
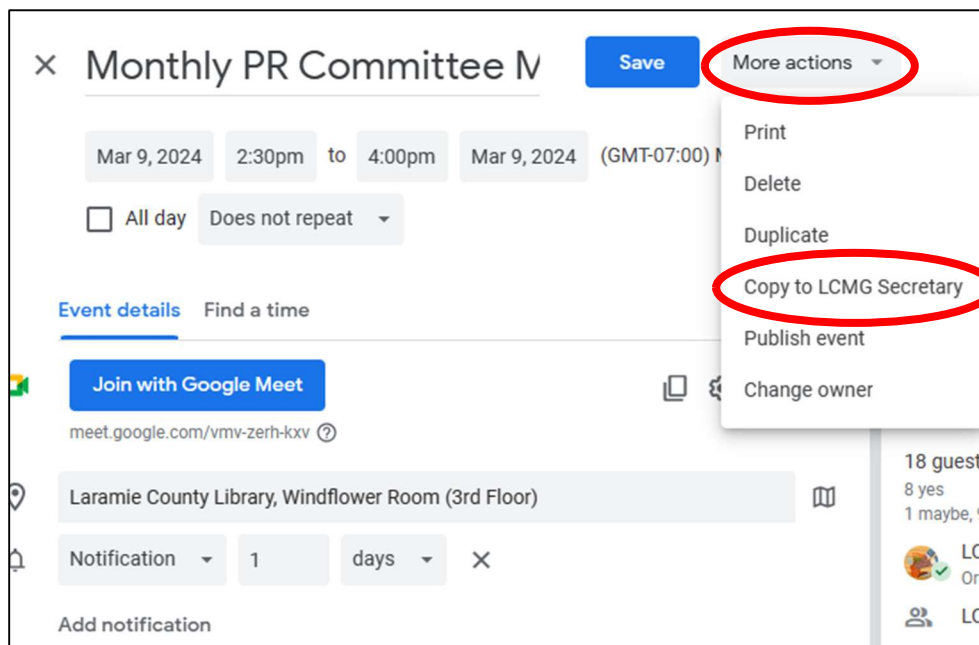




HOW TO...SHARE COMMITTEE EVENTS TO THE LCMG MASTER CALENDAR & LCMG WEBSITE

Sharing your committee's calendar events improves awareness & participation. The LCMG Secretary's Google Calendar serves as the LCMG Master Calendar & is connected to our LCMG Website (<https://www.lcmg.org/calendar>) for automatic updating. ****NOTE: The LCMG Website is a public website & is viewable by anyone with internet access.**

1. On your computer, login to your @lcmg.org account & open your committee's Google Calendar app.
2. Find your calendar event you want to share & click to open it for editing .
3. Click **More actions &** select **Copy to LCMG Secretary**.



**** If you do not see the **Copy to LCMG Secretary** option, it might be because your @lcmg.org account is not yet connected. You may connect it within the Google Calendar using the left-side menu. On the left-side menu, select **Other Calendars** & select the **LCMG Secretary Calendar**. If the LCMG Secretary calendar is not listed, select the + icon and click **Subscribe to Calendar**--on the next screen, in the **Add Calendar** field, type in **LCMG Secretary** and that should connect you. If you have any problems, please email secretary@lcmg.org for assistance.**

4. Click **Save**. You can view the LCMG Secretary calendar &/or LCMG Website to verify it copied correctly.
5. **NOTE: Any modifications you make to your committee's calendar event will NOT automatically modify the copied event on the LCMG Master Calendar.** You will need to delete the outdated version from the LCMG Secretary's Calendar and re-copy the updated committee event to the LCMG Secretary Calendar by repeating the steps.