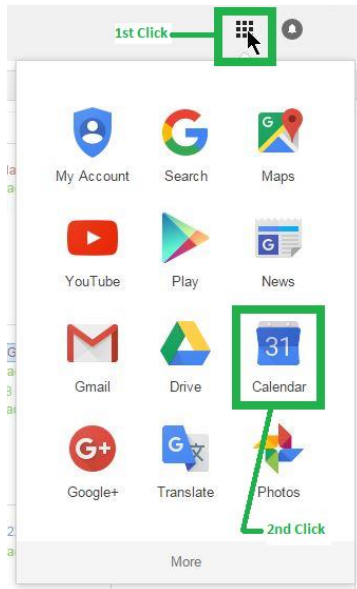
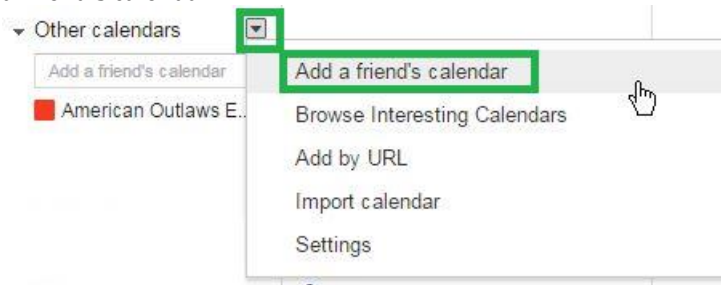


## Step By Step on How to Link the Team Calendar to Your Android Phone

1. Sign up \ create a personal Gmail account if you do not already have one.
2. Log In to your google account from a desktop or laptop computer.
3. In the upper-right hand corner, click on the little squares, and then click on the blue calendar.



4. On the left hand side of the screen, click on the drop down box arrow next to “Other Calendars” and then click on “Add a friend’s calendar”.



5. You will need to enter the email address for your team. This email address can be found on the last page (Page 5) of this procedure document. Enter the email address and then simply press the “add” button on the right hand side.

### Add a friend's calendar ×

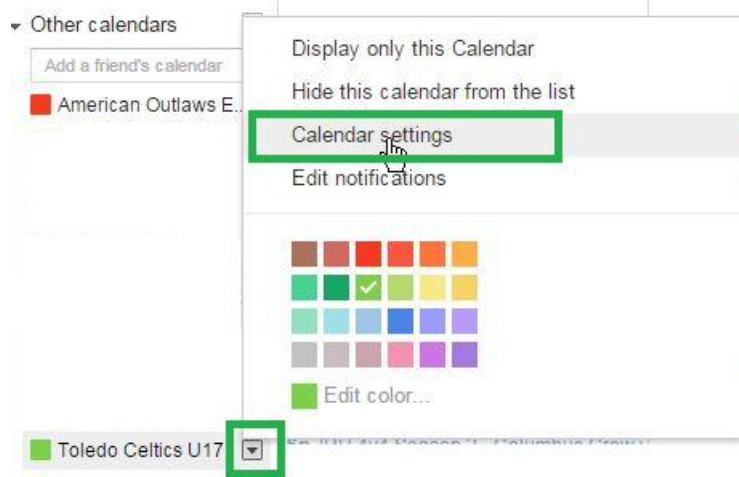
Contact Email:

Enter the email address of another person to view their calendar. Not all of your contacts will have calendar information that is shared with you, but you can invite them to create a Google Calendar account, or share their calendar with you.

6. If successful, you should now see your son\daughter’s calendar on the left hand side of the screen, as well as now see their events added to the calendar.

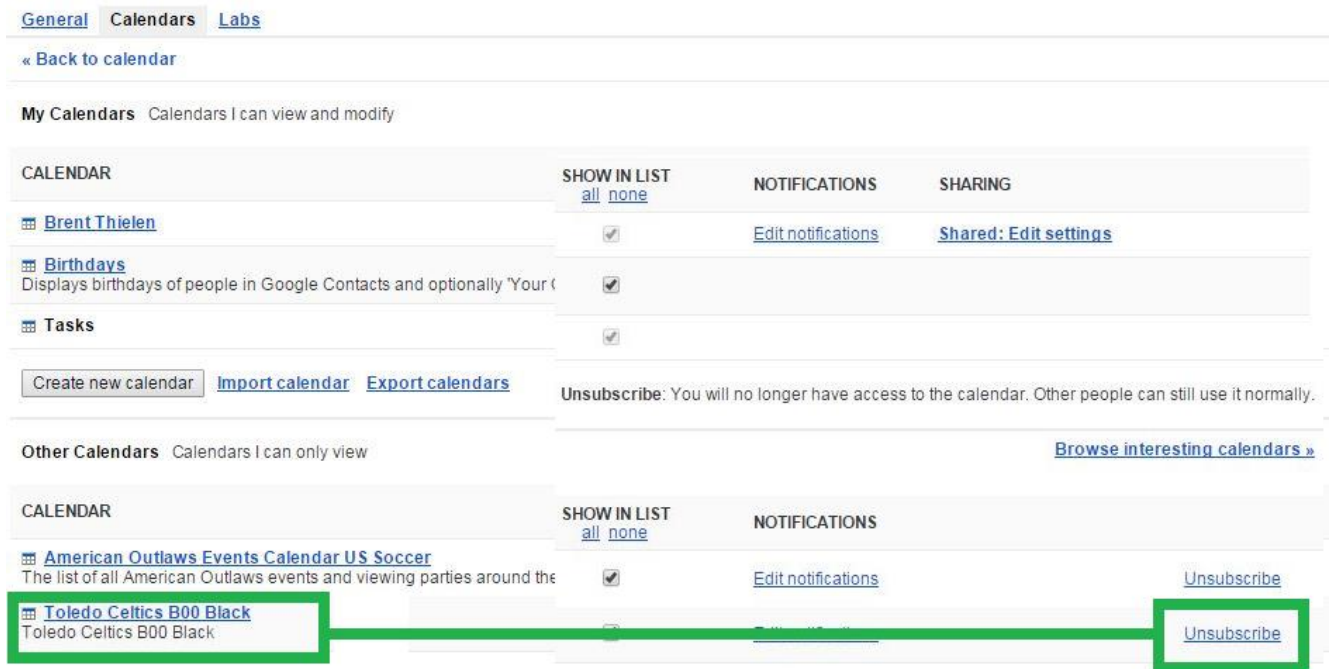


- If you have accidentally added the wrong calendar\email address, simply click on the grey dropdown box to the right of the calendar and then click on the calendar settings.



- Find the calendar you wish to remove and click on the Unsubscribe button.

### Calendar Settings



- Now go back and repeat steps 4, 5 & 6 with the correct team email address.
- On your phone, go to the Google Play Store, search & download the "Google Calendar". Look for the below icon.



- After download and installation is complete, open the google calendar app, click in the top left corner where the 3 horizontal bars are at and then click on settings.
- You may need to wait 3 or 5 minutes for your account to refresh, but you should now see the team on your screen with a colored dot next to it. Click on the team, and make sure that Sync is turned on.

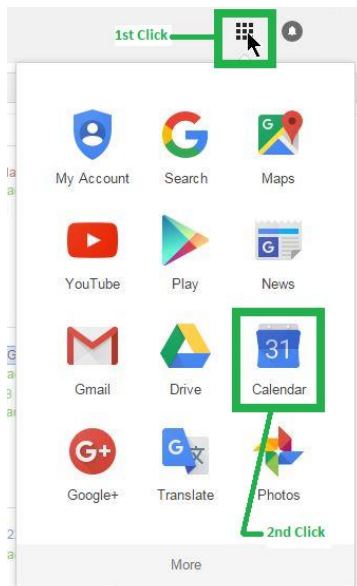
Your calendar will now contain all events that are on the team's schedule. As the coach\manager adds or removes events, your phone and online google calendar will automatically update. And if your coach \ manager are nice to you,

they will also include the address to the event, and you will then be able to bring up the map on your phone and get turn-by-turn navigation to the event. Assuming you have faith in google maps and your phone in taking you to the correct destination.

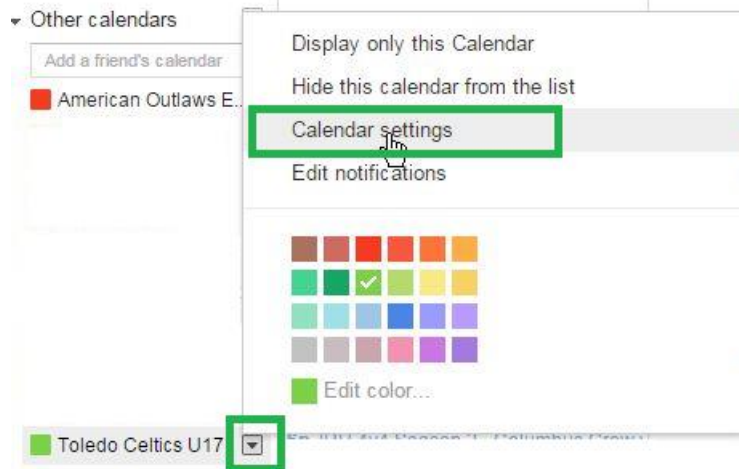
### Notification Feature:

If you would like to receive a notification when your coach\manager adds, removes or changes an event on the calendar, you can set this up to automatically notify you.

1. Log in to your Google calendar on a laptop or desktop PC.
2. In the upper-right hand corner, click on the little squares, and then click on the blue calendar.



3. Simply click on the grey dropdown box to the right of the calendar and then click on the calendar settings.



4. Select "Notifications" towards the top of the screen and you can now customize your personal notification preferences.

## Toledo Celtics

[Calendar Details](#)

[Edit notifications](#)

[« Back to calendar](#)

Save

Cancel

### Event notifications: ?

Unless otherwise specified by the individual event.

### All-day event notifications: ?

Unless otherwise specified by the individual all-day event.

Choose how you would like to be kept up-to-date: ?

**THAT'S IT. YOU ARE ALL SET.**

**Just a quick reminder, this is for calendar use only. DO NOT send any emails to this email address as they will not be checked. Use the previously supplied contact information for any questions.**

# Toledo Celtics Google Calendar List

<https://www.google.com/calendar>

<u>Team #</u>	<u>Calendar E-mail</u>	<u>Assigned Team</u>
1	ToledoCelticsG9@gmail.com	2011-2012/U7 & U8
2	ToledoCelticsB0@gmail.com	2010/U9
3	ToledoCelticsB1@gmail.com	2009/U10
4	ToledoCelticsB2@gmail.com	2008 Black/U11
5	ToledoCelticsB3@gmail.com	<del>2008 Green/U11</del>
6	ToledoCelticsB4@gmail.com	2007 Black/U12
7	ToledoCelticsB5@gmail.com	2007 Green/U12
8	ToledoCelticsB6@gmail.com	2006 Black/U13
9	ToledoCelticsB7@gmail.com	2006 Green/U13
10	ToledoCelticsB8@gmail.com	2005 Black/U14
11	ToledoCelticsB9@gmail.com	2005 Green/U14
12	ToledoCelticsG0@gmail.com	2004 Black/U15
13	ToledoCelticsG1@gmail.com	<del>2004 Green/U15</del>
14	ToledoCelticsG2@gmail.com	2003 Black/U16
15	ToledoCelticsG3@gmail.com	<del>2003 Green/U16</del>
16	ToledoCelticsG4@gmail.com	2002 Black/U17
17	ToledoCelticsG5@gmail.com	<del>2002 Green/U17</del>
18	ToledoCelticsG6@gmail.com	2001 Black/U18
19	ToledoCelticsG7@gmail.com	<del>2001 Green/U18</del>
20	ToledoCelticsG8@gmail.com	2000 Black/U19