

BSYC Calendar Instructions

Step 1: Create an event in your calendar app.

You can create an event in your preference of calendar apps. Examples:

- Apple Users: iCal
- Gmail Users: Google Calendar
- Microsoft Users: Outlook

Step 2: Invite BSYC.Calendar@gmail.com

Step 3: Remember to turn off video conferences (Zoom, Google Meet, Teams, etc.). This is important because the BSYC Calendar is on our public web site, BSYC.com.

Step 4: Add Event Details. This is optional. Examples:

- Text (examples: additional dates, RSVP (email or text number) , Questions (email or text number), dress code)
- PDF Link (example: create an invitation in your choice of apps and publish to the web, for example Google Sheets, Google Docs, etc.)
- CheddarUp link
- Evite link
- Survey link

Step 5: Confirm your event on the BSYC Calendar. Go to <https://bsyc.com/events-calendar> and verify your event. You can modify your event, if necessary, by editing in your calendar app and resending your invite.

USER ACCESS: Events you create are automatically synced to the BSYC Calendar if you are an authorized user. All of the users who previously had access to the legacy BSYC Calendar (Committee chairpersons and select others) have access activated to this new calendar.

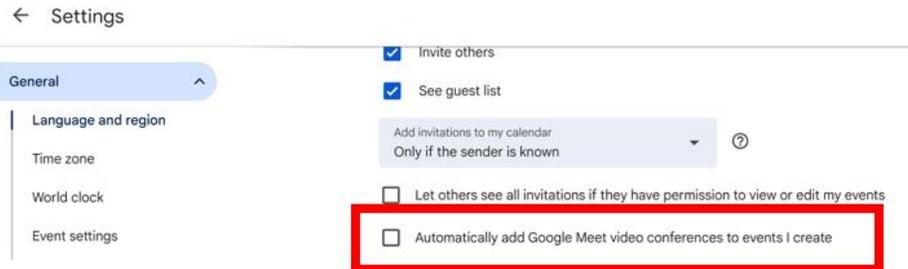
USERS Without Access: Anyone can invite BSYC.Calendar@gmail.com but the event will not be added to the BSYC Calendar unless the event is accepted by the BSYC Calendar admin.

HELP: bsyctech@gmail.com

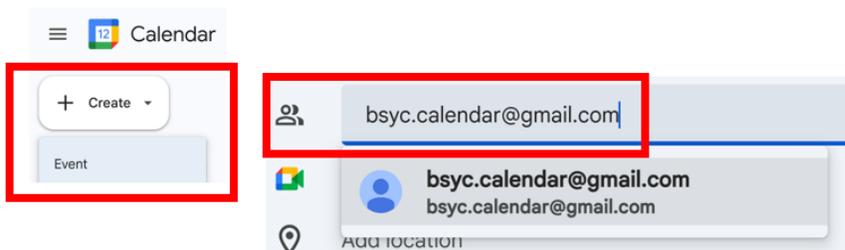
On the following pages are examples of for step by step instructions for creating an event in various calendar apps, such as Google Calendar. The instructions for other apps should be similar.

Google Calendar – Creating an Event

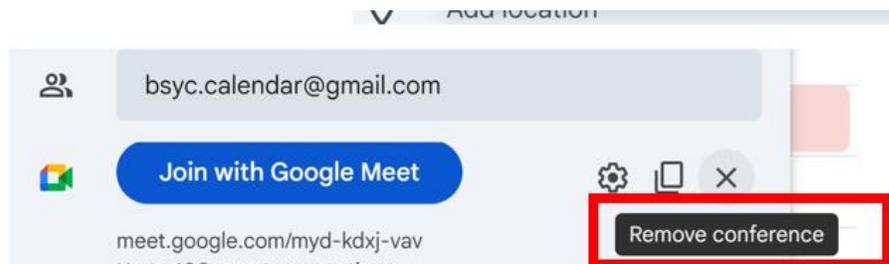
Video Conference Settings - Before you create your event, you can uncheck Automatically add Google Meet video conferences to events.



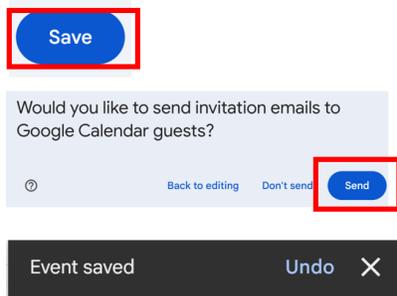
Create an Event and invite bsyc.calendar@gmail.com



If your default setting for video conference is not unchecked, you Remove conference



Click on Save and then click on Send



Microsoft Outlook:

New Event - Meeting

Event

 Response options ▾

 Busy ▾

 15 minutes before ▾

 Categorize ▾

 Private

⋮

 Send | ▾



New Event

 Skype meeting



bsyc.calendar@gmail.com ×

Optional



1/13/2025 

5:00 PM ▾

to

5:30 PM ▾



 Make recurring



All day



Search for a location



Add a description or attach documents