Wild and Scenic Calendaring
Info & Ed Committee
21 April 2021
Instructions

Need: We need a single INTERNAL calendar for the Stewardship Council that lists meetings, Zoom credentials for meetings, and events and presentations of interest to the Council. This will be the calendar of record when meetings happen and how to access them. This calendar must be private and only accessible by Council members and close partners (WPWA).

We need an EXTERNAL calendar for the public that lists events and activities of general interest. Posting to this calendar must be carefully controlled.

Solution: We have created two Google calendars, INTERNAL and EXTERNAL. Read/write access to INTERNAL will be limited to the Council. Read only access to EXTERNAL will be open. There are many ways to connect to the calendars. Access to the EXTERNAL is easy, it will be a page on our Wild and Scenic web site. Access to the INTERNAL calendar is a bit more complex depending on how people prefer to view calendars.

1. If a Council member uses Google Calendar or Apple iCalendar, we can "share" the INTERNAL calendar with them and it will appear as a calendar they can click on or off. This is the best way to access the calendar. I have just shared this calendar with all of you.
2. If you are an Apple user (phone, Mac, iMac), you might have to follow this process.
    a. In your Apple calendar, create a new calendar (maybe call it W&S_INTERNAL).
    b. Download this ics file from: https://calendar.google.com/calendar/ical/qdk7u301o7act1ppln51sc8o6g%40group.calendar.google.com/private-ae7abd8b9bbbfcdccec3a31bb53a58f1/basic.ics
    c. Click on the .ics file in your download area and it should ask you what calendar to load it into. Choose W&S_INTERNAL. Make sure you do NOT add it to your personal calendar.
3. The calendar can be viewed on the Wild and Scenic web site. You need the URL to get to it. The INTERNAL calendar is not linked to any other page. See: https://wpwildrivers.org/ws-internal-calendar/
4. In order to post and event to the internal calendar you need to access via option #1/2, or send a notice to someone who can post. By default, Kassi.
5. The public calendar would look something like this on our web site. https://wpwildrivers.org/wild-scenic-public-calendar/

Access: The EXTERNAL calendar will be managed by Kassi and/or her designees. Anyone wishing to post an event will work through her. She will confirm accuracy. The best way to view the

EXTERNAL calendar is via the web site. Posting to the INTERNAL calendar should be as open and inclusive as possible to all Council members. Officers and Committee Chairs should be strongly encouraged to learn how to post meeting times and Zoom credentials to the INTERNAL calendar.