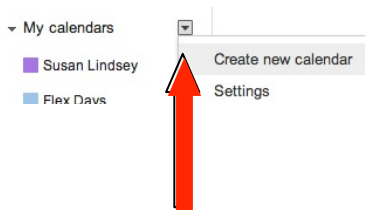


## Creating & Connecting a Public Google Calendars to Your Teacher Website Calendar Button

1. Open your C3 calendar.
2. On the left click on the down arrow by MY CALENDARS and select CREATE NEW CALENDAR.



3. Name you calendar.
4. Check the box that says SHARE THIS CALENDAR WITH OTHERS.
5. Check the box that says MAKE THIS CALENDAR PUBLIC.
6. Click CREATE CALENDAR.

**Create New Calendar**

Calendar Details

[« Back to calendar](#) **Create Calendar** **Cancel**

Calendar Name: Lesson Plans

Organization: SUSU

Description:

Location:

Calendar Time Zone: Country: United States (ch) Now select a time zone: (GMT-07:00) Mountain Time - Arizc [Display]

☒ **Share this calendar with others** [Learn more](#)

☒ Make this calendar public [See only free/busy \(hide details\)](#)

☒ Share this calendar with everyone in the organization SUSU [See all event details](#)

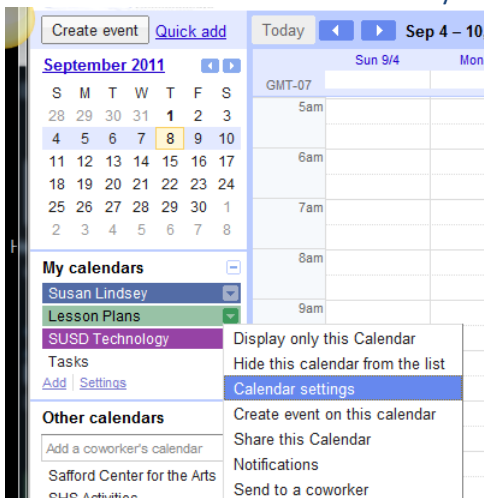
**Share with specific people**

Person:  Permission Settings: [See all event details](#)

"slindsey@saffordusd.com" <slindsey@saffordusd.com> Make changes AND manage share

[« Back to calendar](#) **Create Calendar** **Cancel**

7. Go to CALENDAR SETTINGS by clicking on the dropdown button on the calendar you just created.



8. Click on the tab that says SHARE THIS CALENDAR.
9. In the dropdown box under MAKE THIS CALENDAR PUBLIC, select SEE ALL EVENT DETAILS then click SAVE and answer YES to the new window that comes up confirming you want everyone in the world to see this.

Mail Calendar Documents Sites Video Groups more ▾ slindsey@saffordusd.co

Create Collaborate Communicate Saffordusd.com

Search my calendars [Show search options](#)

### Lesson Plans Details

[Calendar Details](#) **Share this Calendar** [Notifications](#)

« Back to calendar **Save** Cancel

☒ **Share this calendar with others** [Learn more](#)

☒ Make this calendar public See all event details  
See all event details  
See only free/busy (hide details)

☒ Share this calendar with everyone in the organization SUSD

#### Share with specific people

Person	Permission Settings	Remove
Enter email address	See all event details	<b>Add Person</b>
"slindsey@saffordusd.com" <slindsey@saffordusd.com>	Make changes AND manage sharing	
"Lesson Plans" <saffordusd.com_dubq0qnqfue1j6ukg2k1ur41ug@group.calendar.google.com>	Make changes AND manage sharing	

« Back to calendar **Save** Cancel

10. Go back to Calendar Settings (see pic in step 7) and scroll down to see CALENDAR ADDRESS.
11. Copy the CALENDAR ID and submit it in a work order to have your Teacher Website Calendar Button updated to reflect your Google Calendar.

**Description:**

**Location:**

e.g. "San Francisco" or "New York" or "USA." Specifying a general location will help people find events on your calendar (if it's put

**Calendar Time Zone:**

Please first select a country to select the right set of time zones. To see all time zones, check the box instead.

Country: United States (choose a different country to see other time zo

Now select a time zone: (GMT-07:00) Mountain Time - Arizc ☐ Display all time zones

**Auto-accept invitations**

Calendars for resources like conference rooms can automatically accept invitations from people with whom the calendar is shared when there are no conflicting events. [Learn more](#)


☐ Auto-accept invitations that do not conflict.

☒ Automatically add all invitations to this calendar.

☐ Do not show invitations.

**Embed This Calendar**

Embed this calendar in your website or blog by pasting this code into your web page. To embed multiple calendars, click on the Customize Link



Paste this code into your website. [Customize the color, size, and other options](#)

```
<iframe src="http://www.google.com/calendar/embed?src=saffordusd.com_dubq0qnqfue1j6ukg2k1ur41ug%40group.calendar.google.com&ctz=America/Phoenix" style="border: 0" width="800" height="600" frameborder="0" scrolling="no"></iframe>
```

**Calendar Address:** [XML](#) [ICAL](#) [HTML](#) (Calendar ID: saffordusd.com\_dubq0qnqfue1j6ukg2k1ur41ug@group.calendar.google.com)

[Learn more](#) [Change sharing settings](#)

This is the address for your calendar. No one can use this link unless you have made your calendar public.

**Private Address:** [XML](#) [ICAL](#) [HTML](#) [Reset Private URLs](#)

[Learn more](#)

This is the private address for this calendar. Don't share this address with others unless you want them to see all the events on calendar.

« Back to calendar **Save** Cancel