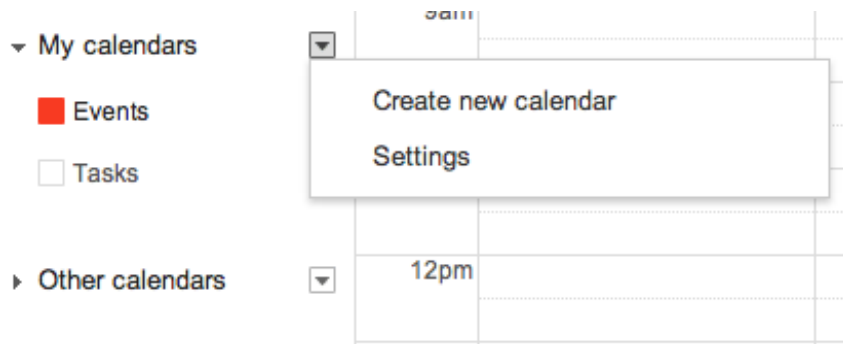


# Sharing Events Calendar With ESAC

- 1. Create a Google Account for your for club**
  - a. If you already have an account, skip to Step 2
  - b. Create a Google account for your club by going to [Google Accounts](#).
- 2. Create a new calendar to share specifically with ESAC**
  - a. Click on dropdown arrow located next to the “My Calendars” tab on the left



- b. Name Calendar “(CLUBNAME) – Shared with ESAC”

**Calendar Name:**

- c. Share the calendar with [pennesac@gmail.com](mailto:pennesac@gmail.com) as seen below

**Share with specific people**

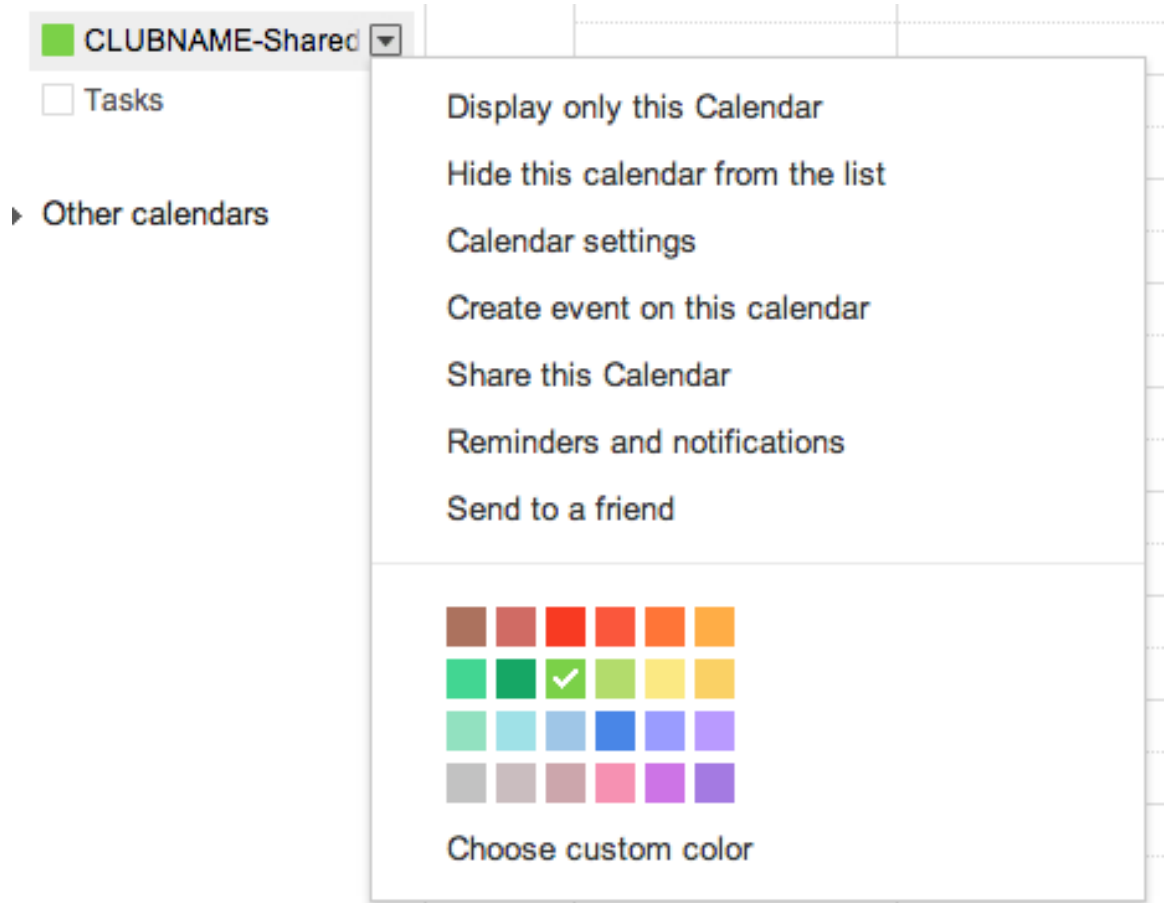
Person	Permission Settings
<input type="text" value="pennesac@gmail.com"/>	<input type="text" value="See all event details"/> <input type="button" value="Add Person"/>

d. **Must change calendar setting to PUBLIC**

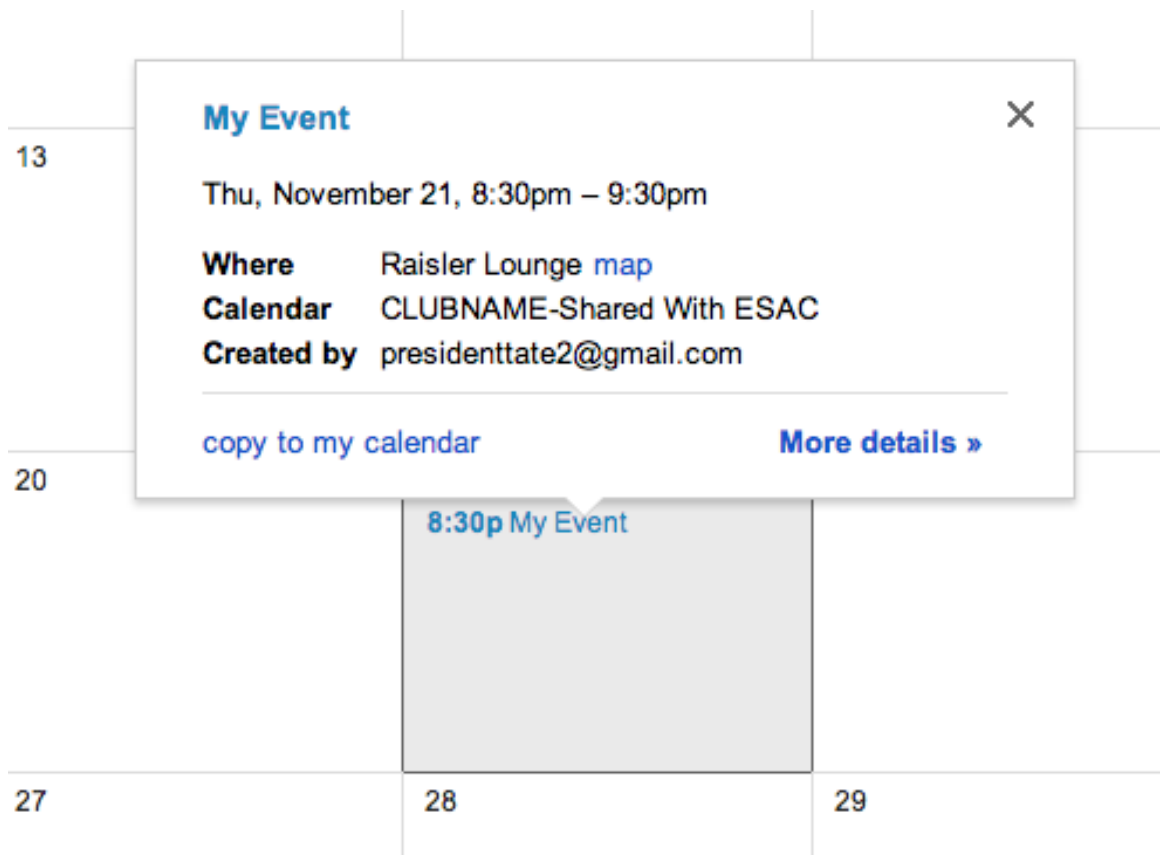
- Make this calendar public** [Learn more](#)  
This calendar will appear in public Google search results.
- Share only my free/busy information (Hide details)

3. **Notify ESAC that you have shared a calendar with us**
  - a. Send an email to [pennesac@googlegroups.com](mailto:pennesac@googlegroups.com) with the subject Events Calendar and include your club name in the body.

4. **How to add your events to the shared calendar**
  - a. Only add events to the shared calendar that you want to be public to **ALL**.



5. Your events will automatically appear on the ESAC website on the “Events” page:



6. Remember all SEAS-wide events funded by ESAC must be posted on the calendar