Create Better Health Utah (SNAP-Ed) Google Calendar

calendar.google.com

Each county is required to maintain a county Google calendar that is shared with the State Office and DWS. The Google calendar is mandatory. This is the clearinghouse for all Create Better Health Utah (SNAP-Ed) activities and events occurring in Utah at any given time. Ideally, counties will schedule most classes at least a month in advance. The calendar is reviewed and cross-referenced with PEARs data and staff work hours. It is consulted for scheduling management evaluations, on-site training, and stakeholder visits. It will also be used to recruit class participants through the Create Better Health Utah Newsletter. Supervisors must make sure all Create Better Health Utah (SNAP-Ed) activities are listed. Program funders have access to the calendar and will notice if a county doesn’t show that Create Better Health Utah (SNAP-Ed) is active there.

For the Wasatch front counties (Weber, Davis, Salt Lake, and Utah), Google calendar must be up-to-date so Amalia can submit events to the USU Extension Marketing calendar. This will help recruit for face-to-face classes along the Wasatch front.

Counties may assign CBH Ambassadors or a staff assistant to keep the calendar up-to-date. Supervisors should contact the state office Staff Assistant in order to request access to the calendar for a staff assistant.

When filling out event entries, staff should use the following instructions.

Sign in with your USU e-mail. Google will send you to the USU secure log-in. If you have a Gmail account, make sure that you are signed in with your USU e-mail account. You can check to see what account is signed in at the top right corner.
Add an event:

- Click on the red circle icon with a plus sign in the bottom right corner.
- In “Add title,” write OPEN or CLOSED. This indicates whether the event is OPEN to the public or CLOSED to the public. – AUDIENCE – CURRICULUM: LESSON TITLE.
- Below you can schedule the date, starting and ending time for the class.
- In the text box for “Add location,” you must put the actual building name and street address of the event for closed and open classes. Please use the full name and address
of the location, NO abbreviations. If the event is in an undisclosed or confidential location, you should still include the name of the site, but may exclude the address.

- Make sure that the county calendar is selected.
- In the “Description” section, please include a short 1-2 line description. This is what will be used in the Create Better Health Utah Newsletter mailed to your county recruiting list. **If the event is not a class, please specify that it is a PSE or an indirect activity.**
- It can also be helpful to include contact information for the point of contact at the class/activity site and the names of the CBH Ambassadors assigned to that class. If you would like to include information for your own staff please put FOR OFFICE USE: followed by the information.
- Click the blue “SAVE” button to save and add the activity to the calendar.

See some good example of event entries below.
GOOGLE CALENDAR GUIDELINES

Add an Event:
○ Click on the [+ Create] button
○ In “Add Title” write OPEN or CLOSED - AUDIENCE - CURRICULUM: LESSON TITLE
○ Choose the Date & Time of your event
○ In “Add Location” please include the actual building name and full street address.
○ Add a short description
○ If the event is not a class, please specify that it is a PSE or Indirect Activity
○ Make sure the County calendar is selected
○ Click the blue [save] button.

Title Details:
○ OPEN indicates the class is open to the public and anyone is welcome to attend. A CLOSED event is one that is not open to the public.
○ Please list: Adult, Teen (include an appropriate age range), Youth (include an appropriate age range) or Family.
○ Please use the full curriculum: lesson name - Create Better Health: Introduction to MyPlate & Physical Activity

Location Details:
Please use the full name and address. No abbreviations.

Description Details:
A short 1-2 line description is appropriate.

An example for a class might be: Come and learn about MyPlate and how it can help you on your path to create better health. We will learn how to make a delicious skillet meal, samples will be provided. Hope to see you there!

An example for an indirect activity might be: Come see us at the Farmer’s Market and use your double up food bucks. We will have delicious recipes that use in season produce. Samples will be provided.

Please have your events in by the 15th of the month prior and keep the calendar up to date with any changes.

For questions regarding the Google calendar, please contact Amalia Larson.