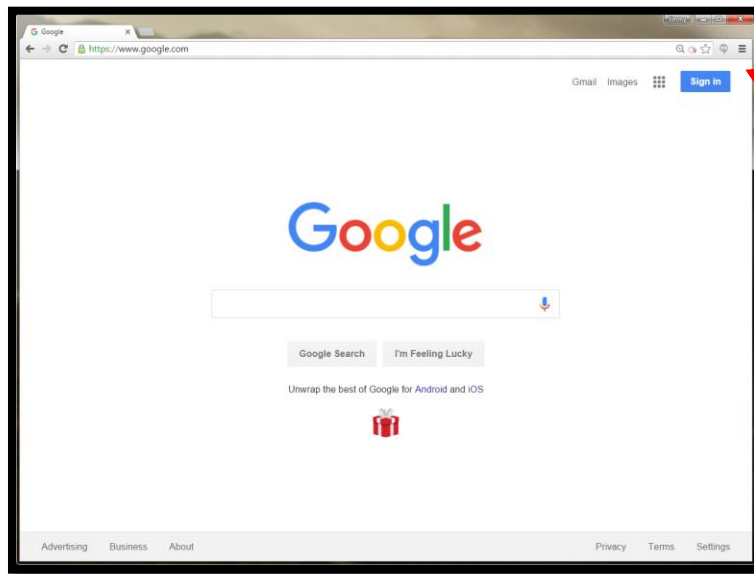


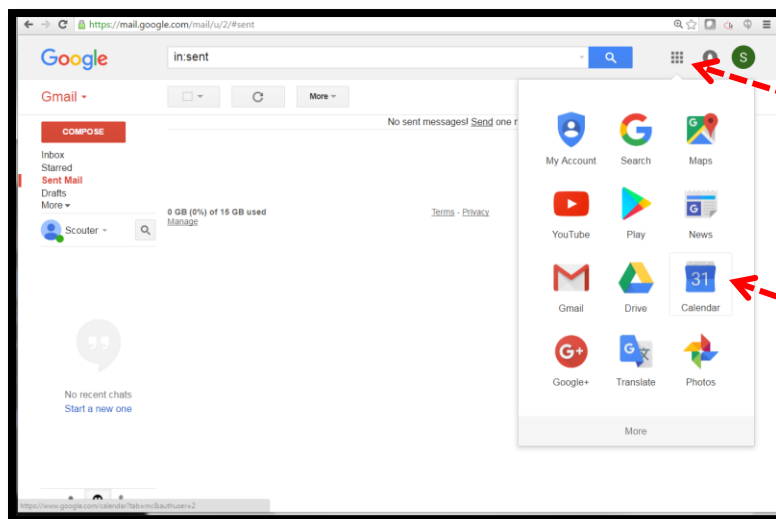
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# EDITING MAWAT DISTRICT CALENDAR (GOOGLE CALENDAR)

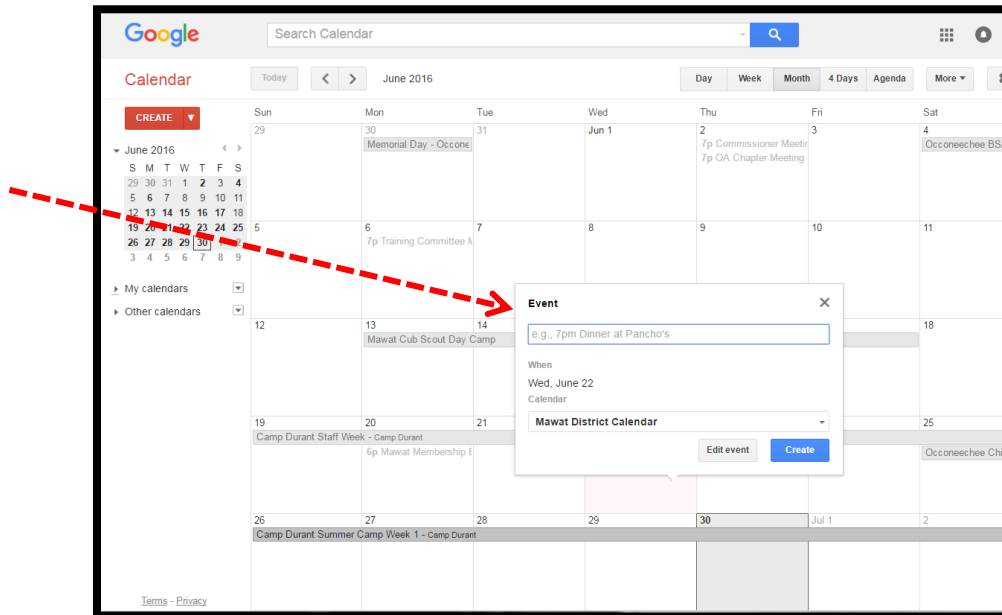
1. ENSURE THAT YOU HAVE EDITING PRIVILEGES TO THE MAWAT DISTRICT CALENDAR. ASK THE DISTRICT KEY 3 IF YOU ARE UNSURE.
2. BROWSE TO [HTTPS://WWW.GOOGLE.COM/](https://www.google.com/) AND LOG IN WITH YOUR GOOGLE ID.



3. ONCE LOGGED IN TO GMAIL, CLICK ON THE GOOGLE APPS BUTTON AND SELECT "CALENDAR".



4. CLICK ON THE DAY YOU WOULD LIKE TO ADD AN EVENT, AND ENTER THE TIME, DESCRIPTION, AND PLACE IF AVAILABLE. **MAKE SURE TO SELECT “MAWAT DISTRICT CALENDAR” TO ADD IT TO THE CORRECT CALENDAR.** IF YOU DON'T SEE THIS AS AN OPTION, YOU MAY NOT HAVE THE CORRECT PRIVILEGES.



5. CLICK THE BLUE “CREATE” BUTTON AND THE EVENT WILL BE ADDED TO THE MAWAT DISTRICT CALENDAR

