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.