


Google Calendar at Forest Lodge!

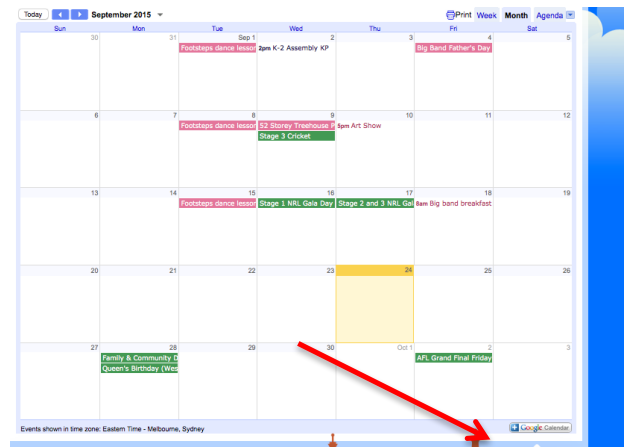
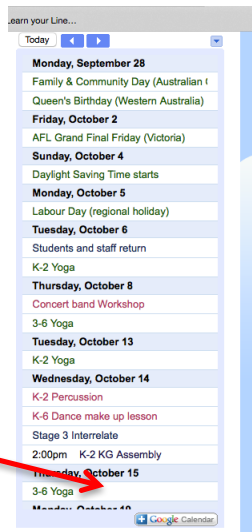


Forest Lodge Public School now has a Google Calendar on our school website. <http://www.forestlodg-p.schools.nsw.edu.au/> This allows you to stay automatically connected to events at Forest Lodge through your computer or smart device.

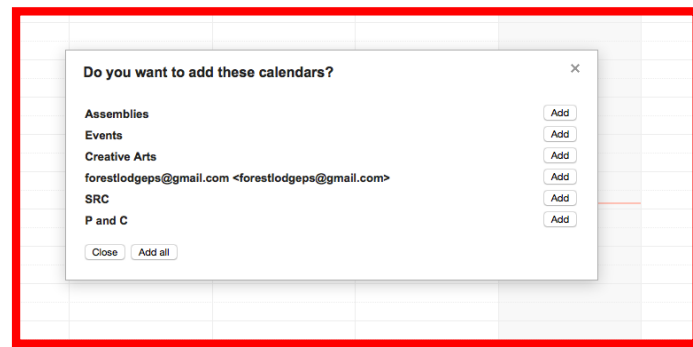
You do need to have a Google (Gmail) account. It is free and easy to setup. If you would like me to assist you in setting up a Google account or complete any of the following tasks, please drop me an email and I will be more than happy to assist you. I have trialed the following instructions and they work. However I do not profess to be a Google calendar expert particularly on all smart devices, but I will help you as best I can!

Computer first

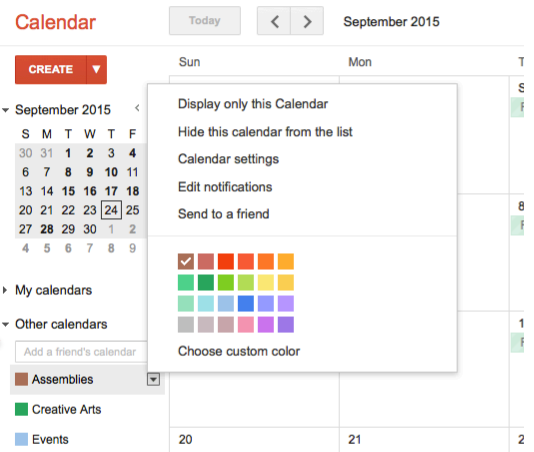
Once you have your Google account setup, visit our website on your computer and click on the  button either on the opening page or the Calendar page.



This will then take you automatically to the Google Calendar webpage. It may ask you to sign in to your Google account or may automatically sign you in. A **pop up box** will appear asking you to choose which calendars you wish to add. You can add by calendar or add all.



On the left hand side under other calendars all of these calendars will be listed. Anytime you open your Google calendar, updated events will be listed from Forest Lodge. You can even set up alerts to come to your computer for each calendar. For each calendar click on the right triangle and **Edit Notifications**, **Event Notification** and **Add a notification**.



[Smart device second](#)

To the best of my knowledge downloading the Google calendar app is the easiest option for your smart device. Download the app onto your smart device. I would suggest selecting “Don’t allow” if it wants to access your contacts or other details you store on your phone.

Open the app and then select **Add a Google** account. It will then ask you to enter your Google Gmail account and password and sign in. Click on **Get Started**. It should give you the option to **Send you Notifications**. If you do you will receive alerts for your calendar events. It will show you short help information and then take you to your Google calendars. They appear as nice styled images and will show you locations on Google Maps.

