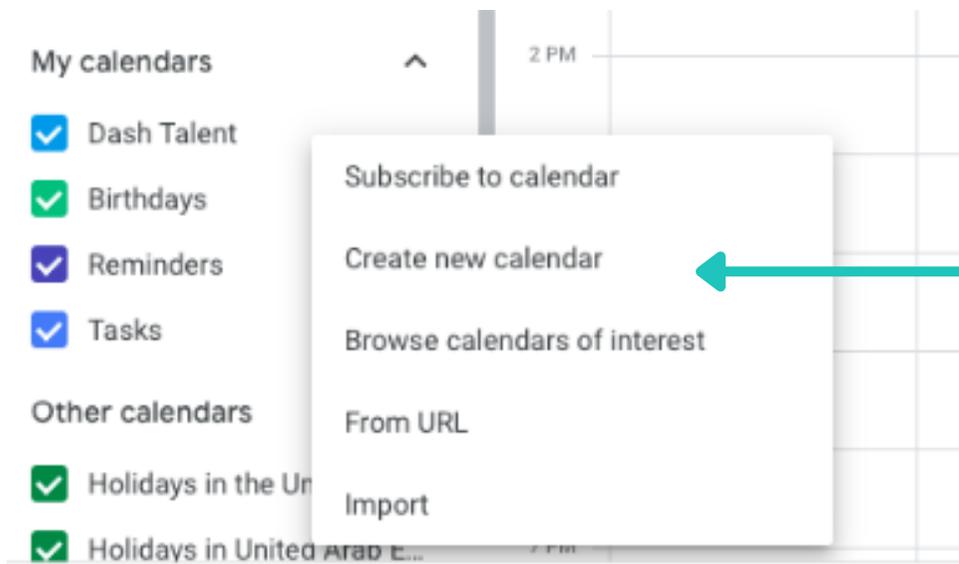




Set up your own personalised
performance events calendar

For G mail users:

The image shows the Google Calendar interface. At the top, there is a navigation bar with a menu icon, the word "Calendar", a "Today" button, navigation arrows, "January 2022", search, help, and settings icons, and a "Week" view selector. The main area displays a weekly calendar grid for January 2022, with days from Sunday (23) to Friday (28). The 27th is highlighted. A red event is shown on the 27th from approximately 2:30 PM to 3:30 PM. On the left sidebar, there is a "Create" button, a monthly calendar view for January 2022, a "Meet with..." section with a "Search for people" button, and a "My calendars" section with a list of calendars: Riz Wahid (checked), Birthdays (checked), Reminders (checked), and Tasks (unchecked). At the bottom left, there is a "+" icon next to "Other calendars". A teal arrow points from the text "Create a new calendar by clicking on the +" to this "+" icon.



Click Create new Calendar

Create new calendar

Name
("insert artist name" performances)

Description
|

Time zone
(GMT+04:00) Gulf Standard Time

Create name as shown

Owner
Dash Talent

Organisation
dash-hli.com

Create calendar

Click Create Calendar

Access permissions for events

Make available to public

See all event details ▾

[Get shareable link](#)

Learn more about [sharing your calendar](#)

Check Make available to public

My calendars ^

Dash Talent

("insert artist name" perfor...

Birthdays

Reminders

Tasks

Calendar will appear here

To enter your performances, simply create a new event, by clicking on a day/time in the new calendar.

- The subject should be the “name of the venue”
- Select your day and time
- Select if this should repeat weekly on the same day
- Select the location of the venue
- Add a description
- Add any attachments, such as flyers, or offers
- Select save

	SUN	MON
	30	31
12 PM		
1 PM		
2 PM		
3 PM		
4 PM		
5 PM		
6 PM		
7 PM		
8 PM		Radisson RED Oui Bar 8pm - 12:30am Radisson RED Hotel Dubai Silicon Oasis, Dubai Digital Park - Dubai Silicon Oasis - Industrial Area - Dubai - United Arab Emirates
9 PM		
10 PM		
11 PM		

Radisson RED Oui Bar

Event Out of office Task Reminder Appointment slots

Monday, 31 January 8:00pm - 12:30am Tuesday, 1 February

All day Time zone

Weekly on Monday

[Find a time](#)

Add guests

Add Google Meet video conferencing

Radisson RED Hotel Dubai Silicon Oasis, Dubai Digital Park - Dubai ..

B I U | **☰ ☷** | **↺ ↻**

Come and join me DJing the latest in Afro beats and house

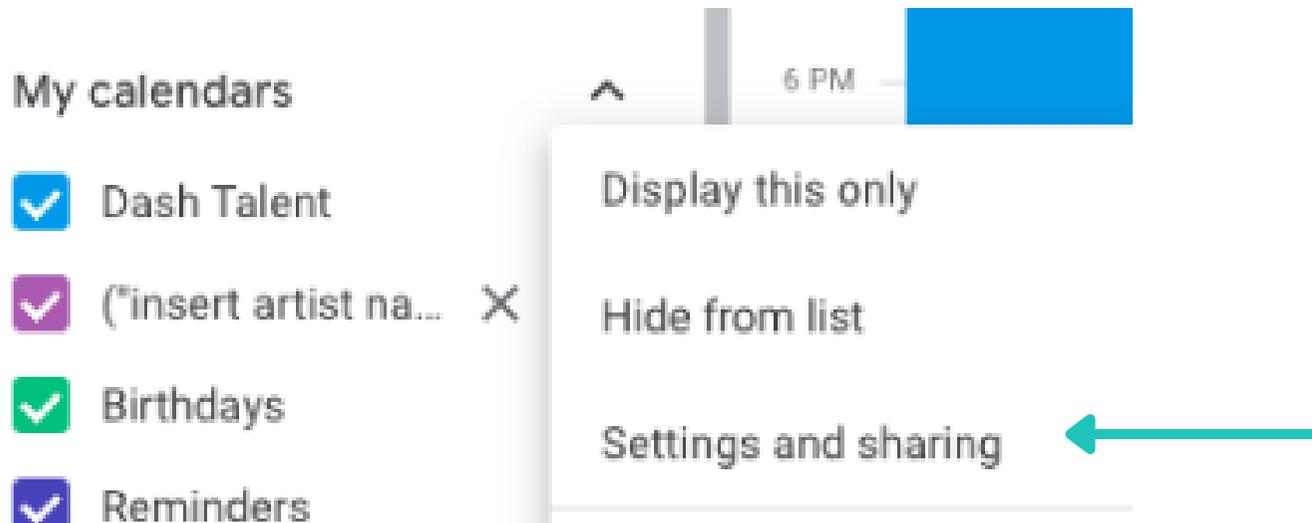
Create meeting notes

Add attachment

More options [Save](#)

So that your personalised events calendar can be shared on your profile, you will need to provide access, this can be done by following the below.

Hover over your new calendar shown under my calendars, and select “settings and sharing”



Then scroll down and select copy the “public address in iCal format.
Send this URL along with your profile.

Your new calendar will then be shown in your list, so you can enter your performances.

Public address in iCal format

https://calendar.google.com/calendar/ical/c_nics9v0telakboq39anbf8chqs%40group.calendar.g

Use this address to access this calendar from other applications.

Warning: The address won't work unless this calendar is public.

Please Provide us this link so we can embed your gig calendar onto our website so your fans and followers can see your up to date performance gig schedule

Whenever you have a gig you wish to be visible on the website, simply add it to your Gig calendar ('Artists name's' Performance calendar) and it will be visible on our your profile page on Dash-music.com.

For Outlook users:

In your browser, go to www.outlook.live.com and log in to your account

The screenshot shows the Outlook web interface. At the top, there is a green header with the Outlook logo and a search bar. Below the header, there is a navigation bar with a 'New event' button and a calendar icon. The main area displays a calendar for February 2022. The left sidebar contains various icons, including a calendar icon. A teal arrow points to the calendar icon in the sidebar, with the text 'Go to your calendar' overlaid. Another teal arrow points to the 'Add calendar' button in the sidebar, with the text 'Click add calendar' overlaid. The calendar view shows a grid of days, with the date '2 Feb' highlighted in green.

Monday	Tuesday	Wednesday	Thursday	Friday
31 Jan	1 Feb	2 Feb	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25

Add calendar

Recommended

Edit my calendars

Create blank calendar

Subscribe from web

Upload from file

Holidays

Sports

TV

Looking for additional calendars? Yes
No

Click Create blank calendar



Don't miss a game this season!

Browse and add sports calendars from around the world

Find my team



Add calendar

- Recommended
- Edit my calendars
- Create blank calendar**
- Subscribe from web
- Upload from file
- Holidays
- Sports
- TV
- Looking for additional calendars? Yes No

Create blank calendar ×

This calendar will not be visible to others.

Calendar name ←

Color

Charm

Add to

My calendars ▼

Save ← Discard

Name your calendar ('artist name')s' performances

Choose a colour, 'charm' (icon), select add to My calendars, and click save.

New event

February 2022

M	T	W	T	F	S	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6
7	8	9	10	11	12	13

Add calendar

My calendars

- Calendar
- Birthdays
- UK Holidays
- 'Artist name's' Performances

Other calendars

- Your family

Today ↑ ↓ February 2022

Monday	Tuesday	Wednesday	Thursday	Friday
31 Jan	1 Feb	2 Feb	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25

← Your calendar will now be listed under 'My calendars'

Outlook

New event

February 2022

M	T	W	T	F	S	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6
7	8	9	10	11	12	13

Add calendar

My calendars

- Calendar
- Birthdays
- UK Holidays

Other calendars

- Your family
- 'Artist name's' Performances

Make sure the calendar is ticked,



New event

February 2022

Calendar

Birthdays

UK Holidays

Other calendars

Your family

'Artist name's' Performances

Today February 2022

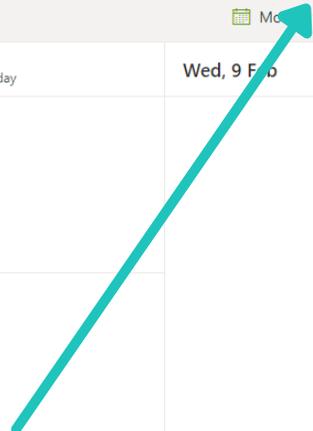
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
31 Jan	1 Feb	2 Feb	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1 Mar	2	3	4	5	6

Calendar icons

Share

Nothing planned for the day
Enjoy!

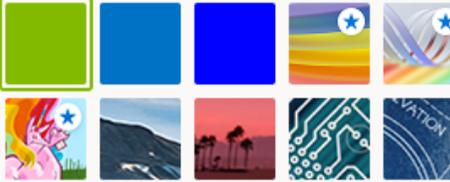
Click Settings



Settings

Search Outlook settings

Theme



View all

Dark mode ⓘ

Desktop notifications ⓘ

Bold event colours ⓘ

Current time zone

(UTC+04:00) Abu Dhabi, Muscat

Date format

01/09/2022

Time format

01:01 - 23:59

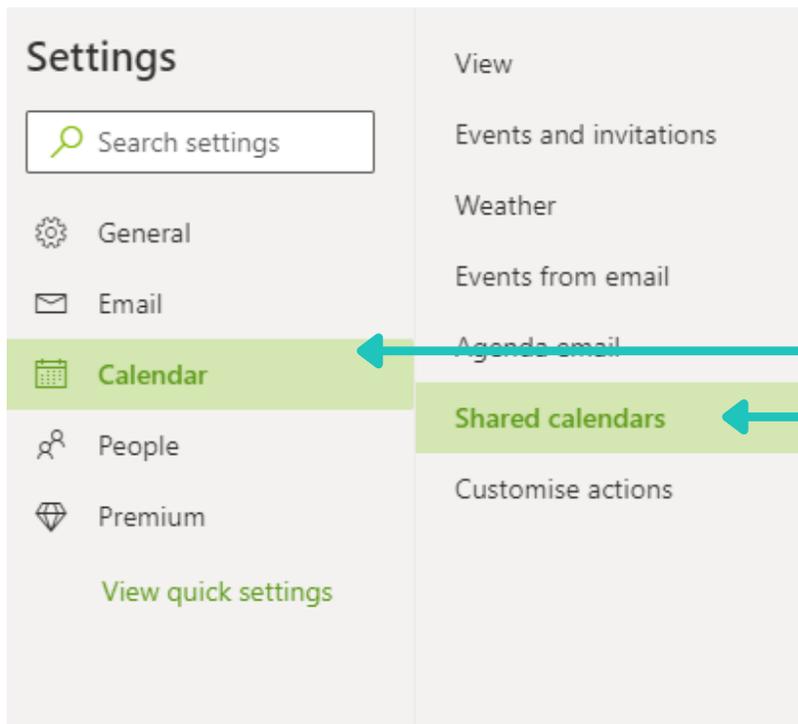
First day of the week

Monday

View all Outlook settings



Click View all Outlook settings



Click Calendar,
then Shared calendars

Settings

Search settings

General

Email

Calendar

People

Premium

View quick settings

View

Events and invitations

Weather

Events from email

Agenda email

Shared calendars

Customise actions

Shared calendars



Share a calendar

You can share a calendar with other people and choose whether to let them view or edit the calendar.

Select a calendar

Calendar updates

You can receive email notifications when someone creates or updates an event on a shared calendar. Calendars that aren't shared and calendars where you only have permission to see whether the owner is free or busy aren't listed below.

Send me email notifications for the following shared calendars:

● Your family

Publish a calendar

You can publish a calendar and share a link with other people to let them view the calendar online. Use an HTML link if you want recipients to view the calendar in a browser or an ICS link if you want them to subscribe.

Select a calendar

Select permissions

Publish

● 'Artist name's' Performances

Can view all details

HTML: <https://outlook.live.com/owa/calendar/00000000-0000-0000-0000-000000000000/e7468e5d-4a22-4898-b6e3-823e82bc72fd/cid-1C568D409964B4F5/index.html>

ICS: <https://outlook.live.com/owa/calendar/00000000-0000-0000-0000-000000000000/e7468e5d-4a22-4898-b6e3-823e82bc72fd/cid-1C568D409964B4F5/calendar.ics>

Unpublish

Reset links

Under the Publish a calendar section, click select a calendar, and choose your performance calendar



Click Publish



Send us the ICS link to publish your calendar on Dash-Music.com