



GET THE MANASSAS HOG CALENDAR ON YOUR SMARTPHONE

STEP 1:

If you do not already have a gmail address, set up a Google account.
Visit: <https://support.google.com/accounts/answer/27441?hl=en>

STEP 2:

Log-in to Google on a computer and open your Google calendar (figure 1). On the left side of your screen, click on the arrow to the right of “Other calendars” and then select “Add a friend’s calendar” (figure 2). In the pop-up box that opens (see figure 3), enter the following contact email: manassashogchapter@gmail.com, then select “add.”

The MHOG calendar should now appear on your list of “Other calendars.” Using the arrow to the right of the calendar name, you can select “calendar settings” and change the color of the entries (to distinguish between the MHOG entries and those you might enter yourself or have from other calendars).

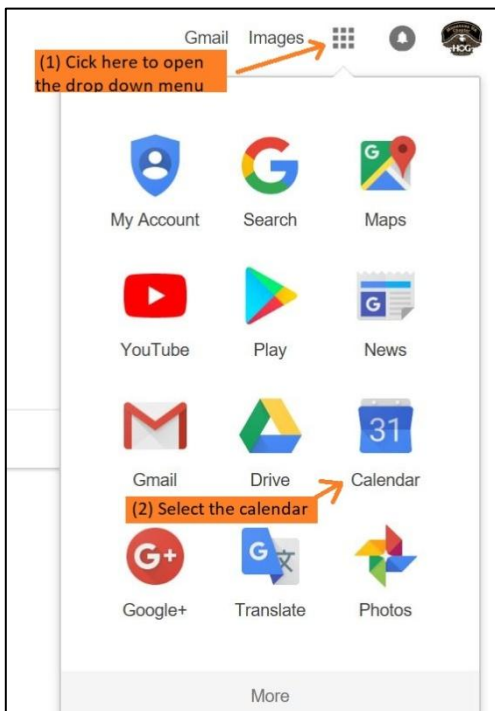


Figure 1

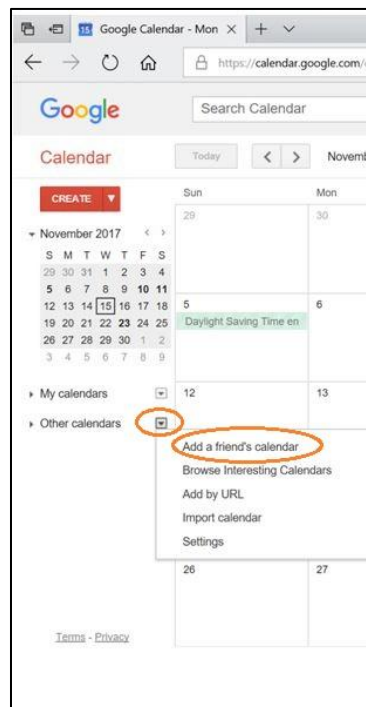


Figure 2

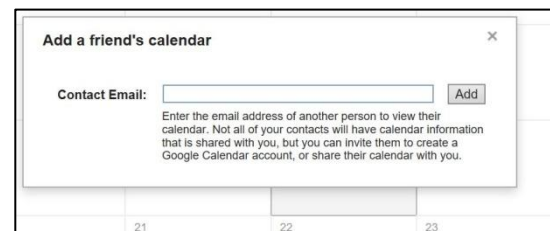


Figure 3

STEP 3:

You now want to download a calendar app to your smart phone and set it up to view your Google calendar which has been linked to the MHOG events calendar in Step 2.

(Can you just use the calendar app that comes with your phone? Perhaps, but at least relative to the i-iphone there are several drawbacks: 1) setting it up involves quite a few more steps than detailed below; 2) in the monthly calendar view, the i-iphone app doesn't show the name of the ride, only that there is an entry of some kind; and 3) the built-in i-iphone calendar app can take forever to "sync" the MHOG entries, while the 2 apps recommended below sync will show any changes or updates to the MHOG calendar in real time and almost instantly after they are made by the Chapter.)

CHOICE A (pre-installed on many android phones):

Download the Google Calendar app (see figure 4). Open the app and connect it to your Google account by entering your gmail address and password. Open the drop down menu (see figure 5) and check the box next to "calendar.mhog" as shown in figure 6 (note: you may need to click on "Show more" for this item to appear); the MHOG rides and events should immediately show (see figure 7).

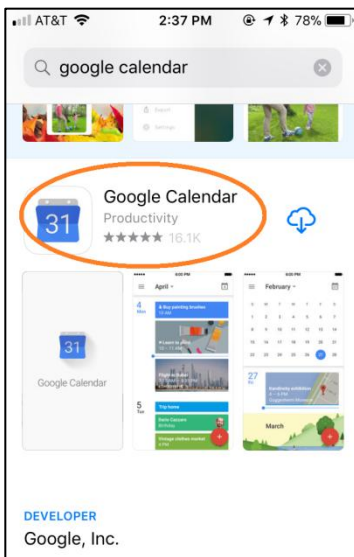


Figure 4

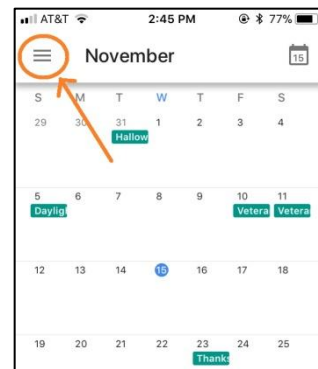


Figure 5

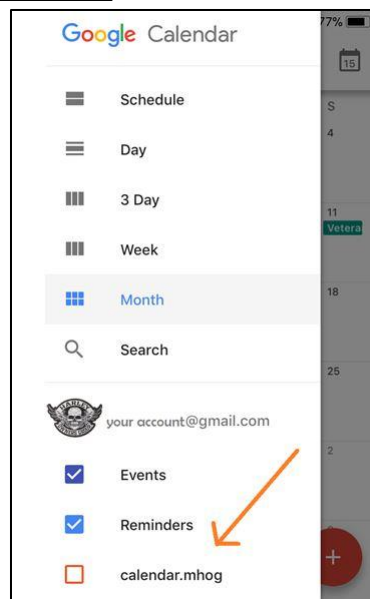


Figure 6

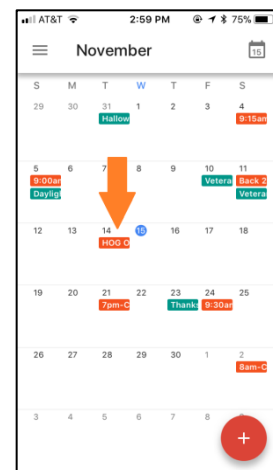
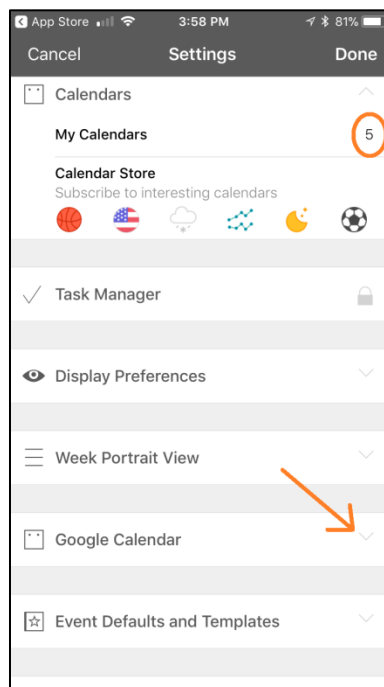
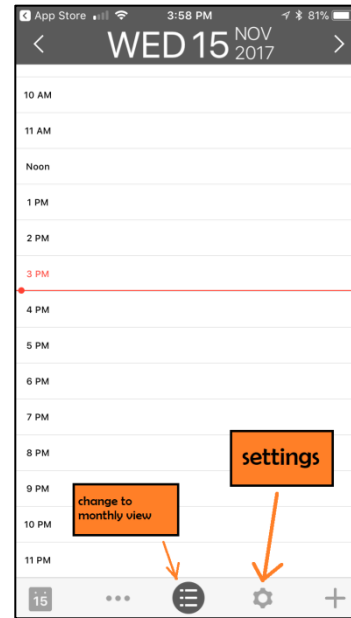
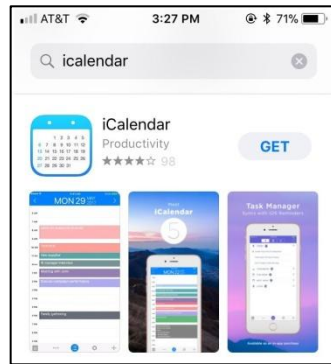
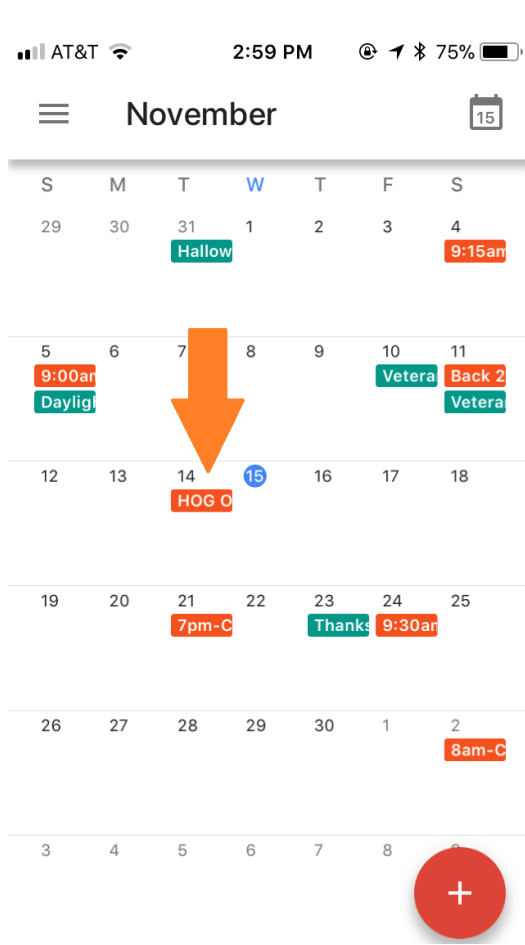


Figure 7

CHOICE B (i-phone only):

Why a second choice? As you can see in figure 7, the monthly view of Google app provides you with *some* part of the entry/ride name. (When you click on the entry, you move to the day view and can then click on the ride name to get a full description/more details.) The second choice offers a monthly view that typically will include the ride time and name – as shown in figure 8 (again, when you click on the ride name and then in the pop-up select the “i” icon to see the event details).

Convinced? Start by downloading the iCalendar app (see figure 8). Open the app and go to the settings (see figure 9). Notice (at the top of figure 10) that you already have several calendars in your view (such as US holidays). You can explore those later and de-select them as you desire.



Now we need to add your google calendar. When you click to open that setting element (toward the bottom of figure 10), you will be prompted to enter your gmail address and password. The MHOG events should show up (see figure 11); if they don't, click on the "My Calendars" section of settings, scroll down to "Google Calendars" and make sure calendar.mhog@gmail.com is checked off.

One last thing – get rid of that silly "g" logo by turning that option off and turn ON the option to Sync Google on startup (i.e., every time you open the app). For lots of info on the icalendar app, visit: <http://www.symfonies.com/iCalendar/>.



Figure 11

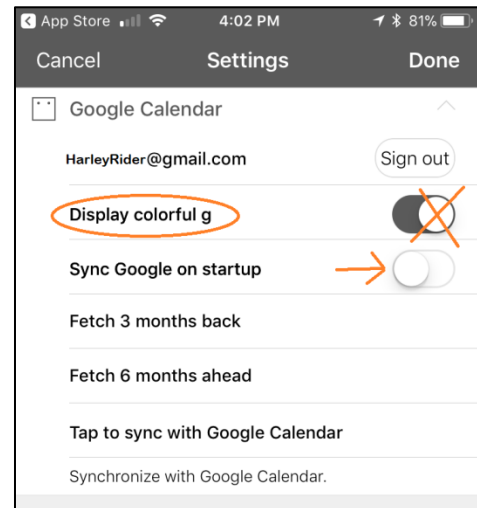


Figure 12

