Team Captain Instructions for Use

UNIT 190 BBO TEAM MATCH SCHEDULER

1. This is a Google Calendar. These instructions should work for Captains with a valid Gmail address. Integration with other email/calendar systems may require workarounds.

2. You will receive an invitation in your inbox
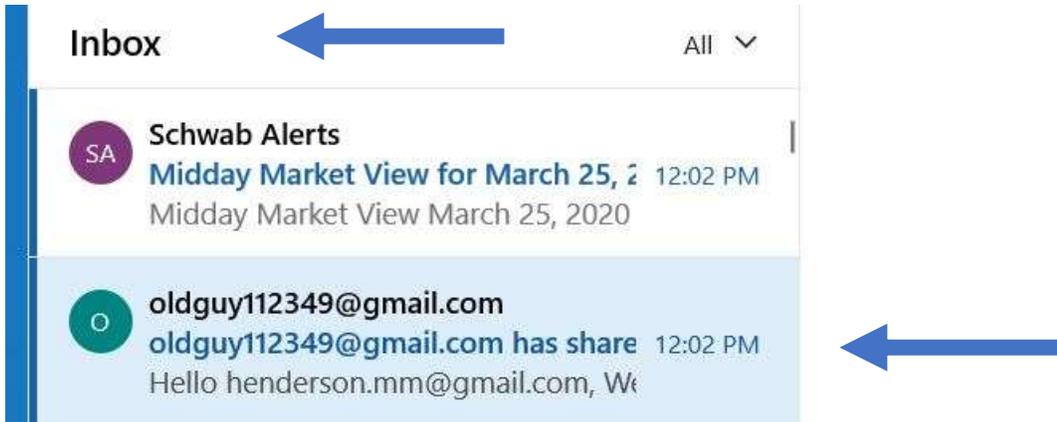
3. When you open it you will see the screen below. Click on "Add This Calendar"

oldguy112349@gmail.com has shared a calendar with you

oldguy112349@gmail.com <oldguy112349@gmail.com>
12:02 PM

To: henderson.mm@gmail.com

Hello henderson.mm@gmail.com,

We are writing to let you know that oldguy112349@gmail.com has given you access to manage events and sha
TEAM MATCH SCHEDULER".

After adding this calendar to your other calendars, you can hide or completely remove it whenever you want.

Add this calendar.

- The Google Calendar Team

View Your Calendar.

If you are fortunate the calendar will be added to your existing google calendar and it will automatically open in a new window.

4. You will find the Unit 190 BBO Team calendar under "my calendars". If you now deselect all other calendars you will see only the Unit 190 calendar.

My calendars

- ☑ Mark Henderson
- ☐ Birthdays
- ☐ Reminders
- ☐ Tasks
- ☑ UNIT 190 BBO TEAM MAT...

Other calendars   + ˄

- ☐ Holidays in United States

3 PM
4 PM
5 PM
6 PM
7 PM
8 PM
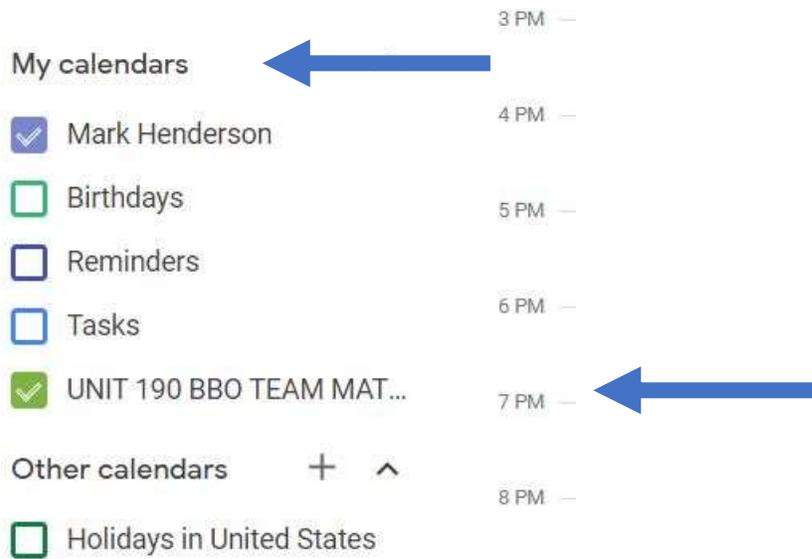
5. TIME TO CREATE A NEW MATCH, HIT THE BUTTON

+ Create
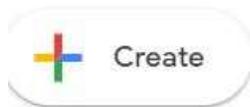
6. ENTER THE TEAMS PLAYING, DATE AND TIME SCHEDULED, AND USEFUL INFO

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FEEL THE BERN VS NICKELL

Event

🕐 Mar 23, 2020   12:30pm – 2:30pm   Mar 23, 2020

👥 Add guests

📍 Add location or conferencing

☰ | B *I* U̲ | ☰ ☰ | 🔗 ✕

18 BOARDS, SELF ALERTS, ACCEPT ALL UNDOS

📅 ● UNIT 190 BBO TEAM MATCH SCHEDULER ▾

More options   **Save**
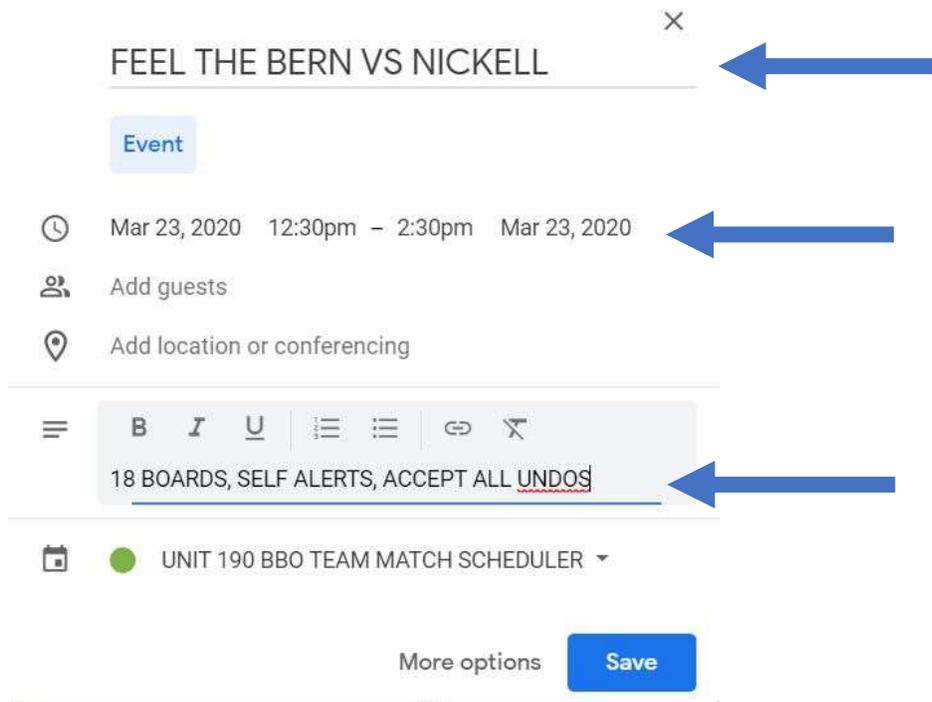
7. YOU CAN ADD GUESTS (EMAIL ADDRESSES FOR PLAYERS ON BOTH TEAMS)

8. WHEN YOU SELECT SAVE YOU SEE THIS IN THE WEEKLY VIEW OF THE CALENDAR

OUR EVENT IS LISTED UNDER MON 23

9. WHEN YOU OR ANYONE ELSE CLICKS ON THE EVENT THEY SEE. CAPTAINS WILL BE ABLE TO EDIT, PLAYERS TO READ