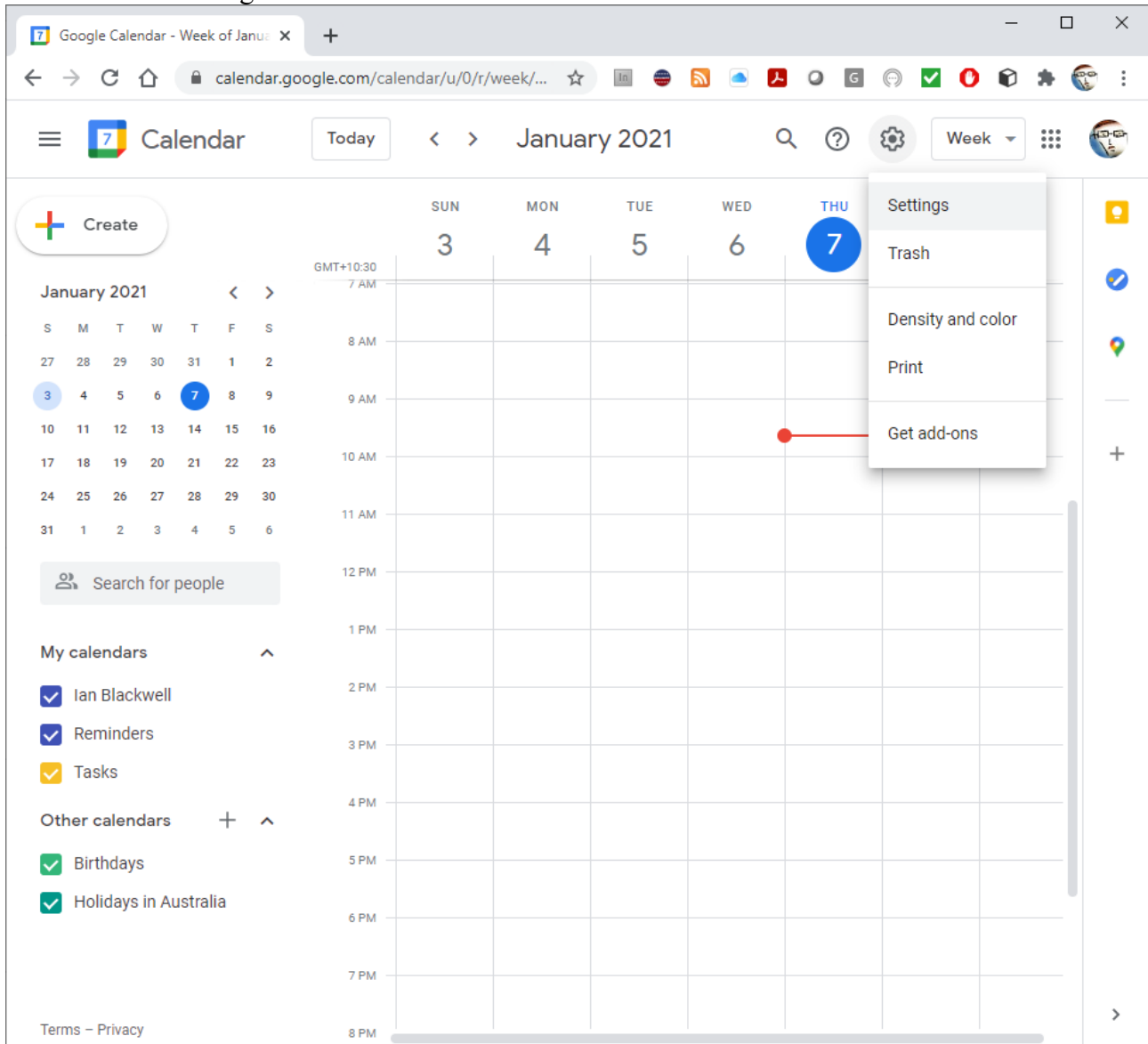




ASSA Calendar for Google

To subscribe to the ASSA Public Calendar using Google and Android, please follow these steps.

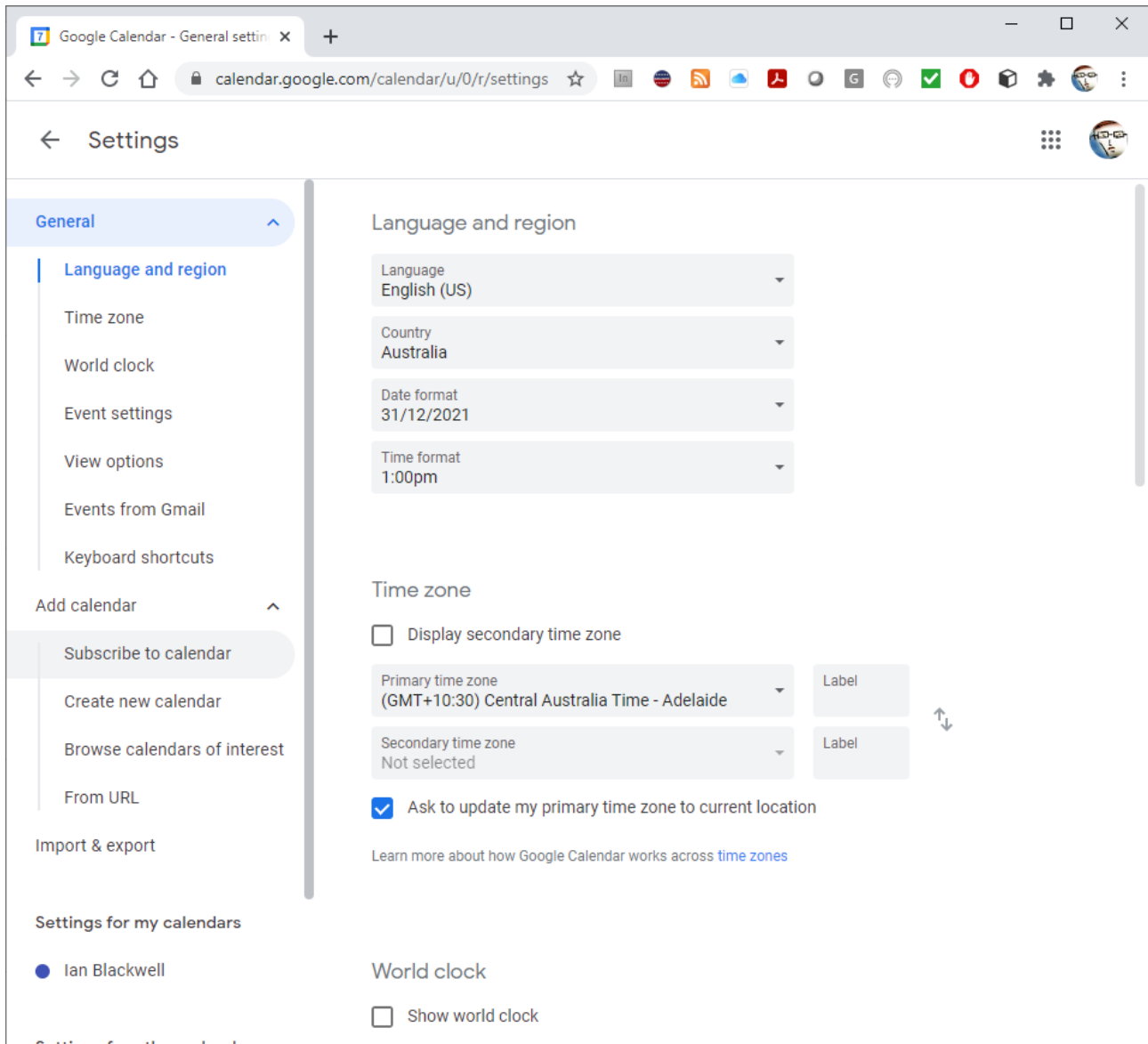
1. Using your web-browser, visit <https://calendar.google.com> and login using your Google account. If you do not have a Google account, you can create one for free.
2. Go to “Settings”.



Astronomical Society of South Australia Inc.

GPO Box 199 Adelaide, South Australia, 5001 ♦ Telephone 08 8261 3354 ♦ Founded 1892
WWW: <https://www.assa.org.au> E-mail: info@assa.org.au

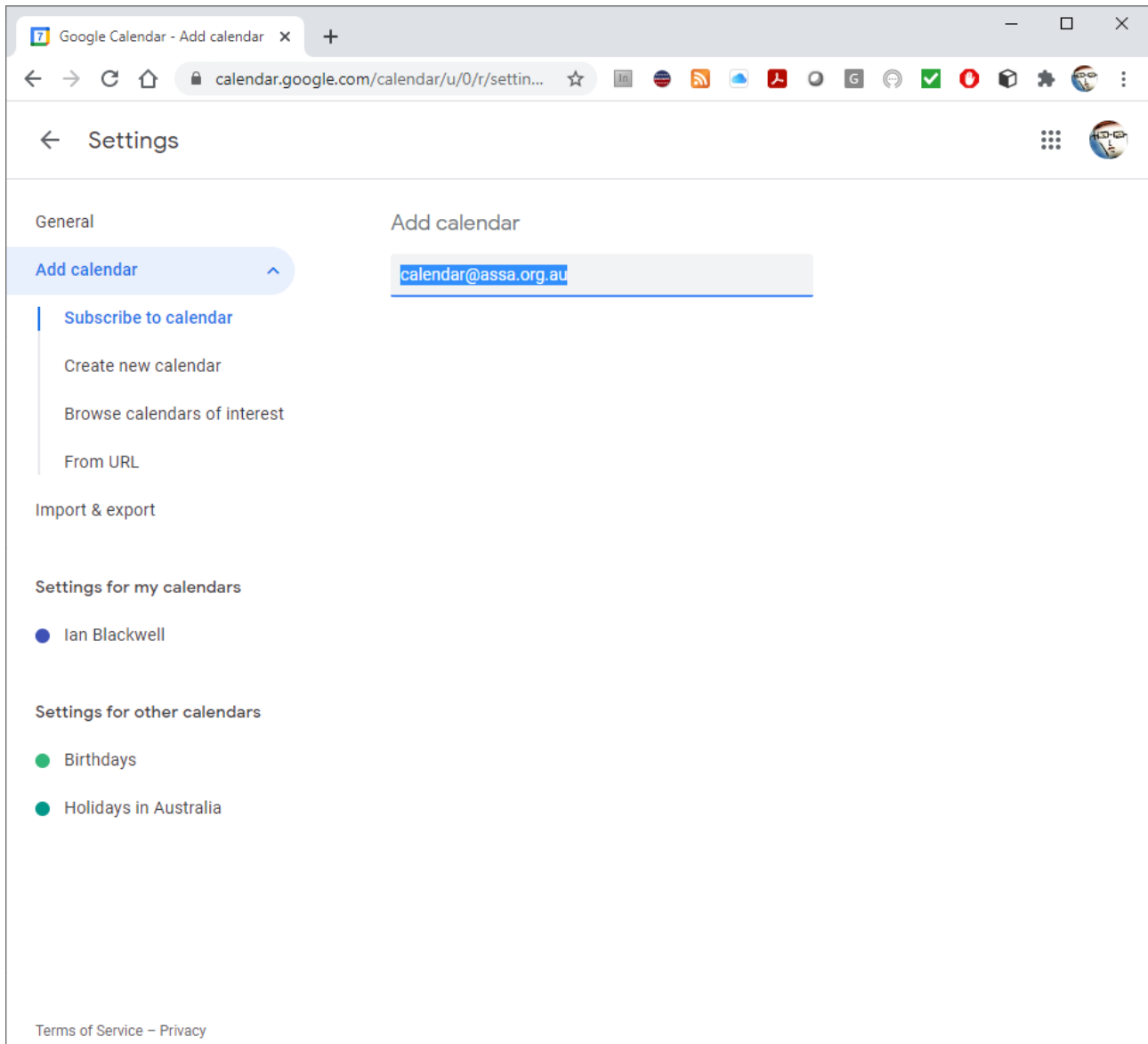
3. In the settings area, expand the “Add calendar” menu on the left of the screen, by clicking on the down-arrow to the right of that text. Next, select the first “Subscribe to calendar” option.



Astronomical Society of South Australia Inc.



4. Enter “calendar@assa.org.au” into the “Add calendar” field and press ENTER.



Astronomical Society of South Australia Inc.

GPO Box 199 Adelaide, South Australia, 5001 ♦ Telephone 08 8261 3354 ♦ Founded 1892
WWW: <https://www.assa.org.au> E-mail: info@assa.org.au



5. You are now subscribed to the ASSA Calendar.
You can stop now, or continue on to alter the notification settings.

Google Calendar - Calendar setti x +

calendar.google.com/calendar/u/0/r/setting...

Settings

General

Add calendar v

Import & export

Settings for my calendars

Ian Blackwell

Settings for other calendars

Birthdays

ASSA Calendar ^

Calendar settings

Name
ASSA Calendar

Description
A shared calendar for ASSA Members.

Time zone
(GMT+10:30) Central Australia Time - Adelaide

Owner
calendar@assa.org.au

Organization
Astronomical Society of South Australia

Permissions settings

Anyone can
See all event details

You can
See all event details

Event notifications

Receive notifications for events on this calendar.
Opting into these notifications may alert and be visible to the calendar owner(s)

Email 2 days X

Astronomical Society of South Australia Inc.

GPO Box 199 Adelaide, South Australia, 5001 ♦ Telephone 08 8261 3354 ♦ Founded 1892
WWW: <https://www.assa.org.au> E-mail: info@assa.org.au



6. Click on “Event notifications” to modify according to your preferences.

The screenshot shows the Google Calendar settings page for a calendar named 'ASSA Calendar'. The left sidebar contains a list of settings categories: General, Add calendar, Import & export, Settings for my calendars (with 'Ian Blackwell' selected), Settings for other calendars (with 'Birthdays' and 'ASSA Calendar' listed), Calendar settings (selected), Permissions settings, Event notifications, All-day event notifications, Other notifications, Integrate calendar, Remove calendar, and Holidays in Australia. The main content area is titled 'Settings' and is divided into sections: 'General' (with a sub-section for 'Receive notifications for events on this calendar'), 'Settings for my calendars' (with a sub-section for 'All-day event notifications'), and 'Settings for other calendars' (with a sub-section for 'Other notifications'). The 'ASSA Calendar' settings are expanded to show 'Event notifications' with the following options: 'New events' (An event is added to this calendar) set to 'Email', 'Changed events' (An event on this calendar is changed) set to 'Email', 'Canceled events' (An event on this calendar is cancelled) set to 'Email', and 'Event responses' (Guests respond to an event on this calendar) set to 'None'. There is also a 'Daily agenda' option at the bottom.

Astronomical Society of South Australia Inc.

GPO Box 199 Adelaide, South Australia, 5001 ♦ Telephone 08 8261 3354 ♦ Founded 1892
WWW: <https://www.assa.org.au> E-mail: info@assa.org.au



7. Finished.

Astronomical Society of South Australia Inc.

GPO Box 199 Adelaide, South Australia, 5001 ♦ Telephone 08 8261 3354 ♦ Founded 1892
WWW: <https://www.assa.org.au> E-mail: info@assa.org.au