

WHS Google Calendar

“WHSVikings400@gmail.com”

A new calendar has been created as one point of reference for ALL fundraisers, events and key dates mostly pertaining to the Winthrop High School.

To access the calendar users can use their current email or they can establish a Google account if you don't already have one. If you want to create a Google account instructions (#2) are below.

You will ONLY be able to view the calendar. We will attempt to update the calendar as events occur but if we miss something (ie. WHS Drama Festival) please contact a PTC Board Member or Class Advisor to update the calendar. In addition, sporting events will remain on the Athletic calendar.

1. If you HAVE a GMAIL account:

- a. Go to GOOGLE.COM
- b. SIGN IN - blue box located in upper right corner of screen
- c. GO TO CALENDAR – checkered box in the upper right hand corner of screen
- d. ADD “a friends calendar” – there is box in the lower left corner of screen where you can type whsvikings400@gmail.com and hit enter
- e. Toggle the WHS Vikings calendar on and off – click on the colored box to stop showing the calendar. Click it (the box is now white) again to show it. This is useful if you are already using a Google calendar and do not want to always show the WHS Viking calendar

2. If you DO NOT HAVE a GMAIL account:

- a. Go to GOOGLE.COM
- b. SIGN IN - blue box located in upper right corner of screen
- c. Click “Add account”
- d. Click “Create account”
- e. Enter requested information on the right of the screen and click “next step”
- f. Save your new GMAIL email address and password
- g. Follow steps in #1 to access whsvikings400@gmail.com calendar

3. To Access Calendar from your Smartphone:

- a. iPhone users:
 - i. Open Apple App Store
 - ii. Search [Google Calendar](#)
 - iii. Download App