

Self-Scheduling of the Ike's Action Range Calendar

Note:

You must have a GMAIL account to use this feature.

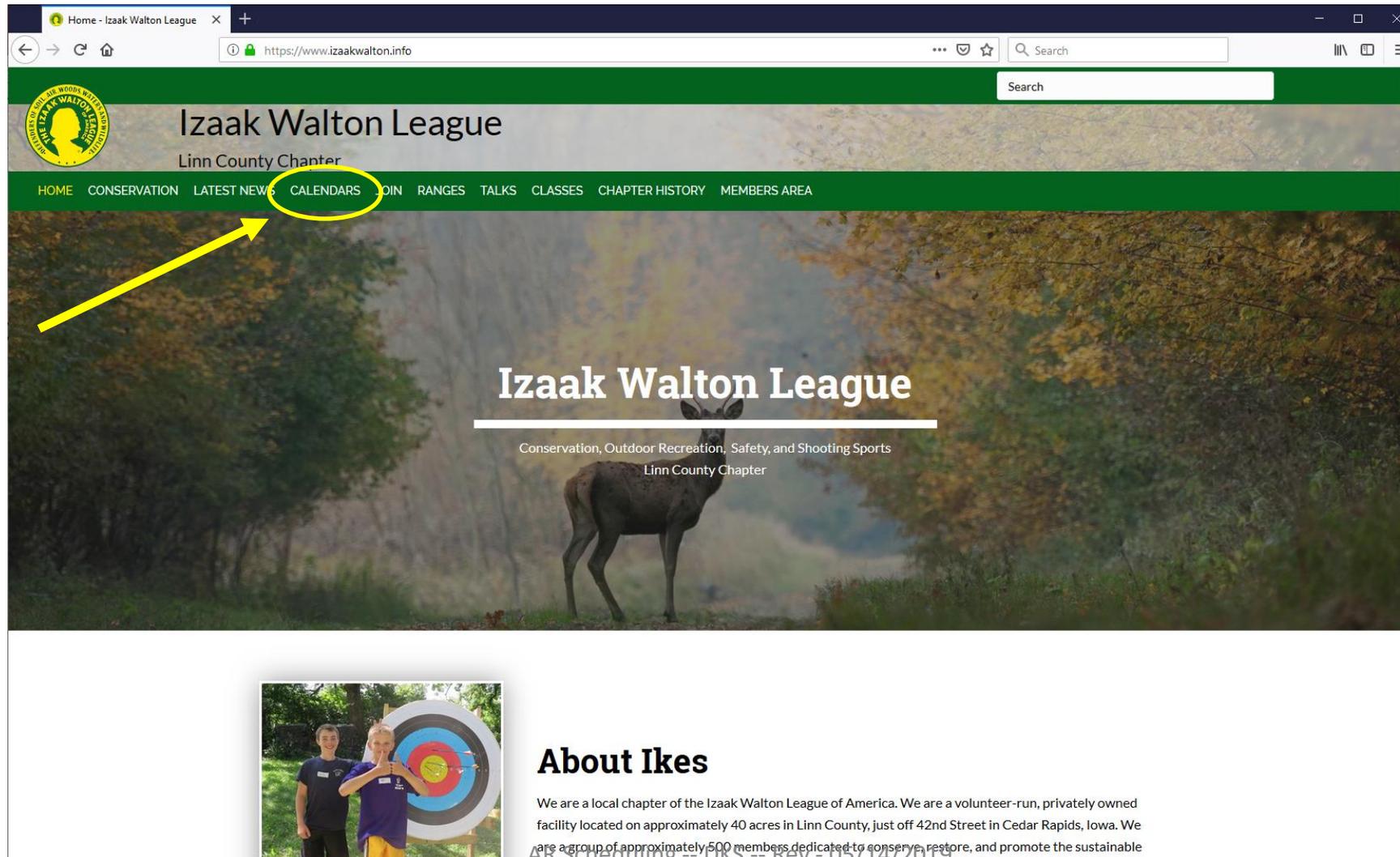
Gmail accounts are free. Go set one up to use the AR calendar.

Let us know what your GMAIL address is, so we can add you to the list of people who have read/write access to the AR calendar. Once we add you to the list, follow these instructions.

The Action Range has four lanes from which to shoot. This means four people can schedule the same time slot simultaneously.

Self-Scheduling of the Action Range Calendar

- 1. Go to the Izaak Walton Linn County Chapter Website: <http://izaakwalton.info> and click on the **CALENDARS** menu item:



Action Range Calendar – Self-Scheduling

2. When the CALENDARS page opens – Click on the “Action Range Calendar” option

The screenshot shows a web browser window displaying the Izaak Walton League Linn County Chapter website. The page title is "Calendars" and it includes a search bar at the top right. The main content area is titled "Calendars" and contains a list of events for the months of May, June, July, and August. At the bottom of the page, there are two buttons for selecting a calendar: "Clubhouse Calendar" and "Action Range Calendar". A red arrow points to the "Action Range Calendar" button, which is also circled in red.

May
23: [Kayak Fishing 101](#), 7pm
29: [Special Topics in Conservation: Introduction to Beekeeping](#) by Neil Mittelberg, 7pm

June
8: [Small Arms Firing School Introduction to NRA/CMP High Power Rifle Competition](#), 8am-Noon
TBA: Introduction to Archery by Bert Carmer
TBA: [Special Topics in Conservation: The Monarch Butterfly Project](#) by Clark McCleod

July
5: Active Shooter Response w/Mike McElmeel, 5pm

August
16: Casualty Care Part I w/Mike McElmeel, 6pm
17: Casualty Care Part II w/Mike McElmeel, 0800h

Clubhouse Calendar +
Action Range Calendar +

Action Range Calendar – Self-Scheduling

3. The Calendar will Expand to show the full month. Click the “+Google Calendar” link, bottom-right corner:

Clubhouse Calendar +

Action Range Calendar -

Action Range

Today ◀ ▶ May 2019 Print Week Month Agenda ▾

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29 12pm Hohneke	30	May 1	2	3 4pm Shupp	4
5	6	7	8	9	10 12pm Mike 1:30pm mrt	11
12	13	14 4:30pm Ken Kli	15 5:30pm R. Snoo	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	Jun 1

Events shown in time zone: Central Time - Chicago

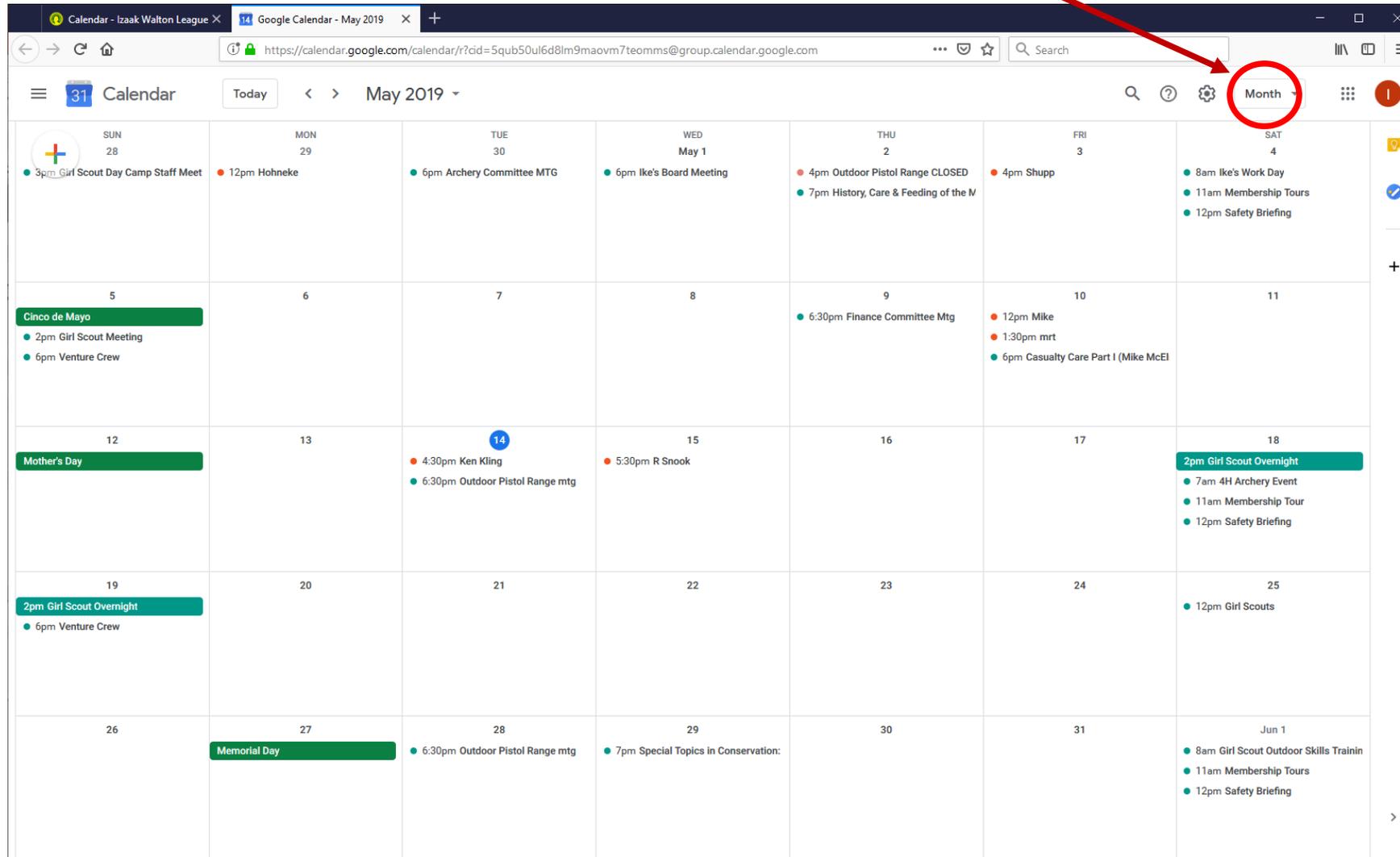
+ Google Calendar

AR Scheduling -- DKS -- Rev - 05/14/2019

If you are not logged into your GMAIL account when you click this button, you will be asked to do so at this time. Login to your account, you will be taken to the next step.

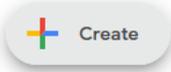
Action Range Calendar – Self-Scheduling

4. The Calendar will open full-screen (selecting “Month” view will make life easier for you):

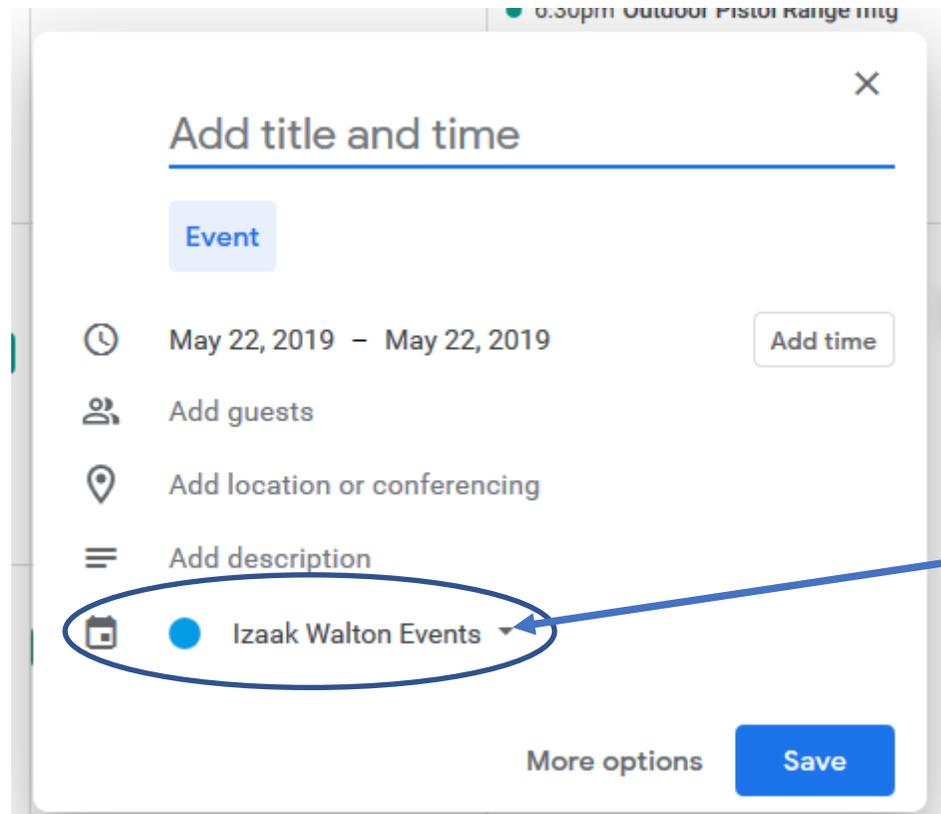


Action Range Calendar – Self-Scheduling

5. Click **anywhere** on the Calendar – a new window will open – “Add title and time.”

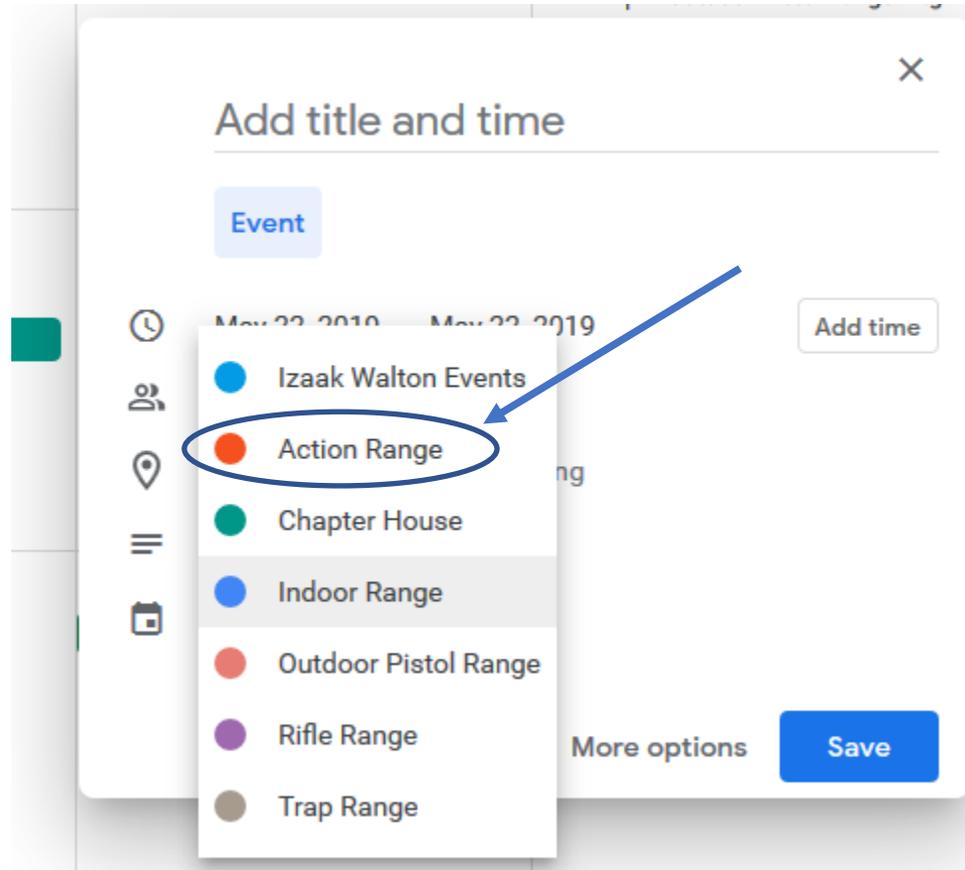
(You can also open this window by clicking on the  icon in the upper left corner of the calendar page).

6. Once the window is open, look for the Drop-down Selection Menu item and click the small “down” arrow.



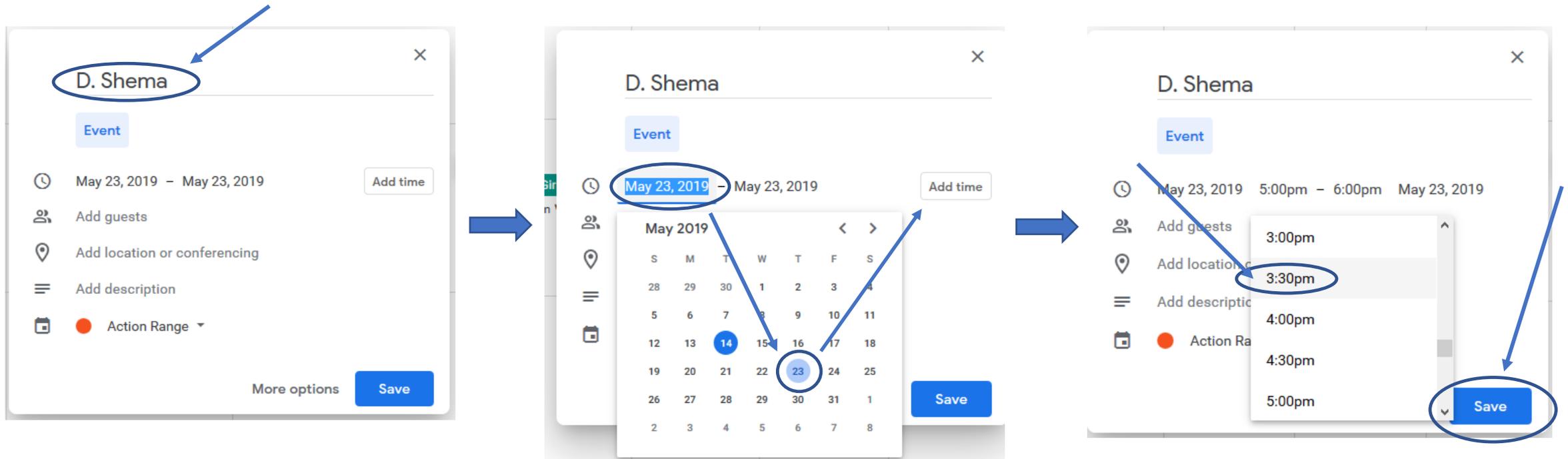
Action Range Calendar – Self-Scheduling

7. A Calendar Selection window will open. Click the “Action Range” entry so that your event will be saved on the Action Range Calendar.



Action Range Calendar – Self-Scheduling

8. Click on “Add title and time” -- enter your name.
9. Click the “Date” item to the right of the “clock” icon. A calendar will open. Select the date you desire (May 23 in this example).
10. Click the “Add time” and select a start time from the drop-down menu. By default, the Calendar assumes a 1-hour block of time, this example shows a one-hour block being selected, beginning at 3:30 PM.
11. Verify that you have entered your name and that you have selected the “Action Range” calendar. Verify that you have selected the desired Date and Time. Make any corrections as needed.
12. Click “SAVE” in the lower-right corner of the menu.
13. **Go back to the Izaak Walton CALENDARS page, and reload/refresh the page. Make certain your new Calendar entry shows up in the AR Calendar.**



Action Range Calendar – Self-Scheduling

Clubhouse Calendar

Action Range Calendar

Action Range

Today ◀ ▶ May 2019 ▼ Print Week Month Agenda ▼

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29 12pm Hohneke	30	May 1	2	3 4pm Shupp	4
5	6	7	8	9	10 12pm Mike 1:30pm mrt	11
12	13	14 5:30pm R. Snoc	15	16	17	18
19	20	21	22	23 3:30pm D. Sher	24	25
26	27	28	29	30	31	Jun 1

Events shown in time zone: Central Time - Chicago + GoogleCalendar

Your Calendar entry shows up on the website AR Calendar when you refresh the web page.