

## Creating an Event

Log into your MPS Gmail account and go to Calendar

Click on the **CREATE** button from your calendar's homepage to start creating an event.

The screenshot shows the Google Calendar event creation interface. Numbered callouts are placed over various fields: 1. Title field (Professional Development Meeting); 2. Location (Central Office) and Description (Please attend professional development meeting where we will cover A, B, and C); 3. Event color selection; 4. Show me as (Busy) and Visibility (Calendar default) options; 5. Add guests field (macrie@mpsct.org) and the guests list; 6. The SAVE button at the top.

1. **Enter the event's title and time.** For recurring events, click on the **REPEAT** and then choose your desired repeat setting.
2. **Enter the event's location and description.** Select the calendar you wish to create the even in under **CALENDAR**
3. Select the different display color for the event or keep the default. You can modify the default notifications, or click **ADD A NOTIFICATION** to add additional reminders
4. **Under SHOW ME as, select how you want to appear** (busy or free). Under **PRIVACY**, select from these options:
  - ✓ **Default:** Select this option if you want the event's privacy setting to mirror the calendar's privacy setting. For example, if your calendar is private, all of the vents scheduled are private by default (all MPS calendars default to private)
  - ✓ **Public:** This option will make the event's details available to those inside the MPS domain
  - ✓ **Private:** For public or shared calendars, select this option to make sure only you and those with 'Make changes to events' privileges and higher can see the event and its details
5. Enter the email addresses of all guests or a Google Group address to add an entire group and click **ADD**. You will see all the added guests in the guests list. Choose what your guests can do within the event by selecting from the following:
  - ✓ **Modify event:** They can make changes to the event details
  - ✓ **Invite others:** They can invite additional guests to the event
  - ✓ **See guest list:** They can view the invitees in the guest list
6. Click **SAVE** to add the event to the calendar