

Setting up your Kairos Advisory Council's Individual Calendar within your Personal Google Calendar so these events will display on the KofC Website's Master Calendars

1. Choose a person to be your calendar person. Using a gmail account specific to your Ad Council, you will be able to add, delete or modify the State-wide calendar located on the KofC Website. I would suggest this be the current Secretary of your council. Since the gmail account is not personal, it can be handed over to the new Secretary after elections.
2. Set up a gmail account with the following address:
3. Your Ad Council abbreviation as shown on the KofC website Calendar page, using this format: Ad Council Abbreviation +Calendar @ gmail.com. Here are some examples: ATWCalendar@gmail.com; CMFCalendar@gmail.com; DESCalendar@gmail.com; KTCalendar@gmail.com

Only one State-wide Activities & Events Calendar Now!

4. Once you have your gmail account set up, email me so that I can send you an invitation to that gmail address inviting you to activate your access to the Kairos State-wide Calendar on the website.
5. Download and install Google Calendar on your computer using your new Kairos Gmail email address.
6. Click on the activation invitation from Google Calendar and you will see the KofC Calendar within your Google Calendar.