Introduction

The Events Calendar section of the upcoming Biosciences website will display information from a variety of sources. Two of the most critical categories of events are Seminars and Thesis Defenses. This guide will help you configure your department’s existing Google Calendar so that relevant events can seamlessly be shared with our Events Calendar page and more potential participants.

As you will see, this does not require granting editing or administrative control to any new parties - you will still control what and how your calendar events are displayed. Instead, we will simply be specifying which events will be shared publicly. This is accomplished through a one-time configuration change, followed by specifying a single attribute whenever you add a new event to your calendar.

1: Adding a “Seminars” and “Thesis Defense” sub-calendar to your account

The first step is to create our new sub-calendars so that we can begin to separate Seminars, Thesis Defenses and any other events you may normally list.

To do this, first log into your Google Calendar, then in My Calendars, on the left, click the arrow button to select Create New calendar.

2. Enter details and settings for the new sub-calendar

This step is very important, as this is where we will specify that the new calendar is to be made publicly available. Fill out the form to include relevant information. The title should be descriptive, but if you feel that calling your new sub-calendar something like “Biochemistry Seminars” would be redundant in your normal distribution network, calling it just “Seminars” would be fine. We will re-label the calendars when they are displayed on the central Biosciences site to include each specific Home Program.
The most important setting is to check the box labeled **Make this calendar public**. This way we can share and reshare the events in this sub-calendar with anyone viewing the Biosciences site.

Finally, please Share the new calendar with stanford.biosciences@gmail.com so that we can easily keep track of what data we have and where to find it. Please choose **See all event details** from the dropdown menu when doing so, which will allow us to see details of your calendar. We will not need (or want!) to make changes or manage your calendars.

Click the **Create Calendar** button, confirm that the calendar should be public, and you should then see your new calendar in the sidebar under My Calendars. Repeat this process for Thesis Defenses, following the same steps and settings.

### 3. Sorting existing events

Now that we have two, new sub-calendars, we need to populate them with appropriate event data. If you have some Seminars or Thesis Defenses in your account’s primary calendar already, we have the option to edit those events so that they appear on the appropriate sub-calendar.

Find the event in question and click the title. Then click the **Edit Event** link in the pop-up. You will be on the standard Event Editing page, just as when creating a new event. To move the event to the necessary sub-calendar, just select either Seminars or Thesis Defenses from the Calendar dropdown menu, and then save your event.

Repeat these steps as necessary, keeping in mind that events from earlier in the year will not be needed for the Biosciences website, and can be updated at your discretion.
4. Adding New Events

Adding a new event is nearly unchanged from your previous workflow. As always, you can click the Create button on the main Google Calendar page to start adding your new event. The one new step required will be to specify a sub-calendar using the Calendar dropdown menu, as with existing events, as described above in step 4.

However, it would be preferable if the content entered for event names, locations and descriptions was standardized to some degree. Based off of what is currently included in events listed on the School of Medicine Seminar Calendar (http://med.stanford.edu/seminars/upcomingEvents.do) event listings should be presented in the following format:

Title: Name of Seminar or Thesis
(without quotations, presenter name, etc.)

Where: Building Address, Building Room Number : Stanford, CA
(Including "Stanford, CA" helps with automatic mapping functionality)

Description: Summary of presentation

Department(s): Name(s) of sponsors
(If relevant, such as with a cosponsored event.)

Contact: Name of contact person | phone number | email address

Presenter(s): Name of presenter(s) and institution

Example event:

Title: Ecology and evolution of mutualism: insights from ant-plant interactions

Where: 393 Serra Mall, Herrin T-175 : Stanford, CA

Description: Research on the ecology and evolution of mutualism in a range of systems, especially protective ant-plant mutualisms, seed dispersal by ants, and, increasingly, interactions between bacteria and their plant or insect hosts.

Departments: Ecology & Biology

Contact: Maria Magana-Lopez | 650-723-2413 | mmagana@stanford.edu

Presenter(s):
Megan Frederickson University of Toronto
5. Re-embedding existing calendars

It is important to note that these new sub-calendars will be considered discrete from your previous calendar. If you currently have a web page displaying an embedded calendar from your account, it will be necessary to update that code to include the new sub-calendars. Otherwise, events properly sorted into Seminars or Thesis Defenses will not be displayed on your web page.

First, click the arrow button on your default or primary calendar in the My calendars sidebar menu. Then choose Calendar Settings. You will then be taken to that calendar’s Details page.

On the Details page, find the options concerning Embed this Calendar. However, do not select the html code displayed here, as it may not include the new sub-calendars by default. Instead, click the link that reads Customize the color, size and other options.

You will then be on a page to customize the look and information included in your calendar when it is displayed on your web page. Set the options to your liking, but make sure to note the Calendars to Display list in the lower left corner. Make sure all necessary calendar feeds are checked so that they will be displayed on your web page.

Once the options are configured, select and copy the code in the upper right of the screen, then paste it into your web page’s code. Safe and update your page in your usual manner, and the new sub-calendars should be included.