

PHS Theatre Department Calendar

How to have online access to the calendar

STEP 1: Create a Google Account

- Go to <http://www.google.com/accounts/NewAccount> and click "Create an account now."
- Once you've finished registering, you'll receive a verification email. Clicking the link in that email will complete the account creation process.
- When creating an account, please keep the following points in mind:
 - Google Account username should be an email address that you check regularly
 - Password must be at least eight characters long and can't be a commonly used word.
 - For password, select a unique combination of letters and numbers
 - In the Word Verification section, type the wavy characters exactly as they appear in the picture.

STEP 2: Sign up to access Google Calendars

- Once you have a Google Account, just visit the Google Calendar homepage, enter your Google Account email and password, and click Sign in. That's it!

STEP 3: Add the PHS Theatre Calendar to your Google Calendar Homepage

- On the calendar list on the left side of your Google homepage, click the Add down-arrow button and select add a friend's calendar.
- Enter this email address (phstheatre@comcast.net) in the field provided, and then click Add.
- You now have access to the calendar and all of its functions, including event notification and adding the event to your personal calendar. Just click on the event to see the details.