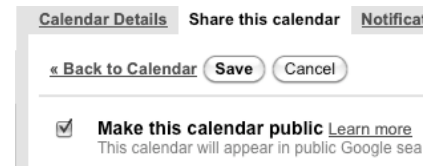


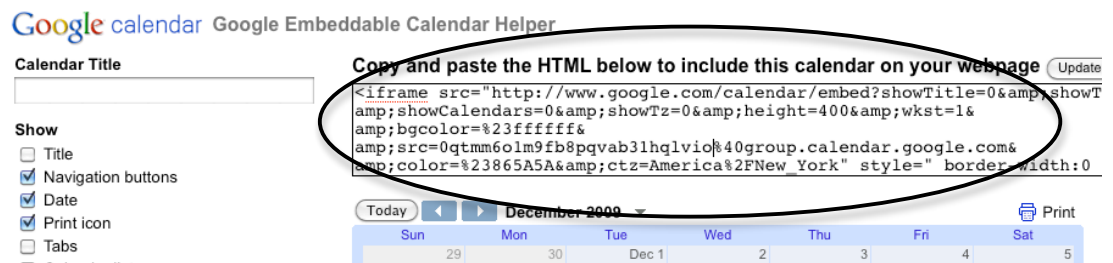
Incorporating a Google calendar into Concourse

I. Open your Google calendar and get the “embed code”

- 1) Share your calendar (you can restrict it, but that’s more work)
 - a. Below the list of calendars on the left, click “Settings”
 - b. Click the name of the calendar
 - c. Click the tab labeled “Share this calendar” and check “Make this calendar public”
- 2) Find and copy the “embed” code
 - a. Click the “Calendar Details” tab and look for “Embed this calendar”



- b. Click “Customize the color, size, and other options” and choose the settings you prefer



- c. Select and copy the code in the box

II. Go to Concourse and paste the code into a new page

- 1) In Concourse, click the “Build” tab and navigate to where you want the content
- 2) Click “Add File” and choose “Create File”
- 3) Click “Use HTML” and paste the web site “embed” code into the “Content” box
- 4) Click “Save”

