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.

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

The google calendar entries need to be in by the fifteenth of the month prior to be included in the newsletter and sent to DWS. Please notify Amalia if you have classes entered after the fifteenth so that she can go back and review the new entries.

**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 must be the first term in the event title). This indicates whether the event is OPEN to the public or CLOSED to the public. Please include class name (curriculum title). **If the event is not a class, please specify if it is a PSE or an indirect activity, right after putting open or closed in the 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. If the event is in an undisclosed or confidential location, you should still include the name of the site, but may exclude the address.
  • If you are doing a virtual class, please provide a link to where it will be held.
• Make sure that the county calendar is selected.
• In the “Description” section, please include the name of the class (Mommy & Me, Create an Omelet, Create Farm Fresh Food...) and a 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.
• Click the blue “SAVE” button to save and add the activity to the calendar.

See some good example of event entries below.

For questions regarding the Google calendar, please email amalia.larson@usu.edu