

How to Schedule an Art Appreciation Lessons on the Master Calendar

The Google calendar is very user-friendly and simple to use.
Here's a step-by-step guide to getting your lesson scheduled:

1. Go to <https://www.google.com/accounts/>
2. In the light blue sign in box, enter:
Email – pta.art.haycock@gmail.com
Password – artisfun
3. Click on Calendar under My Products
Go to the date you want by clicking on the white arrows in blue boxes.
If there is not a conflict, go ahead and schedule the lesson; otherwise, pick an alternate date.
4. Double click on the time and date you want. This will bring up the "Create event dialog box."
Fill in the requested information.
Title – "Teacher name" (put the teacher's name in the title)
Date – the date you wish to schedule
Time – the time you wish to schedule
Click on SAVE
5. You may want to go to your date on the calendar to verify the information is correct.
6. If you have problems with scheduling please send an e-mail to Pamela Huffman
mpmahuffy@aol.com.