

MONTHLY INFORMATION MEETING

19 December 2017

Minutes of the Meeting

1. Meeting called to order 1:00 p.m. eastern standard time
2. Presentation by Atlantic Region RD on schedules. (Attached).
3. Committee charters were discussed. Those that have been submitted will be approved at the January NEC meeting in Orlando
4. Electronic voting material will be sent to the Secretary
5. There will be no Monthly Information Meeting in January 2018.
6. Meeting adjourned at 1:50 p.m. eastern standard time.

Create a Google Calendar for your Region (or Club)

As RD you should be keeping track of the Traditional Events in your region. Using a dedicated Google Calendar allows you to track these events while making this calendar available to the "public" by including a read-only display of this calendar on the regions website home page.

The following link is to the Atlantic Region webpage showing a embedded display of Atlantic Region Calendar containing **all** Traditional Events sanctioned in the Atlantic Region.

<http://www.mdvolks.org/Atlantic/default.htm>

Notice this calendar is displayed as an agenda, but the user may choose a more traditional week or month calendar display. Also notice the event title formatting/abbreviation scheme is employed to systematically show the club, type of event, starting time and location for the event.

I have also created a club calendar page for the Liberty Bell Wanderers, see

<http://lbwcal.nodegreen.com/>

As further detailed below, the steps to create a club/region calendar are 1) creating club/region Google Calendar account, 2) making this calendar public, and 3) embedding this calendar on the club/region home webpage. Then simply maintain the region/club calendar by adding a new TE when it is sanctioned (RD approved).

Step-by-step Guide

- Create a club/region Goggle Calendar account
 - Browse to www.google.com/calendar
 - Select more options-> create account
 - Use the club name or region designation as first and last name. For example:
First Name: Atlantic Region Volkssport
Last Name: ATRD
 - Set Birthday to 1/1/1960 (older than 21yrs)
 - Enter your email address
 - Enter your phone number (not required but useful for account recovery)
 - Enter gender none
 - Create a password (and remember it)
- Make the club/region Google Calendar Public:
 - Follow the instructions as per the following link:
<https://support.google.com/calendar/answer/37083?hl=en>
- Embed your calendar in a webpage:

- <https://support.google.com/calendar/answer/41207?hl=en>
- Below is an example of the html generated by following the instructions in the above link for the AT RD calendar:

```
<iframe src="https://www.google.com/calendar/embed?title=Atlantic%20Region%20Event%20Calendar&mode=AGENDA&height=400&wkst=1&bgcolor=%2399ff99&src=atrd4u%40gmail.com&color=%2399ff99&ctz=America%2FNew_York" style=" border-width:0 " width="550" height="400" frameborder="0" scrolling="no"> </iframe>
```