

## HOW TO SCHEDULE OR MAKE CHANGES TO A GOOGLE CALENDAR APPOINTMENT

Double-click on your Google Calendar and fill out the highlighted sections below:

### YOUR FULL NAME

8/17/2013 10:00am to 11:00am 8/17/2013 ←Your lesson date and time slot

(GMT-07:00) Mountain Time

Time zone ←Make sure your calendar is in Mountain Time! Click on "Time Zone" to double-check

All day  Repeat: Weekly on Saturday Edit ←Make sure your appointment repeats properly: either weekly or every 2 weeks, depending on your lesson package

Event details [Find a time](#)

Where LHS Studios: 2851 E. 1190 S.

Video call [Add video call](#)

Calendar LHS Studios Lesson Scheduling Google Calendar

←Please make sure you select the studio calendar from this drop-list and not your personal calendar, otherwise I will not be able to see the appointment you think you made!!

Description Your best immediate contact info: ←Please make sure your contact info. is always listed so you can be contacted for lesson swaps  
Phone/Text # & E-mail Address

Event color

Reminders Email 30 minutes

Pop-up 30 minutes

←Schedule yourself a handy reminder

[Add a reminder](#)

Show me as  Available  Busy

Privacy  Default  Public  Private

[Learn more about private vs public events](#)

[Want to add attachments? Learn how to enable the lab!](#)

### OTHER POINTERS:

- ALWAYS CHECK THE STUDIO CALENDAR TO MAKE SURE YOU ARE SCHEDULED WHEN YOU THINK
- Always default to the last studio email for updates regarding dress rehearsals or master classes
- If you receive a reminder from Google that doesn't seem right, please check the calendar; there has been one occasion in which a reminder was sent out that didn't reflect the calendar or studio email, and I am not sure what went wrong; it could have been the users time zone setting
- Please make sure your calendar is in the right time zone to avoid such problems.
- If your appointment shows up on your calendar in a different color than everyone else's, it means you have scheduled your appointment in your personal calendar and not the studio calendar – please make sure you schedule in the studio calendar, or I won't be able to see it!!
- If you want to invite someone else to know about your voice lesson you can "Add Guests"