

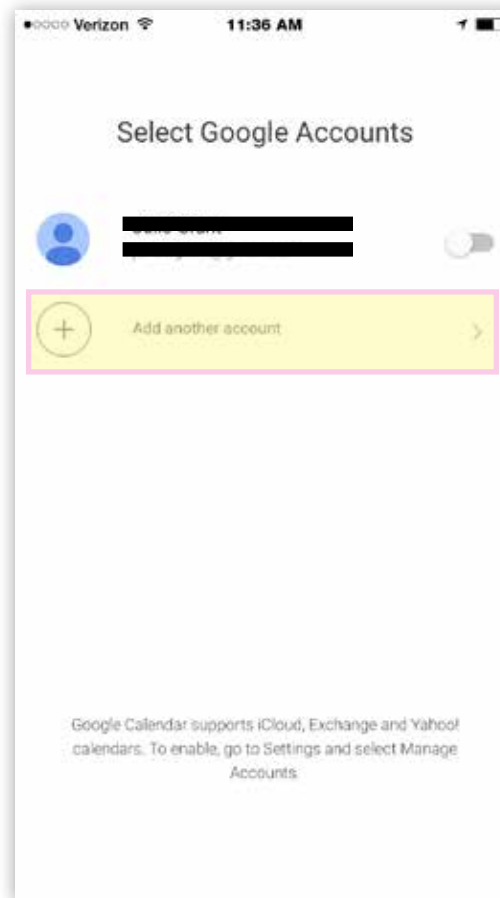
SETTING UP **THE GOOGLE CALENDAR APP**

TRAVELL EVENTS GOOGLE CALENDAR (SmartphoneApp)

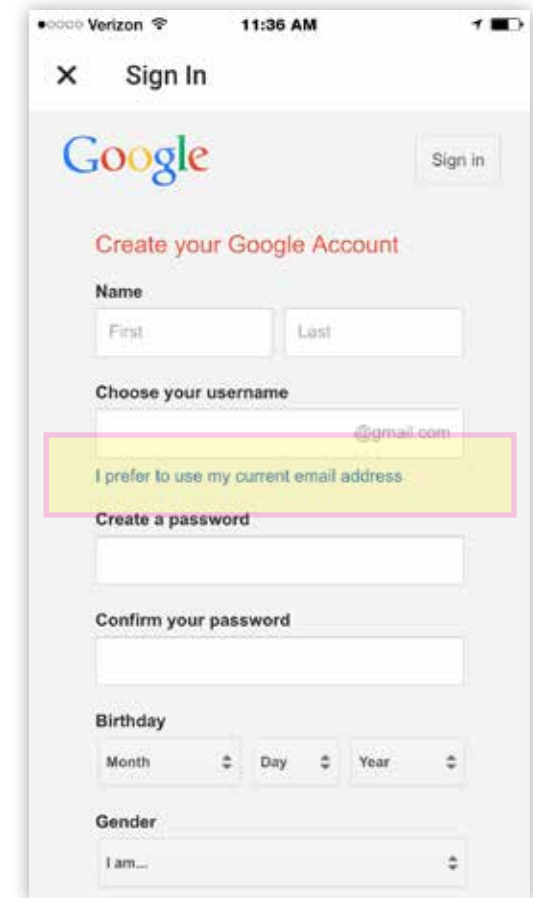
Step #1



Step #2



Step #3



- Download the Google Calendar App.

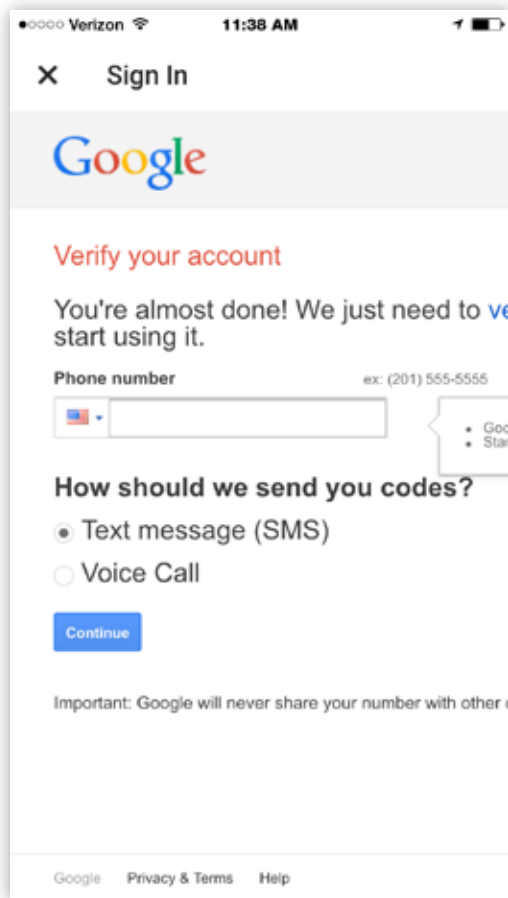
- Launch the App.
- If you do not want, or have, a Gmail email address, select "Add another account"*

*Gmail addresses will only need to accept the Travell Events calendar invite

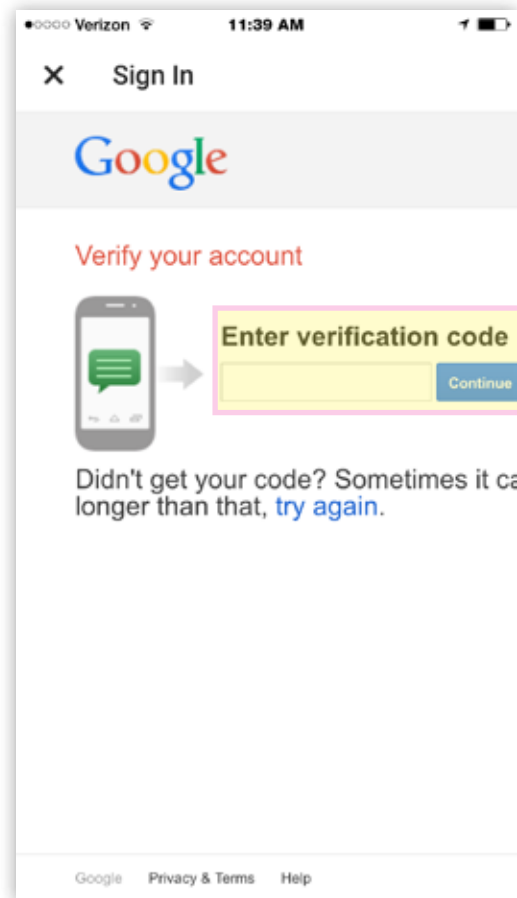
- Fill out the Google Account form.
- Select "I prefer to use my current email address" if not using Gmail.

TRAVELL EVENTS GOOGLE CALENDAR (SmartphoneApp)

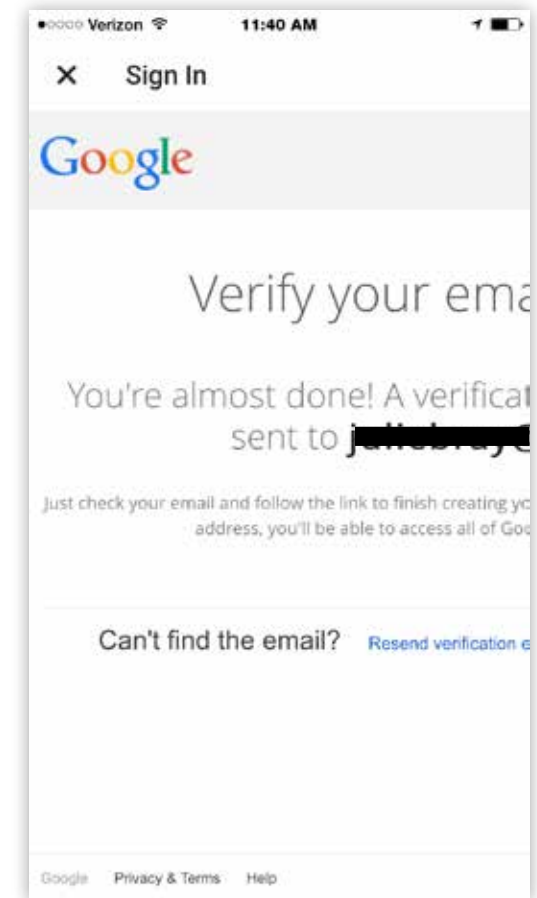
Step #4



Step #5



Step #6



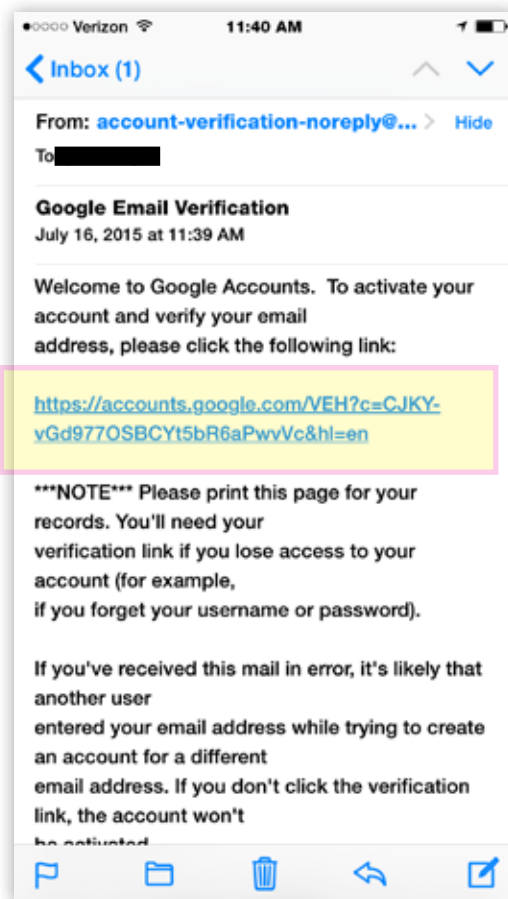
- Follow the verification prompts

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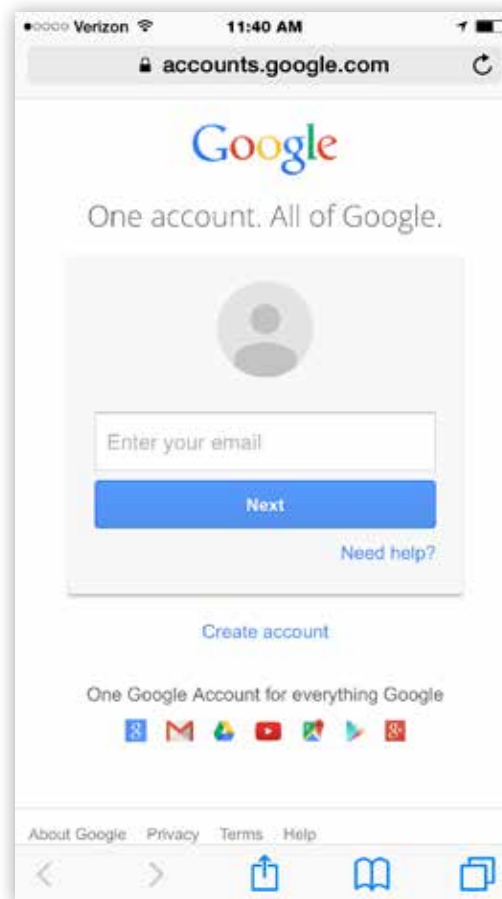
TRAVELL EVENTS GOOGLE CALENDAR (SmartphoneApp)

Step #5



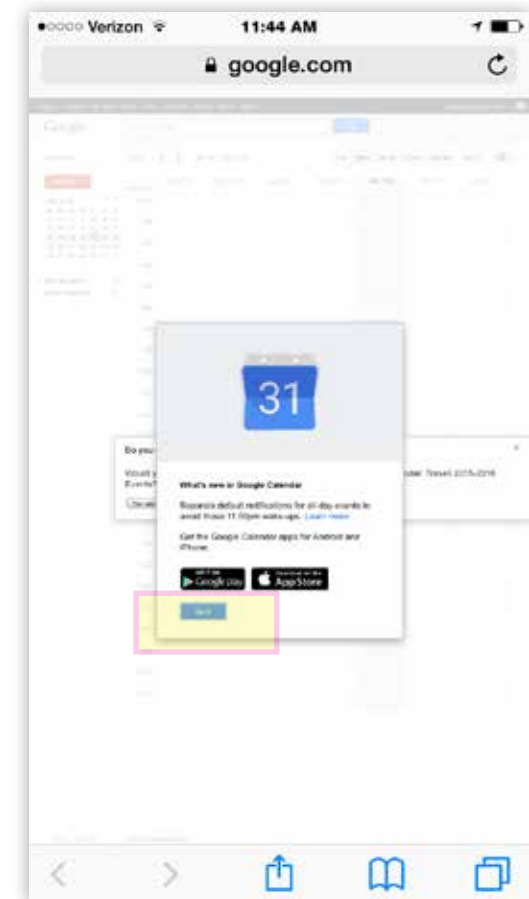
- Follow the verification prompts

Step #6



- Sign into the Google Calendar App using the account info you set up.

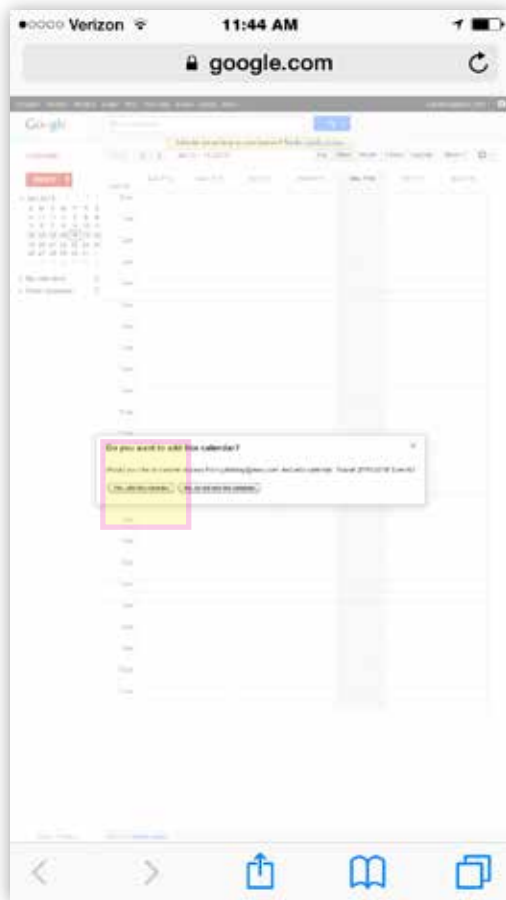
Step #7



- Click the "Got It" button.

TRAVELL EVENTS GOOGLE CALENDAR (SmartphoneApp)

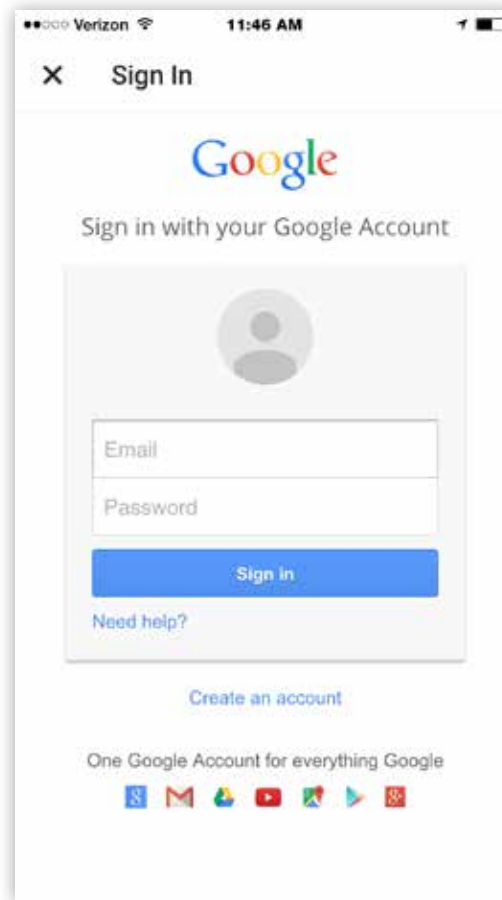
Step #8



- Click "Yes" to adding the Travell Events to your calendar.*

*This will be a web page in your smartphone browser. Close it and open the Google Calendar App.

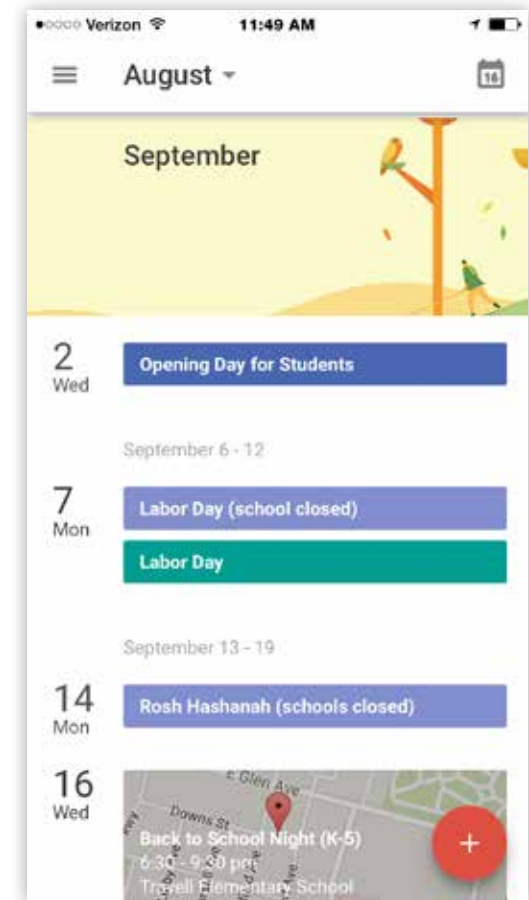
Step #9



- Open the Google Calendar and Sign in

Non-Gmail users: Open the calendar app and click the bars in the upper left corner. Scroll down and select "Settings" and then scroll down to "Manage accounts". Make sure your registered Email account is listed and turned on.

Step #10



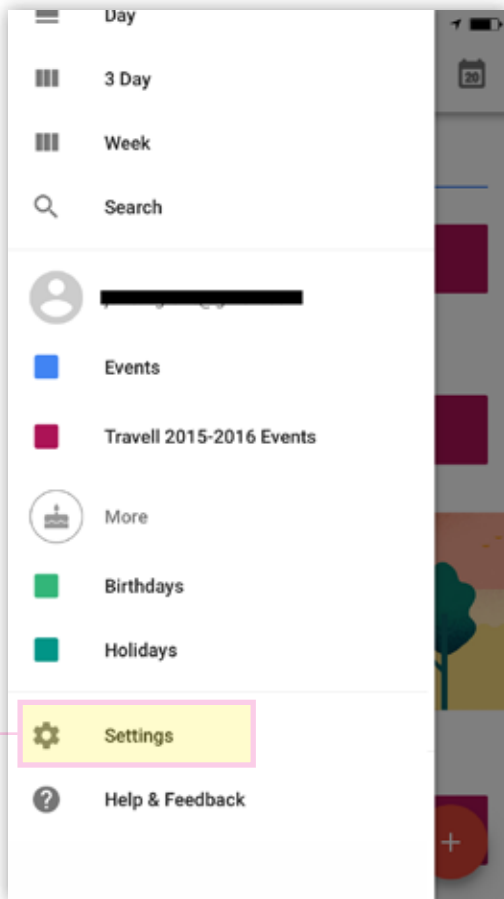
- Voilà! You will now receive all notifications from the Travell Events calendar*

*Some Events may have attachments and hyperlinks

SETTING UP **CUSTOM** AND **EVENT NOTIFICATIONS**

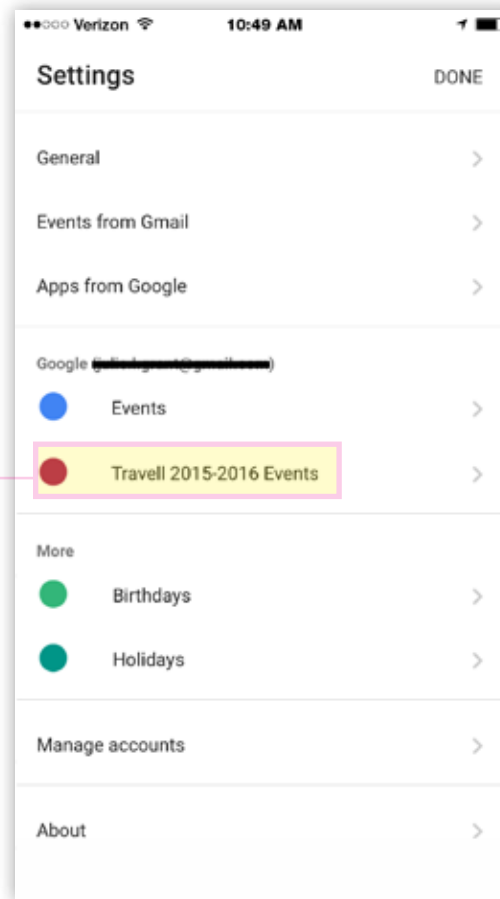
CUSTOMIZING TRAVELL EVENTS CALENDAR NOTIFICATIONS

Step #1



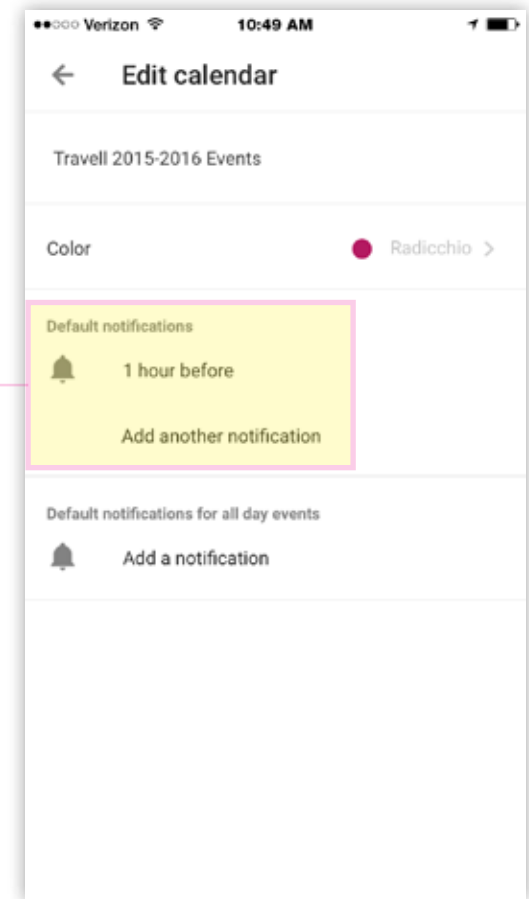
- Go under Settings in the Calendar App

Step #2



- Click on the **Travell 2015-2016 Events** calendar

Step #3



- Select the default notifications of your choice and exit screen*

*Options include email, pop-up and vibrate notifications

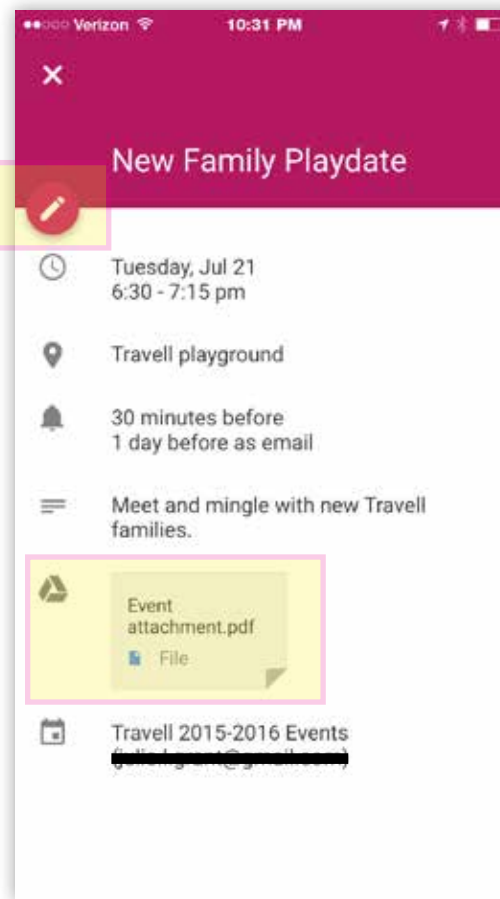
CUSTOMIZING INDIVIDUAL EVENT NOTIFICATIONS

Step #1



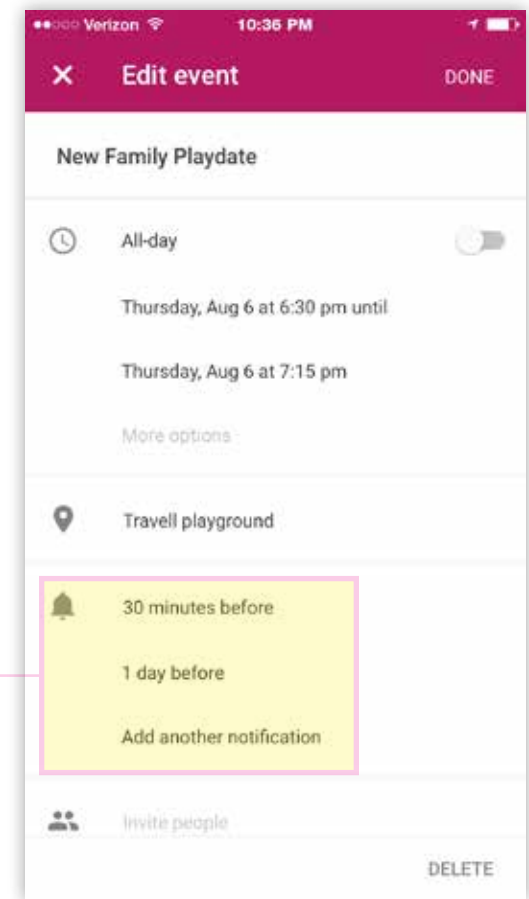
- Click on the event you would like to change the notification

Step #2



- Click on the edit icon

Step #3



- You can add and customize notifications for your event

*Some Events may have attachments and hyperlinks

HELPFUL LINKS TO MERGE CALENDARS

Syncing Multiple Google Calendars

<http://www.digitaltrends.com/mobile/sync-multiple-google-calendars-on-iphone-or-ipad/>

Syncing iCal and Google Calendar

2-way sync: <https://www.youtube.com/watch?v=6YsSowlPfrU>

Sync with Apple iCal: <https://support.google.com/calendar/answer/99358?hl=en>