

How to Access the Parish Calendar and Member's Area Section of the Website

This is a two-step process. First you will access the **Parish Calendar** using the steps below. Once this is done, you will be able to **Login** and access the Member's Area section of the website.

The **Parish Calendar** is a 12-month listing of all services and significant meetings in the Parish. The Parish calendar is colour coded according to the meeting type, and location. The **Member's Area** section of the website contains the Parish Calendar plus Weekly Bulletins, Parish Directories and more.

How to initially Access the Parish Calendar

- Accept the **invitation** emailed to you from parishcs.calendar@gmail.com (*you only need to do this once!*). Here is a sample of the email you will receive

From: parishcs.calendar@gmail.com
Subject: parishcs.calendar@gmail.com has shared a calendar with you
Date: November 19, 2014 7:45:27 PM PST (CA)
To: Your Name
Reply-To: parishcs.calendar@gmail.com

Hello Your Name @gmail.com

We are writing to let you know that parishcs.calendar@gmail.com has given you access to view events on the Google Calendar called "Parish of Central Saanich".

We have automatically added this calendar to your Google Calendar account. You can hide or completely remove this calendar at any time.

- The Google Calendar Team

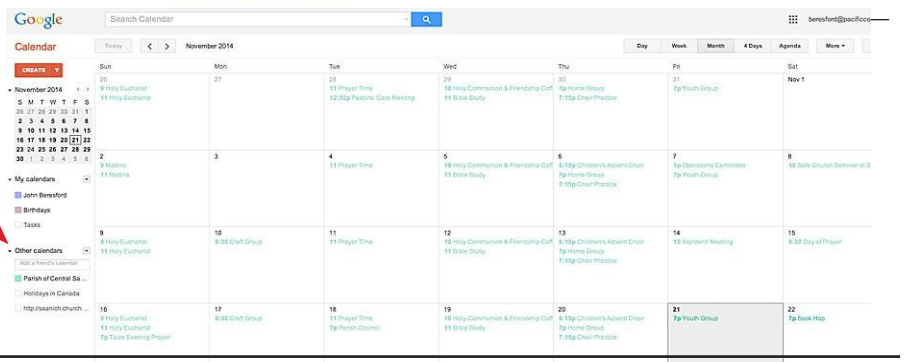
[View Your Calendar](#)

- Click where shown to activate the calendar.

Click here

- You should then be able to view the Parish Calendar on the Member's Area section of the website. It will look like this:

Note: If you are already using Google Calendar, you may have to click on the appropriate box on the left under "My Calendars" to select the Parish of Central Saanich calendar. If all of your calendars appear superimposed upon one calendar, then simply click the check box of the calendars you want to hide, or appear.



How to Login to the Member's Area Section of the Website

- Click on **Login** at the top of the page
- Enter your **email address** and **password** in the spaces provided. You will then see this at the top of the page:



- You may now click on **Member's Area** where you will have access to the Member's Area section of the website, including the Bulletins, Reports and Calendar.

Other Features of the Member's Area Section

- Directory** (currently under construction): this will become an online version of the printed Parish directory.
- Bulletin:** You may sign up to receive email updates of Ministry, Calendar, Outreach and other Parish activities.

How to Log Out of the Member's Area Section of the Website

- After you are finished viewing the Member's Area, please remember to **Log out**. Do so by clicking where shown and selecting Logout.

