



OET Online Calendar Help

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Introduction

The OET online calendars provide a means to include your Chapter's events on the [OET website](#). The free online calendar tool we use is called Google Calendar. Anyone that has a Google user account or has a Gmail email address can be given the ability to add and manage your chapters online OET calendar. Contact your Chapter Chair or the OET Web Administrator (web@oregonequestriantrails.org) to get access.

Through this free online tool you can add an event date for your Chapter and have it immediately be listed on the OET website. Also all events entered by the 19th of any given month will be automatically included in the Riders Roundup Newsletter published the following month.

Below you see an example of the Google Calendar App running on a PC, MAC, Chromebook or Tablet you would use to add an event or edit a calendar event. 1) Click on a date on the calendar. 2) Enter the title of your event. 3) Select one of the OETs Calendars. 4) Enter the range of day or time. 5) Enter the location. 6) Enter some details about your event and Save. As soon as it is saved, it is now live on the OET website and will be included in the Riders Roundup Newsletter.

You can also run the Google Calendar App on your iPhone or Android Smartphone, but will need to download the app from the Apple Store or Google Play Store. Just search for "Google Calendar App" and install the app. This App will look different but still provides a way to add, delete and edit events on the OET Calendars. Note: This help file only covers using the Google Calendar App running on a PC, MAC, Chromebook or Tablet. If you use a different Calendar App on your current Smartphone, you would just use the Google Calendar App to add, delete and edit events on the OET Calendars. Subscribing to your Chapter Calendar will allow it to show events on any Calendar App you choose as your default. See <https://www.oregonequestriantrails.org/calendar-month-view/subscribe/> for details.

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The screenshot displays a Google Calendar interface for July 2023. The main calendar grid shows events for each day, including 'MVOET Ride Event' on Sunday, July 25; '7pm OET Public Lan' on Tuesday, July 27; 'Quinn Meadows annual work Party' on Thursday, July 29; and 'NCOET Northrup Creek Horse Campout' on Saturday, July 31. The sidebar on the left includes a 'Create' button, a monthly calendar overview, and a list of 'My calendars' with checkboxes for different OET chapters and public events.

Requirements

To use and access the OET Online Google Calendar, will require the use of a PC, MAC, Tablet, Chromebook or Smartphone. It is easiest to add events with a larger window and have a keyboard and mouse when adding events. To use the Google Calendar App requires a Google-managed internet account. For users that use Gmail, just use that account and open the Google Calendar App. For other users, you will need to [create a Google account](https://accounts.google.com/SignUp) go to, <https://accounts.google.com/SignUp>.

For those not using Gmail a google account can be created with any account name like username@yahoo.com, username@msn.com, or username@aol.com. [Click Here to set up a Google Account Without Gmail](https://accounts.google.com/SignUpWithoutGmail) <https://accounts.google.com/SignUpWithoutGmail>. After creating your Google account without ending in “@gmail.com”, (or any non-manager Google domain) you will not be able to use

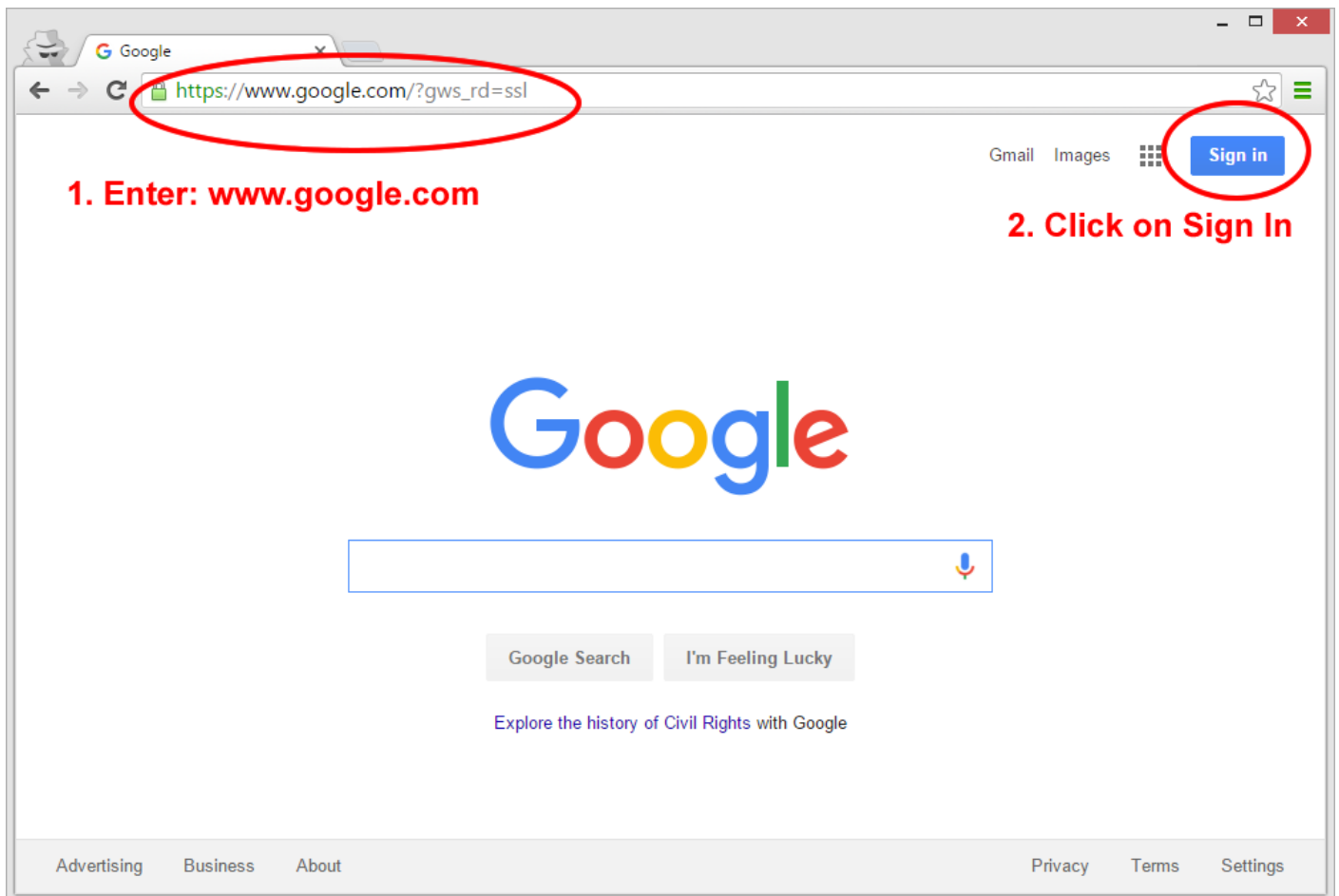


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it for Email “under Google using Gmail”, but it will allow you to use the Google Calendar App. It is always best to run Google Chrome to access all the features provided by Google Calendar.

Logging into My Google Account

As when running Google Apps, it is best to use Google Chrome. In Google Chrome or other web browser applications go to <http://www.google.com>, in the upper right corner click “Sign in” in the upper right corner. If you see something else you may already be logged in to a Google Account. Click on the icon currently in the same location of the window to see which Google Account you are logged in as. If this is the case, just skip the next 4 steps.

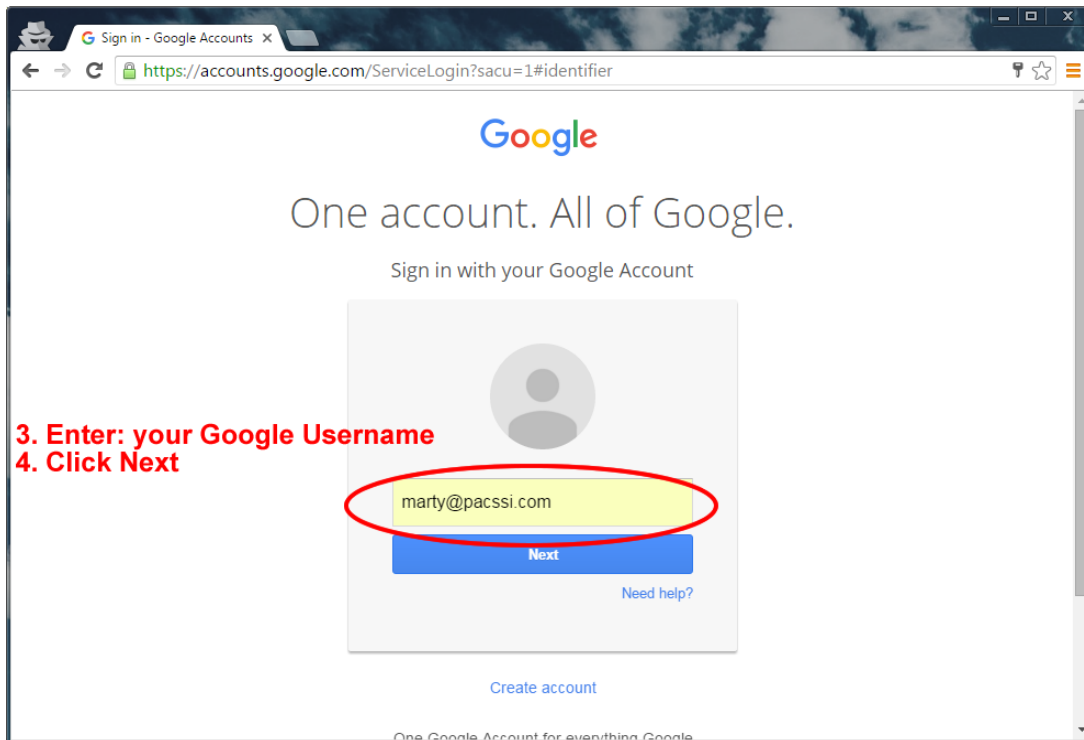


Next enter your Google Username. This is always the email address you established when you created your Google account initially. The user name will always be <something>@gmail.com unless you own your own web Domain and it is being managed by Google. For example

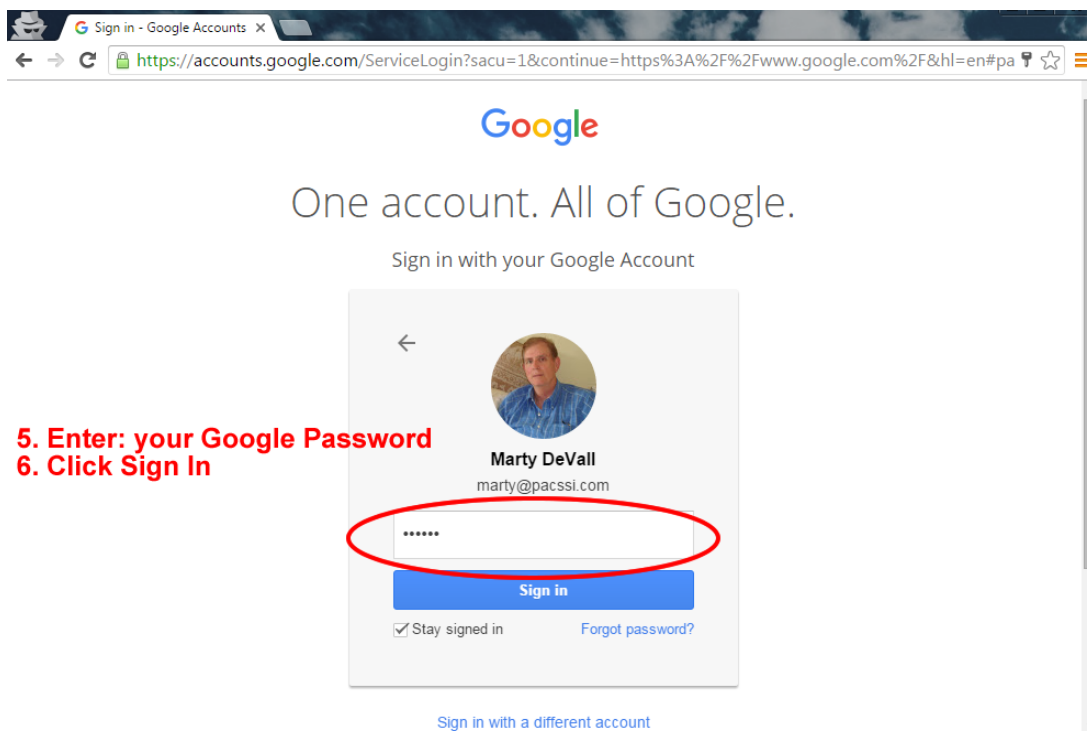


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web@oregonequestriantrails.org are managed by Google Apps and are equivalent to any @gmail.com address.



Enter your password and click next. Keep track of your password, if you lose it then always use the password recovery link provided. Creating a new account creates extra work for the OET web and calendar administrators.




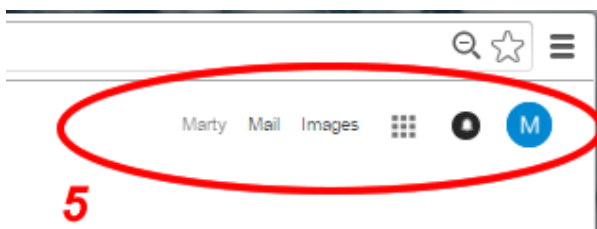


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OET and My Google Account

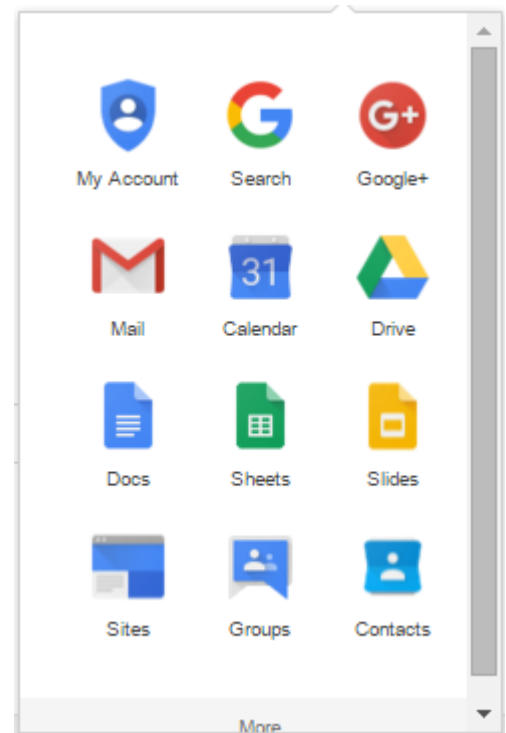
Once logged into your Google account you have direct access to a number of useful applications. The one Google account provides access to a number of free Google Cloud Based Applications. Your Google user account provides access to **Gmail**, **Youtube** (a place to share Chapter Videos) , **Groups** (create mailing lists and discussion groups) , **Calendar** (access the chapters online calendar), **Drive** (access to the new OET Volunteer Reporting Spreadsheet), **Sheets** , **Docs** (create Word and Excel documents) and a number of other Google Cloud Based Applications.

The Google App launched is opened by clicking on  Icon in the upper left corner just after logging in to your Google Account.



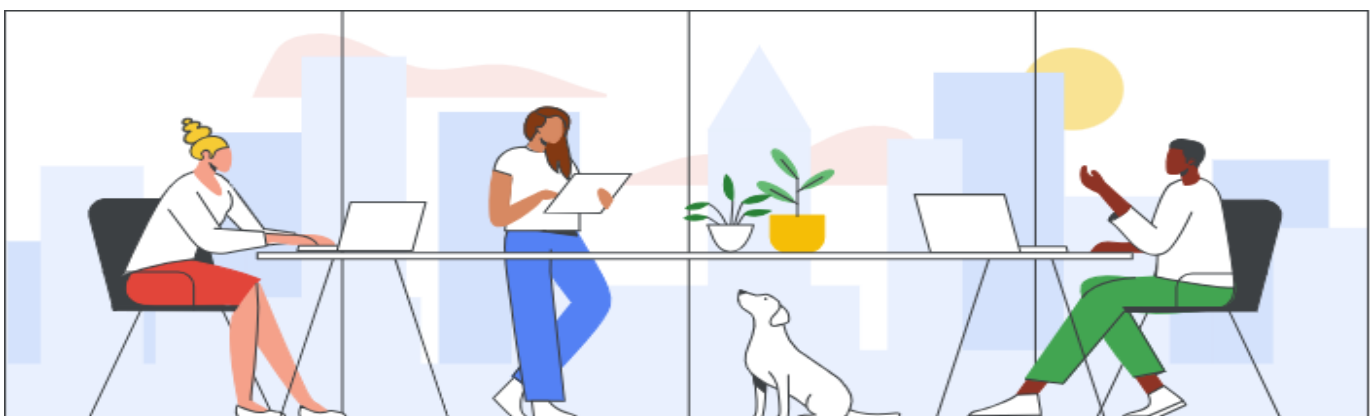
Notice the names and icons shown circled by item 5.

- Marty - Account name
- Mail - Click to open Gmail Tab
- Images - Open Google Images Tab
- 3x3 dots icon - Open Google Launcher App window
- Round circle with bell - Current Notifications
- Colored circle with a Letter - Account Profile/Status. Click to switch to a different Google Account.



For additional help with getting started with Google Apps see the Google Apps learning center.

- <https://apps.google.com/learning-center/products/quickstart/>



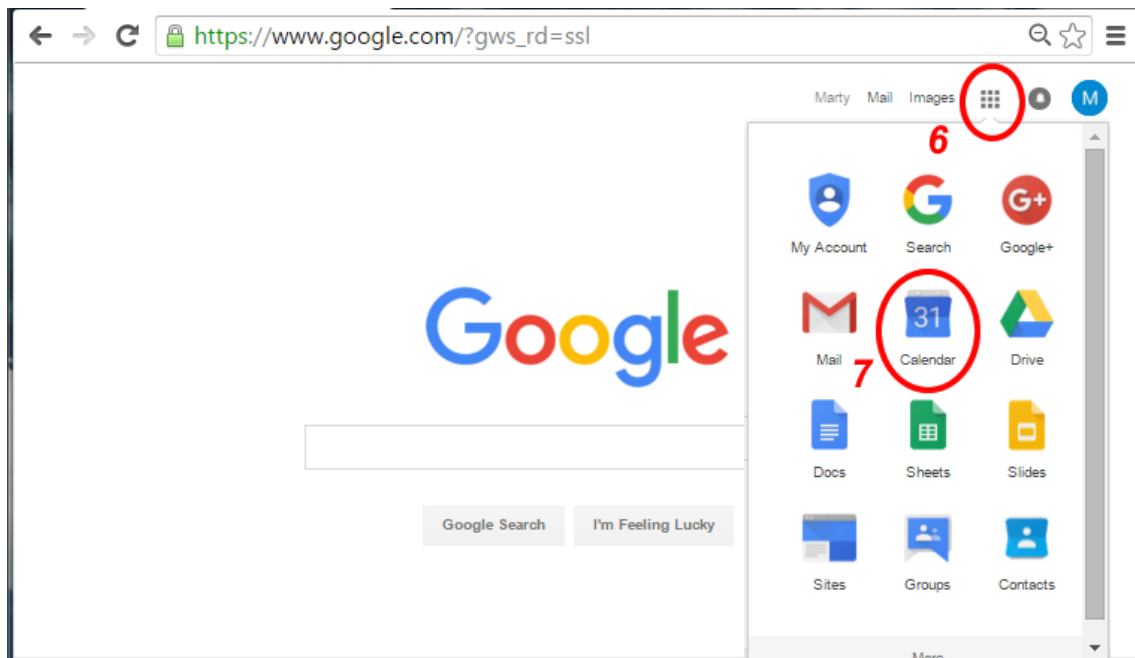


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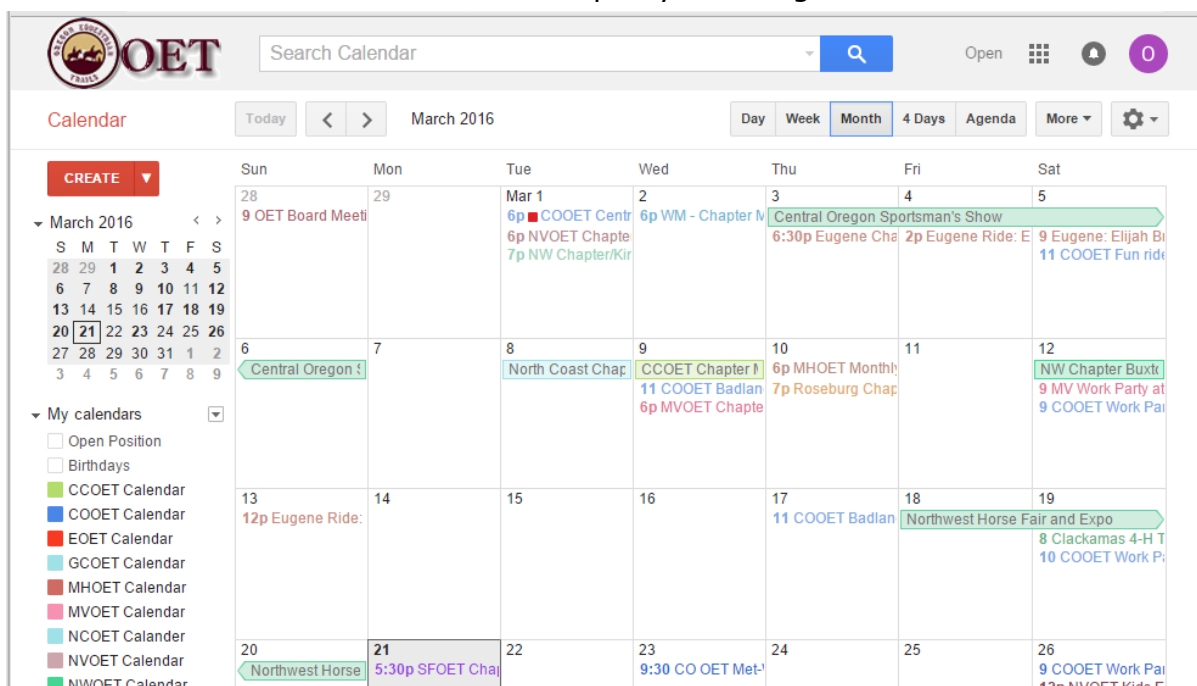
Open My Google Calendar App

To open the Google Calendar App, login to your Gmail account click on the 3x3 dots at the top to open the Google App Launcher. From there just pick Calendar App from the list in the Google Launcher Window.

When you pick the Google Launcher icon (3x3 dots) a drop-down window will appear showing



a number of icons. Pick "Calendar" to open your Google Calendar window.





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OET Online Calendars

The OET Online Calendars are made up of sixteen Google Calendars. The OET website displays all eleven together on the OET Calendar page. Here are the eleven OET calendars.

- OET State Calendar
- CCOET Calendar
- COOET Calendar
- EOET Calendar
- MHOET Calendar
- MVOET Calendar
- NCOET Calendar
- NVOET Calendar
- NWOET Calendar
- ROET Calendar
- SCOET Calendar
- SFOET Calendar
- WVOET Calendar
- Public Equestrian Events Calendar

The OET State Calendar is for statewide events like the OET state ride. The Public Equestrian Events Calendar is for non OET equestrian events. The Calendar Share permissions can provide edit access to your Chapter's Calendar, and for some, the OET State Calendar or Public Equestrian Events Calendar. As a chapter member who would like to manage and add events to your chapter's Calendar please contact your chapter chair, chapter calendar coordinator or web@oregonequestriantrails.org.

Calendar Guidelines

There are a couple of Calendar guidelines to follow when adding events, so the OET Website Calendar page will look uniform and readers will be able to find chapter events.

1. When entering the Title of an article always begin it with your Chapter Name or Initials, ie. "North Valley Work Party", "NVOET Trail Ride", or "COOET Chapter Meeting". If you use only "Trail Ride" or "Chapter Meeting" it will be harder to tell which chapter is putting on the event, as the Google Calendar has no field for the Chapter.
2. Date & Time - If the event is not multiple days in a row, uncheck All Day Event and enter the start and end times.
3. The Location of the event. When entering a location for your event make sure the Google Map location is included. Including the event's actual map location will allow smartphone users to pick the location from the calendar event and get driving directions directly on their smartphone's navigation software.
4. The Description field is there to include your contact info and details about your event. First add the contact name and number or email, followed by the description. Please note: Only the first 20 words will be included in the Riders Roundup Calendar.



OET Online Calendar Help

Adding Calendar Events

1. While in the Google Calendar App, Click on a day to add an event.

The screenshot shows the Google Calendar app interface. On the left, there is a sidebar with a 'Create' button, a monthly calendar view for June 2023, and a list of 'My calendars' including Marty DeVall, CCOET Calendar, EDET Calendar, MHOET Calendar, MVOET Calendar, NCOET Calendar, NVOET Calendar, NWOET Calendar, OET State Calendar, Public Equestrian Events, ROET Calendar, SCOET Calendar, SFOET Calendar, Tasks, and WVOET Calendar. The main calendar view shows a grid for June 2023. A modal window for adding a 'CCOET Ride' event is open over Monday, June 5. The modal includes fields for title, date, location, and a dropdown menu for selecting the calendar. The 'CCOET Calendar' option is highlighted with a red circle.

2. A small Event window appears on top near the day you selected. The top field is for the title, next the date and time, the location, the description, and last the most important the “Calendar”
3. First, enter the Title of your event in the top field following the Calendar Guidelines listed above, next set the Date and Time, set the location.
4. On the Description field, enter the Contact name and number or email address.

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5. The last is the most important, click the small arrow in the “Calendar” field to reveal all the Calendars your account has access to. In this example there are a number to choose from. Normally you will only have 2 or 3 to choose from. If your chapter’s Calendar name does not appear in the list, then you do not have permissions to add events to that calendar. Contact your Chapter Chair, Chapter Calendar Coordinator or the OET Web Administrator for access. You want to select the Calendar for your chapter, failing to correctly set the Calendar name here will make the event invisible on the OET website and not get added to the monthly Riders Roundup Newsletter.

Note: The first in the list is the calendar that is automatically created when you create your Google Account. For example “Marty DeVall (Web Admin)” was created when the



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web@apps.oregonequestriantrails.org Google Account was set up. This Calendar named “Marty DeVall (Web Admin)” is not displayed on the OET website so any events tied to this calendar will not be visible there.

- At the bottom of the small edit event window above is a “More Options” choice you can click to open the full edit window to edit your event.

The screenshot shows the event edit interface for "NVOET - Who Dunit Horseback Mystery Hunt". At the top, there is a "Save" button and a "More actions" dropdown. The event is scheduled for "Aug 26, 2023" to "Aug 26, 2023" and is marked as "All day" with a "Does not repeat" option. Below this, there are tabs for "Event Details" and "Find a Time". The "Event Details" tab is active, showing a blue button to "Add Google Meet video conferencing". The location is "Milo McIver State Park, Estacada, OR 97023, USA". There are options to "Add notification", select the "NVOET Calendar", and set the event as "Free" and "Public". A note indicates that the event is public and provides a link to learn more about event visibility. At the bottom, there is a rich text editor with a "Create meeting notes" button and a text entry: "Contact Rebecca 503-688-8179, northvalleyoff@oregonequestriantrails.org. Watch for flyer with all the details." To the right, the "Guests" section is visible, showing an "Add guests" button and "Guest permissions" with checkboxes for "Modify event" (unchecked), "Invite others" (checked), and "See guest list" (checked).

- Here in the full edit window uncheck “All Day” if it is not an overnight event and enter the start and end time.
- Ensure the correct Calendar is selected, next to “Calendar” as mentioned above in step 5, and in the “Description” field step 4, enter any other information you would like to include that makes sense for your readers.

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× NVOET - Who Dunit Horseback Mystery Hunt

Save

More actions ▾

Aug 26, 2023 to Aug 26, 2023

All day Does not repeat ▾

Event Details Find a Time

Guests

Add Google Meet video conferencing

Milo McIver State Park

- Milo McIver State Park Estacada, OR, USA
- Milo McIver State Park South Springwater Road, Estac...
- Milo McIver State Park Put In South Entrance Road, Estacada...
- Milo McIver State Park Take Out Estacada, OR, USA
- Milo McIver State Park Road Estacada, OR, USA

Guest permissions

- Modify event
- Invite others
- See guest list

Contact Rebecca 503-688-8179, northvalleyoff@oregonequestriantrails.org. Watch for flyer with all the details.

- For the Location start typing the location or Address of your location and the Calendar will automatically open a list of addresses that are actual map locations to use with your Smartphone's navigation software . Here "Milo McIver State Park" typed in, but below in light blue Google found the actual map location. With the mouse select the blue highlighted text to pick the actual map location for your event.
- When you are satisfied with your event, click on the red "Save" button to save your event date.
- To modify an event simply locate the event listed on the Calendar and double click on the event to reopen the small edit window. Click on "Edit event" to access the full edit window again.

Testing Calendar Changes

The OET website displays your changes immediately, so you can open <https://www.oregonequestriantrails.org/calendar-month-view/> and see if your changes are present. If you

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don't find your edited or new event then you most likely have added your event to an incorrect calendar. See page 9 above to select the correct calendar.

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Volunteers Maintaining Trails and Horse Camps in Oregon

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Calendar of Events – Month View

OET State Calendar Public Events North Valley Chapter Eugene Chapter
Mt Hood Chapter Central Oregon Chapter Mid-Valley Chapter Northwest Chapter
West Valley Chapter Silver Falls Chapter North Coast Chapter Roseburg Chapter
South Coast Chapter Columbia County Chapter US Holidays

How to Subscribe to our online Calendars? Gmail users click to view on your own Calendar

Today July 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Jul 1
MVOET Ride Event		7pm OET Public Lands Month		Quinn Meadows annual work Party - Quinn Meadow Horse Camp, Bend, OR 97701, USA		NCOET Northrup Creek Horse Campout - Birkenfeld, OR 97016, USA	
Quinn Meadows annual work Party - Quinn Meadow Horse Camp, Bend, OR 97701, USA		Independence Day		7pm WVOET Chapter Meeting			
NCOET Northrup Creek Horse Campout - Birkenfeld, OR 97016, USA		6pm NVOET North Valley Chapter Meeting 6pm COOET Central Oregon Chapter Meeting					
			7pm CCOET Member Meeting	6pm MHOET Chapter Meeting		Campout Ochocos - Eugene OET - Allen Creek Horse Camp, Eugene, OR 97402, USA	
Campout Ochocos - Eugene OET - Allen Creek Horse Camp, Eugene, OR 97402, USA	6:30pm SFOET Chapter Meeting					10am NCOET Olney Day Ride	
		7pm OET Public Lands Month		6:15pm EOET Chapter Meeting			
		6pm NVOET North Valley Chapter Meeting 6pm COOET Central Oregon Chapter Meeting		7pm WVOET Chapter Meeting	EOET - Whispering Pines Campout - Whispering Pines Horse Camp, Prineville, OR 97531, USA	Vernonia Parade SF Parade Homer Days Silv	

Events shown in time zone: Pacific Time - Los Angeles

GoogleCalendar

Managing Calendars

The Google Calendar App provides the ability to share calendar duties with other chapter members, change which calendars are viewable in your view, change the color used by your different Calendars and create more calendars. You can choose which calendars are visible in your window or you can share the Calendar with another chapter member so they can also add events.



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Toggle Calendar visibility

When viewing your Calendar in the Google Calendar App window the names of the different calendars associated with your account are listed on the left side. When the colored box is showing this indicates the calendar is visible in the view below. Simply move the mouse over the name and click, move the mouse off the name and the color in the box will disappear and any events associated with that calendar will no longer be visible on the view below.

Note: This only changes the view below and has nothing to do with how the calendar is displayed on the OET website.

The screenshot shows the Google Calendar app interface for July 2023. On the left, there is a sidebar with a 'Create' button and a list of 'My calendars'. Each calendar has a checkbox and a colored indicator. The main calendar grid shows events from these calendars overlaid on the dates. For example, 'MVOET Ride Event' is on Sunday, July 25. 'Quinn Meadows annual work Party' is on Thursday, July 29. 'Campout Ochocos - Eugene OET' is on Friday, July 14. 'Vernonia Parade' and 'SF Parade Homer Day' are on Saturday, July 15.

SUN	MON	TUE	WED	THU	FRI	SAT
25 MVOET Ride Event	26	27 7pm OET Public Lan	28	29 Quinn Meadows annual work Party	30	Jul 1 NCOET Northrup Cree
2 Quinn Meadows annu	3	4 6pm NVOET North V	5	6 7pm WVOET Chapte	7	8
9	10	11 5:30pm NCOET Mon	12 7pm CCOET Membe	13 6pm MHOET Chapte	14 Campout Ochocos - Eugene OET	15
16 Campout Ochocos - E	17 6:30pm SFOET Chap	18	19	20	21	22 10am NCOET Olney
23	24	25 7pm OET Public Lan	26	27 6:15pm EOET Chapte	28	29
30	31	Aug 1 6pm NVOET North V 6pm COOET Central	2	3 7pm WVOET Chapte	4 EOET - Whispering Pines Campout	5 Vernonia Parade SF Parade Homer Day



OET Online Calendar Help

Change Calendar Color

When viewing your Calendar in the Google Calendar App window the names of the different calendars associated with your account are listed on the left side. The colored box indicates the color that will be used for that calendar. Move the mouse pointer over one of the calendar names and select the down arrow to the right of the name. This will produce a menu, from the menu it shows a list of colors you can set for the calendar to use. The one with a check box indicates the current color. Just click on a different color to change the color used by that calendar for the view shown below.

Note: This only changes the color on the view below and has nothing to do with how the calendar is displayed on the OET website.

The screenshot displays the Google Calendar app interface for July 2023. On the left sidebar, under 'My calendars', a list of calendars is shown with checkboxes and color indicators. A 'Display this only' menu is open over the 'OET State Calendar' entry, showing a grid of color options. The main calendar view shows a monthly grid with events represented by colored bars. The events include:

- MVOET Ride Event (SUN 25)
- 7pm OET Public Lan (TUE 27)
- Quinn Meadows annual work Party (THU 29)
- NCOET Northrup Cree (SAT Jul 1)
- Quinn Meadows annu (SUN 2)
- 6pm NVOET North V (TUE 4)
- 7pm WVOET Chapt (THU 6)
- NCOET Northrup Creek Horse Campout (SUN 2)
- 6pm COOET Central (TUE 4)
- 5:30pm NCOET Mon (TUE 11)
- 7pm CCOET Membe (TUE 12)
- 6pm MHOET Chapte (THU 13)
- Campout Ochocos - Eugene OET (FRI 14)
- 6:30pm SFOET Chap (SAT 17)
- 10am NCOET Olney (SAT 22)
- 7pm OET Public Lan (TUE 25)
- 6:15pm EOET Chapt (THU 27)
- EOET - Whispering Pines Campout (FRI 4)
- Vernonia Parade (SAT 5)
- SF Parade Homer Day (SAT 5)



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Giving Access to Chapter Editors

The OET predefined Calendars are all set to be visible by the public. This implies anyone can view the event dates and also subscribe to them. Additional permissions can be set so specific OET members can:

- Make changes AND manage sharing
- Make changes to Events

You can also add someone and give them "See all Events" permissions. This is the same as having them go to the OET website calendar web page and choose to subscribe to the calendar. People who subscribe to the Calendar will get automatic email messages when events change or when events are added.

Google Calendar uses the term sharing to describe the action of providing a member's ability to add, edit or delete events to your chapter's calendar. To share your chapter's Calendar:

1. Move the mouse pointer over one of the calendar names and select the three dots to the right of the name. This will produce a menu.

The screenshot displays the Google Calendar interface for July 2023. On the left, the 'My calendars' list includes various OET chapter calendars, each with a color-coded square and a checkmark indicating it is selected. A context menu is open over the 'MVOET Calendar' entry, showing three options: 'Display this only', 'Hide from list', and 'Settings and sharing'. The main calendar grid shows events for July 2023, with some events spanning multiple days. The events listed include 'MVOET Ride Event', '7pm OET Public Lan', 'Quinn Meadows annual work Party', 'NCOET Northrup Cree', 'Quinn Meadows annu', '6pm NVOET North V', '7pm WVOET Chaptel', 'NCOET Northrup Creek Horse Campout', '6pm COOET Central', '5:30pm NCOET Mon', '7pm CCOET Membe', '6pm MHOET Chapte', 'Campout Ochocos - Eugene OET', '6:30pm SFOET Chap', '10am NCOET Olney I', '7pm OET Public Lan', '6:15pm EOET Chapte', 'EOET - Whispering Pines Campout', 'Vernonia Parade', and 'SF Parade Homer Day'.

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- From the menu select “Settings and sharing”. Next scroll to the “Share with specific people or groups” section. See below for example.

The screenshot displays the 'Settings' page for the OET Online Calendar. The left-hand navigation menu is open, and 'OET State Calendar' is selected under 'Calendar settings'. The main content area is titled 'Share with specific people or groups' and lists the following users and groups with their email addresses and permissions:

User/Group	Email Address	Permission
Barb Chair & Wendy Co-Chair	mthood@apps.oregonequestriantrails.org	See all event details
Not Assigned	calendar@apps.oregonequestriantrails.org	Make changes and manage sharing
centraloregon	centraloregon@apps.oregonequestriantrails.org	Make changes to events
Chapter Chairs	chairs@apps.oregonequestriantrails.org	See all event details
Collette Hayes	vpoutreach@apps.oregonequestriantrails.org	Make changes and manage sharing
donita.oet@gmail.com	donita.oet@gmail.com	See all event details
Eugene Officers	eugene@apps.oregonequestriantrails.org	See all event details
Jame Morse	vpfieldservices@apps.oregonequestriantrails.org	Make changes to events
Martin DeVall	martydevall@gmail.com	Make changes and manage sharing
MARTIN G DEVALL	marty@pacssi.com	Make changes and manage sharing
Marty DeVall	web@apps.oregonequestriantrails.org	Make changes and manage sharing
Northwest OET Officers	northwest@apps.oregonequestriantrails.org	See all event details
OET Guidebook Coordinator	oetmarty@gmail.com	Make changes and manage sharing
Rosemarie Mahoney	midvalley@apps.oregonequestriantrails.org	See all event details
VP Member Service	vpmemberservices@apps.oregonequestriantrails.org	Make changes and manage sharing

At the bottom of the list, there is a button labeled '+ Add people and groups'. Below this button, a note states: 'Your organization might limit how you can share your calendar outside your organization. Learn more about [sharing your calendar with someone](#)'.

- Here you see the Gmail users and their assigned permission for the OET State Calendar. Addresses entered here must be Google Accounts, entering a non Google account will not grant them access. At the bottom of the section click on “+ Add people and groups”.
- Enter a Google Account email address in the box provided, set the permission to either “**Make changes AND manage sharing**” or “**Make changes to Events**” and click on the Save button.
- Next on the top left of the window Click on the back arrow Settings link to exit the Settings screen.