

# Blithfield Sailing Club Calendar

## Background



This year Blithfield Sailing club has started using Google calendars to help keep members up to date and in touch with events. The calendar is not only integrated into the website but is also available to you to use with your own favourite calendaring applications whether they be Microsoft Outlook, Mozilla's Thunderbird/Lightning or the calendar app on your Blackberry etc.

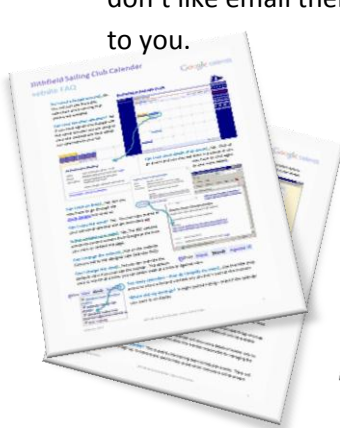
When you first meet it the chances are that the view you get isn't going to be your favourite but the good news is you can change it. Whether that is zooming in to see details on an hour by hour basis or looking at a week or a month to a view. If you want a long list then try Agenda view. If you hate trees you can even get prints. You can change colours, decide if you want reminders for events etc the list goes on.



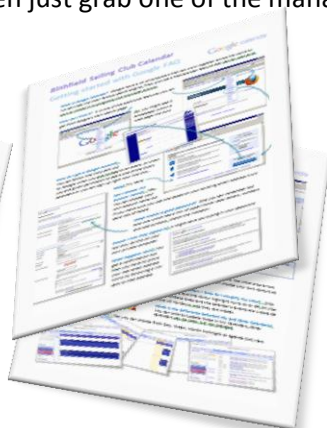
We are using several calendars so we can strike a balance between keeping people informed and also not disclosing too much to those outside the club. Everyone will be able to see two public calendars, one for Open meetings while the other publicises the club's general activities. These can be seen whether or not you are logged in and are visible through the club website.

When we have specific information on internal events that we do not want to share outside the club there are some calendars that can only be seen by members. These are details for general club events, training and admin. Access to these is controlled by using your email address (as listed in the handbook). You will need to set up a free Google account (it is the access control mechanism) but the good news is you can use your email account as the main way into it. Google will also know you by a Gmail name which you can use or ignore.

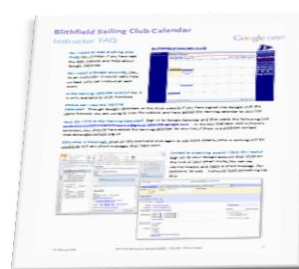
We hope the following pages will help you by answering common questions. Everyone is different so of course there will be more questions we haven't thought of but we are happy to help you answer them. Drop an email to [web.editor@blithfield.org.uk](mailto:web.editor@blithfield.org.uk) and someone will be in touch to help. If you don't like email then just grab one of the management committee and they will find someone to talk to you.



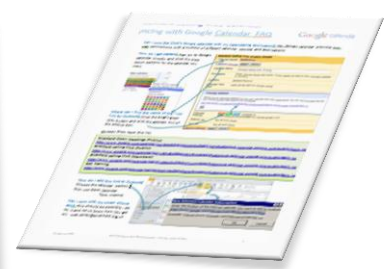
BSC Website FAQ



Getting Started with Google Calendars



Instructor FAQ



Linking to Outlook