



Google Calendar – User Guide

Google Calendar – User Guide

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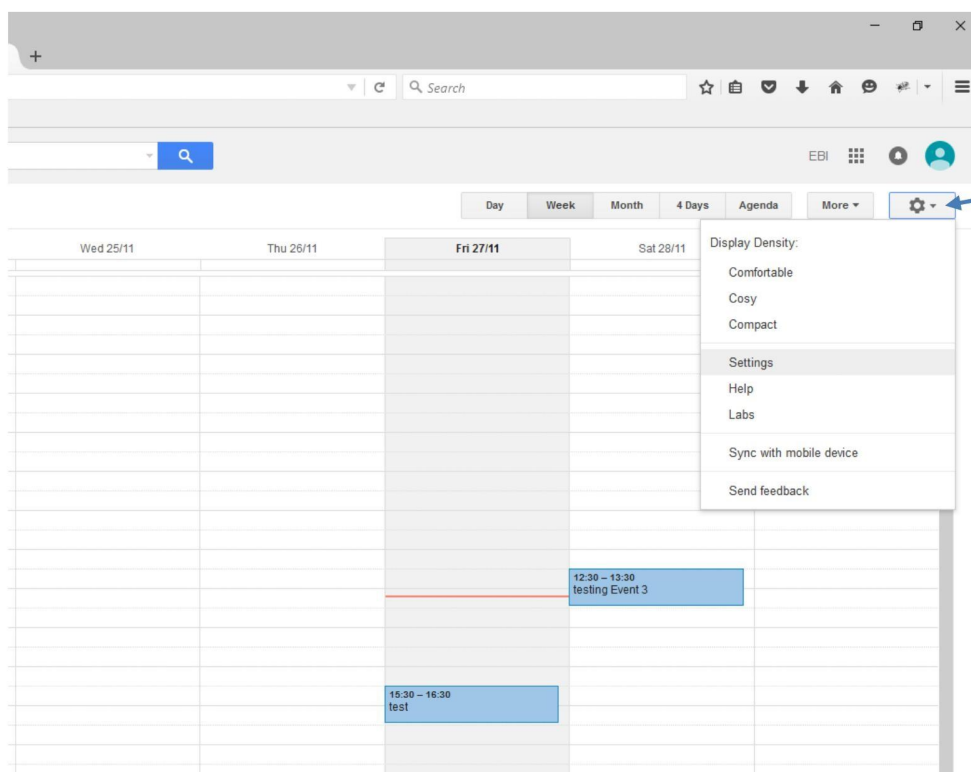
Overview

This guide provides instruction on how to embed your google calendar into your LPC Site and the features and customisations you can make to the calendar to make it fit your needs and any page you choose to embed it into.

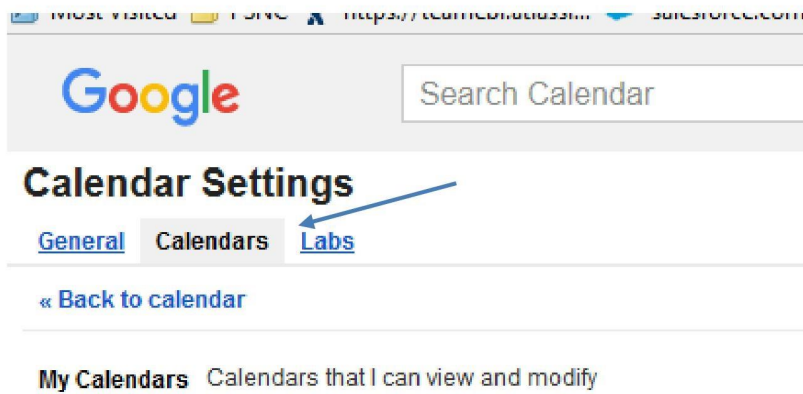
Setting up your calendar for sharing

In order for your calendar to display on your site you will need to make your calendar public. To do this first login to: <https://calendar.google.com>

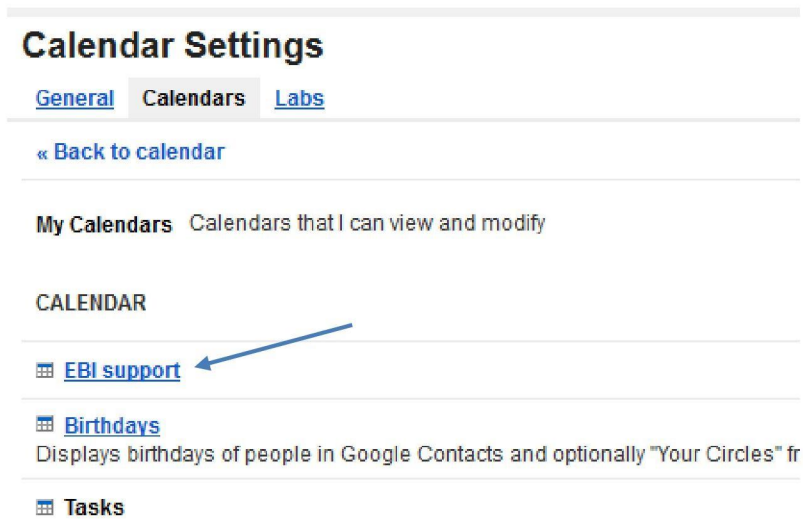
- Select the settings icon and then click on settings:



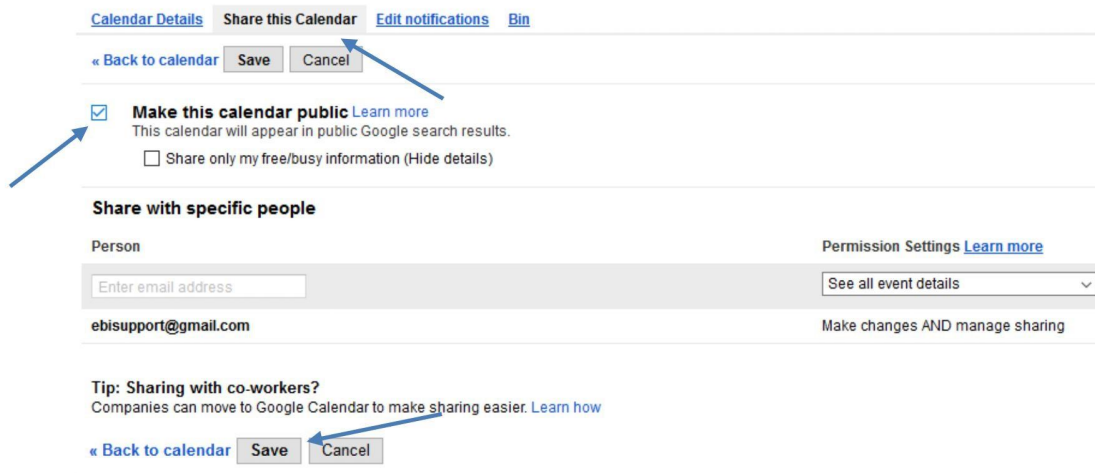
- Click on the Calendars tab:



- Click on the calendar you wish to share:

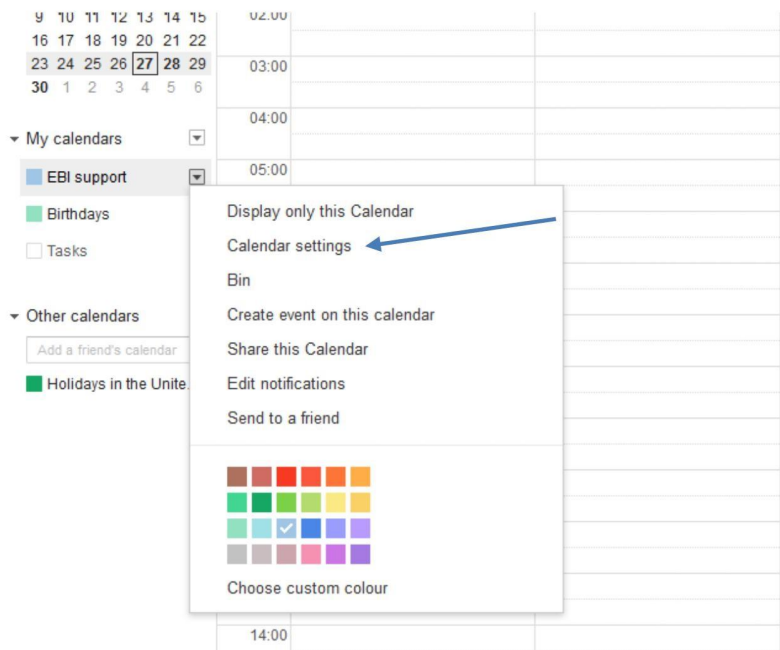


- Click the Share This calendar menu and then tick “make this calendar public” and save:



Where to find the code to embed your Google Calendar:

- Click on settings from the calendar you want to embed:



- You can then copy the Embed this Calendar Code onto any page on your site:


Calendar Owner: ebisupport@gmail.com

Description:

Location: e.g. "San Francisco" or "London" or "UK". Specifying a general location will help people find eve

Calendar Time Zone: This calendar uses your current time zone: (GMT+00:00) London [Set my time zone](#)

Embed This Calendar
Embed this calendar in your website or blog by pasting this code into your web page. To embed multiple calendars, click the Customise Link



Paste this code into your website.
Customise the colour, size and other options

```
<iframe
src="https://calendar.google.com
/calendar
/embed?src=ebisupport%40gmail.c
om&ctz=Europe/London"
style="border: 0" width="800"
```

- You can customise the look and functionality of your calendar by clicking on the Customise the colour, size and other options link:


Calendar Owner: ebisupport@gmail.com

Description:

Location: e.g. "San Francisco" or "London" or "UK". Specifying a general location will help people find eve

Calendar Time Zone: This calendar uses your current time zone: (GMT+00:00) London [Set my time zone](#)

Embed This Calendar
Embed this calendar in your website or blog by pasting this code into your web page. To embed multiple calendars, click the Customise Link



Paste this code into your website.
Customise the colour, size and other options

```
<iframe
src="https://calendar.google.com
/calendar
/embed?src=ebisupport%40gmail.c
om&ctz=Europe/London"
style="border: 0" width="800"
```

- This will take you to a new page where you can then begin to edit your calendar, Copy and paste the HTML code onto any page in your site:

Google calendar Google Embeddable Calendar Helper

Calendar Title

Copy and paste the HTML below to include this calendar on your web page [Update HTML](#)

```
<iframe src="https://calendar.google.com/calendar/embed?height=600&wkst=1&
amp;bgcolor=%23FFFFFF&src=ebisupport%40gmail.com&color=%232952A3&
amp;ctz=Europe%2FLondon" style="border-width:0" width="800" height="600"
frameborder="0" scrolling="no"></iframe>
```

Show

- Title
- Navigation buttons
- Date
- Print icon
- Tabs
- Calendar list
- Time zone

Default View

Week Month Agenda

Width
800 pixels

Height
600 pixels

Week Starts On
Sunday

Language
Default

Background Colour
 Border?

Calendars to Display

- ebisupport@gmail.com
- Birthdays
- Holidays in the United Kingdom

Time Zone
(GMT+00:00) London

EBI support

Today [←](#) [→](#) November 2015 [Print](#) [Week](#) [Month](#) [Agenda](#)

Sun	1 Nov	Mon	2	Tue	3	Wed	4	Thu	5	Fri	6	Sat	7
	8	9	10	11	12	13	14						
	15	16	17	18	19	20	21						
	22	23	24	25	26	27	28						
						15:30 test 18:30 testing Event	12:30 testing Event						
	29	30	1 Dec	2	3	4	5						
		12:00 testing Event											

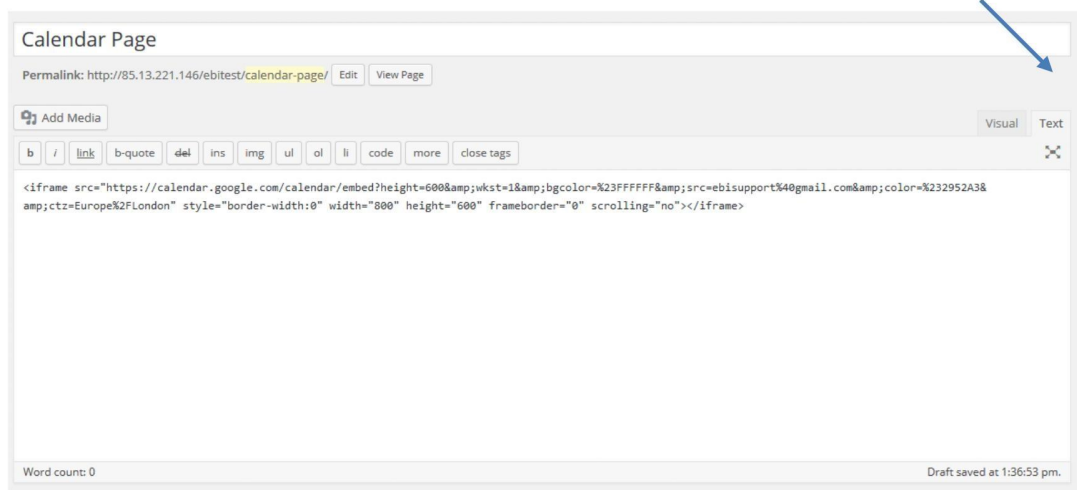
Events shown in time zone: London [+ GoogleCalendar](#)

Embedding the code into your site

Embedding the code into a page

You can embed the calendar onto any page you choose, login to your LPC site admin area and select the page you want the calendar to display on.

- Paste the code copied from your Google calendar onto the page, be sure to change to Text view before your paste your code in:



The screenshot shows a WordPress page editor for a page titled "Calendar Page". The page is in "Text" view, as indicated by the selected "Text" tab and the visible HTML code. A blue arrow points to the "Text" tab. The HTML code for the embedded calendar is as follows:

```
<iframe src="https://calendar.google.com/calendar/embed?height=600&wkst=1&bgcolor=%23FFFFFF&src=ebisupport%40gmail.com&color=%232952A3&ctz=Europe%2FLondon" style="border-width:0" width="800" height="600" frameborder="0" scrolling="no"></iframe>
```

At the bottom of the editor, it shows "Word count: 0" and "Draft saved at 1:36:53 pm."

- Save and publish the page and your calendar will then be visible:

[About us](#) [MY NEW](#) [Advanced Services](#) [MURS](#) [Commssioned](#) [ENHANCED SERVICES](#) [Contact Us](#)

Calendar Page

EBI support

Today ◀ ▶ November 2015 ▼ [Print](#) [Week](#) [Month](#) [Agenda](#) ▼

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Nov	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
29	30	1 Dec	2	3	4	5

Events shown in time zone: London

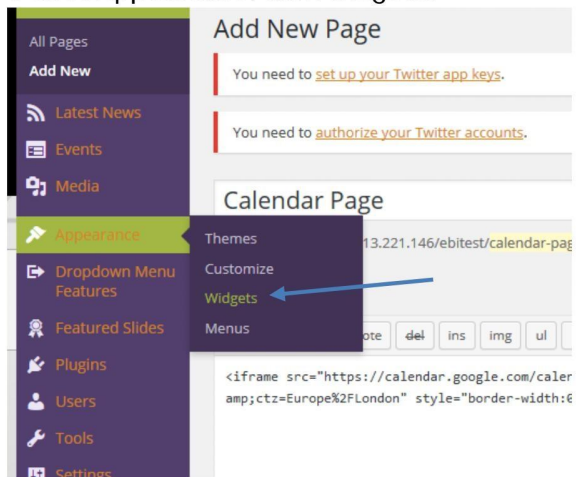
[+ GoogleCalendar](#)

Calendar details: The calendar shows a grid for November 2015. Events are listed as follows: 12:00 testing Event (Nov 30), 15:30 test (Nov 27), 18:30 testing Event (Nov 27), and 12:30 testing Event (Nov 28). The event on Nov 27 is highlighted in yellow.

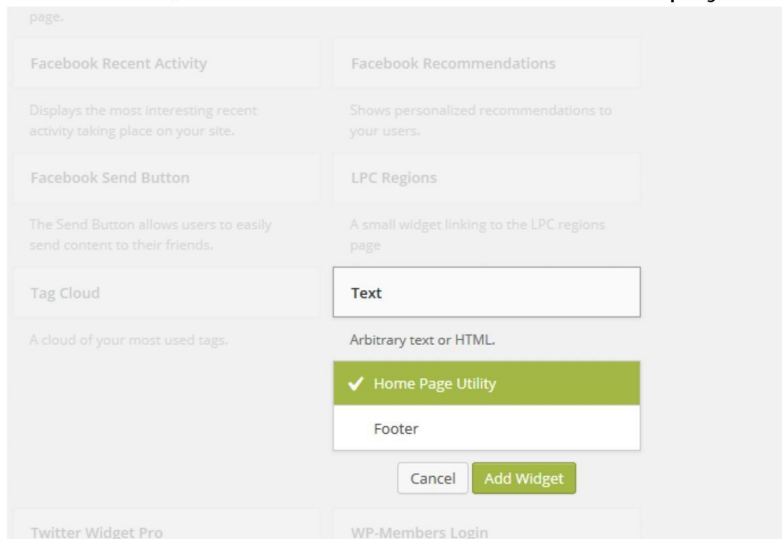
Embedding your Calendar into a widget on your home page

You can also embed your calendar in a widget which can then appear at the bottom of your home page.

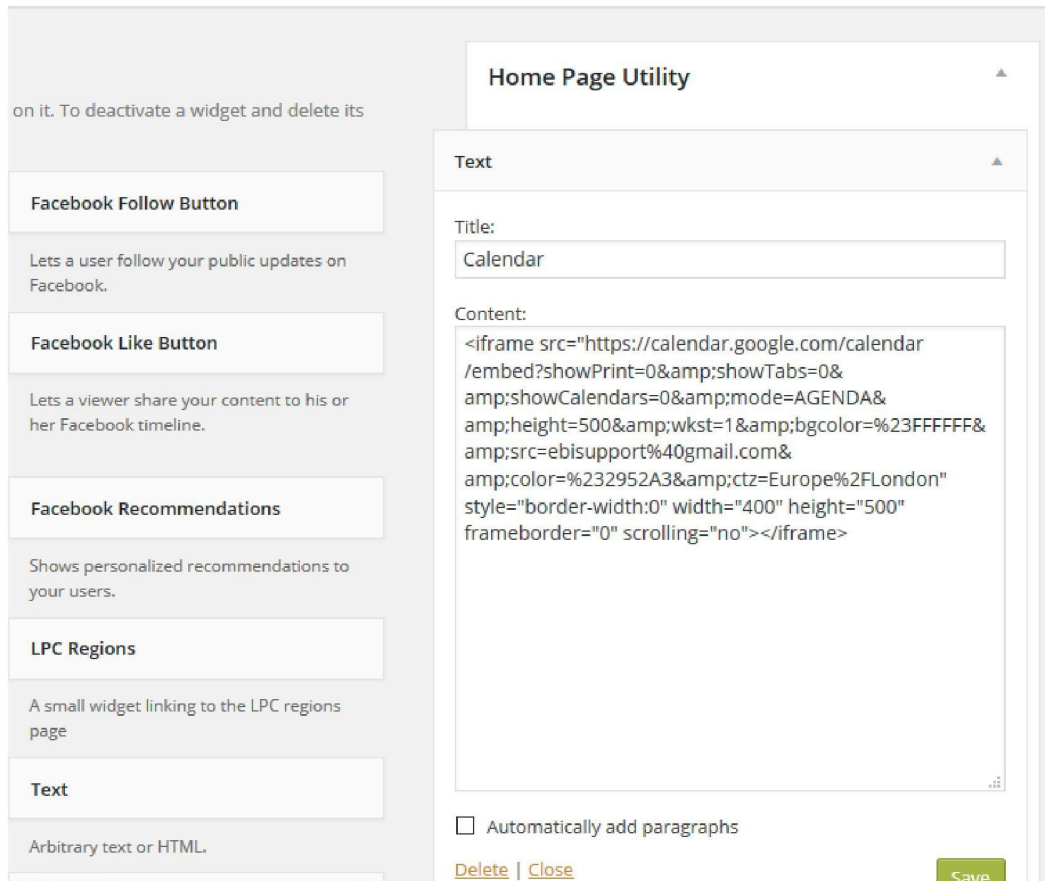
- Select Appearance, then widgets:



- Click on Text, then choose the location for this to display and press Add Widget:



- Enter in a name for your widget and paste in the code from your Google calendar and save:



on it. To deactivate a widget and delete its

Home Page Utility

Facebook Follow Button
Lets a user follow your public updates on Facebook.

Facebook Like Button
Lets a viewer share your content to his or her Facebook timeline.

Facebook Recommendations
Shows personalized recommendations to your users.

LPC Regions
A small widget linking to the LPC regions page

Text
Arbitrary text or HTML.

Title:
Calendar

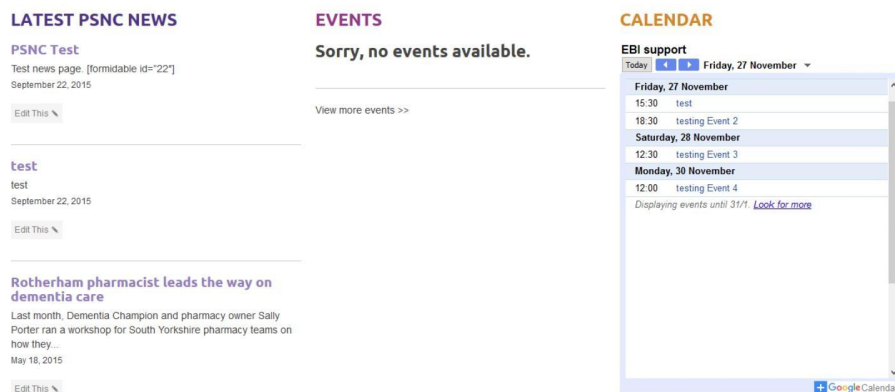
Content:

```
<iframe src="https://calendar.google.com/calendar/embed?showPrint=0&showTabs=0&showCalendars=0&mode=AGENDA&height=500&wkst=1&bgcolor=%23FFFFFF&src=ebisupport%40gmail.com&color=%232952A3&ctz=Europe%2FLondon" style="border-width:0" width="400" height="500" frameborder="0" scrolling="no"></iframe>
```

Automatically add paragraphs

[Delete](#) | [Close](#) [Save](#)

- This will now appear on your home page:



LATEST PSNC NEWS

PSNC Test
Test news page. [formidable id="22"]
September 22, 2015
[Edit This](#)

test
test
September 22, 2015
[Edit This](#)

Rotherham pharmacist leads the way on dementia care
Last month, Dementia Champion and pharmacy owner Sally Porter ran a workshop for South Yorkshire pharmacy teams on how they...
May 18, 2015
[Edit This](#)

EVENTS
Sorry, no events available.
[View more events >>](#)

CALENDAR

EBI support
Today [←](#) [→](#) Friday, 27 November

Friday, 27 November	
15:30	test
18:30	testing Event 2
Saturday, 28 November	
12:30	testing Event 3
Monday, 30 November	
12:00	testing Event 4

Displaying events until 31/1. [Look for more](#)

[Google Calendar](#)

- Due to the limited space in a widget, it is recommended that you only choose to use the agenda view here, this can be set by customising your calendar in your calendar settings before you copy the HTML code:

Calendar Title

Show

Title

Navigation buttons

Date

Print icon

Tabs

Calendar list

Time zone

Default View

Week Month Agenda

Width
 pixels

Height
 pixels

Week Starts On

Language

Background Colour
 Border?

Calendars to Display

Birthdays

Holidays in the United Kingdom

Copy and paste the HTML below to include this calendar

```
<iframe src="https://calendar.google.com/calendar/emf
amp;showTabs=0&showCalendars=0&mode=AGENDA&an
amp;bgcolor=%23FFFFFF&src=ebisupport%40gmail.com&
amp;ctz=Europe%2FLondon" style="border-width:0" width
frameborder="0" scrolling="no"></iframe>
```

EBI support

Today ◀ ▶ Friday, 27 November ▾

Displaying events after 27/11. [Look for earlier events](#)

Friday, 27 November

15:30 test

18:30 testing Event 2

Saturday, 28 November

12:30 testing Event 3

Monday, 30 November

12:00 testing Event 4

Displaying events until 31/3. [Look for more](#)

Events shown in time zone: London + Google Calendar

The recommended Width and height when using the calendar in a widget is:

Width: 400
Height: 500

It is also recommended that you un-tick the Tabs option as well, this will then stop the user from changing the view of the calendar on your home page.