



SiteViz Tutorial: Google Calendar

SiteViz does not automatically adjust your embedded Google calendar to a mobile view, causing your calendar to go offscreen. This walkthrough will show you how to fix that.

CALENDAR

October 2023							Print	Week	Month	Agenda
Sun	Mon	Tue	Wed	Thu	Fri	Sat				
Oct 1	2	3	4	5	6	7				
	6pm OK092: Squadron 6:30pm OK115: Squadron 6:30pm OK116: Squadron 7pm OK110: Squadron	6pm OK151: Squadron 6pm OK024: Squadron 6pm OK086: Squadron 6:30pm OK113: Squadron +5 more			6:30pm OK002: Squadron 6:30pm OK008: Squadron 6:30pm OK103: Squadron	7am CAP - FEMA - ICS 1				
8	9	10	11	12	13	14				
	6pm OK092: Squadron 6:30pm OK115: Squadron 6:30pm OK116: Squadron 7pm OK110: Squadron	6pm OK151: Squadron 6pm OK024: Squadron 6pm OK086: Squadron 6:30pm OK113: Squadron +5 more			6:30pm OK002: Squadron 6:30pm OK008: Squadron 6:30pm OK103: Squadron					
15	16	17	18	19	20	21				
	6pm OK092: Squadron 6:30pm OK115: Squadron 6:30pm OK116: Squadron 7pm OK110: Squadron	6pm OK151: Squadron 6pm OK024: Squadron 6pm OK086: Squadron 6:30pm OK113: Squadron +5 more			6:30pm OK002: Squadron 6:30pm OK008: Squadron 6:30pm OK103: Squadron	7am CAP - Emergency S				
22	23	24	25	26	27	28				
	6pm OK092: Squadron 6:30pm OK115: Squadron 6:30pm OK116: Squadron 7pm OK110: Squadron	6pm OK151: Squadron 6pm OK024: Squadron 6pm OK086: Squadron 6:30pm OK113: Squadron +5 more			6:30pm OK002: Squadron 6:30pm OK008: Squadron 6:30pm OK103: Squadron					
29	30	31	Nov 1	2	3	4				
	6pm OK092: Squadron 6:30pm OK115: Squadron 6:30pm OK116: Squadron 7pm OK110: Squadron	6pm OK151: Squadron 6pm OK024: Squadron 6pm OK086: Squadron 6:30pm OK113: Squadron +5 more			6:30pm OK002: Squadron 6:30pm OK008: Squadron 6:30pm OK103: Squadron	7am CAP - Emergency S 7:30am CAP - Cadet O-R				

This tutorial will help you to embed a Google Calendar that adapts to mobile such as the one displayed on the beta wing website at okwg.cap.gov/calendar.

SECTION 1: STEPS TO CREATE A WING OR SQUADRON GOOGLE CALENDAR

1. Create a generic wing or squadron Gmail account using the following naming format:

Wings = WingCAP@gmail.com
Example: okwgcap@gmail.com

Squadrons = CityCAP@gmail.com
Example: BristowCAP@gmail.com

Note - This email is to be used for the sole purpose of Google Calendar and not for public outreach. Non-branded emails are not authorized for official CAP business. For that purpose, use a national cap.gov email, branded wing email, or branded squadron email.

2. Register the Gmail account in the Internet Services module of eServices.
3. Log in to the Gmail account from a computer.
4. In the upper right corner click on the 9-dot button
5. Click on the calendar icon



6. On the left-hand side under “Other Calendars” click the + sign
7. Then select “Create new calendar”
8. Fill out the information for the calendar name and description

Create new calendar

Name
XYZ Composite Squadron Activities Calendar

Description
XYZ Composite Squadron Activities Calendar

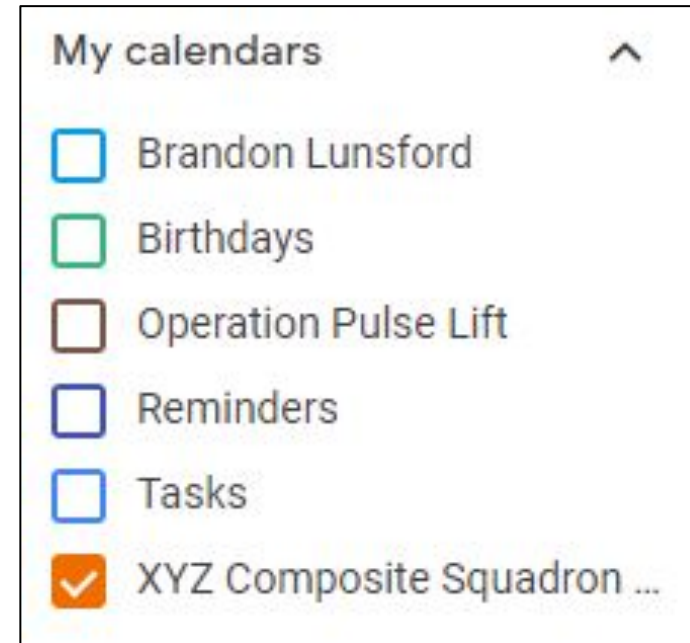
Time zone
(GMT-05:00) Central Time - Chicago

Owner
Brandon Lunsford

Organization
cap.gov

Create calendar

9. Click “Create calendar”
10. Click the arrow back to the main screen

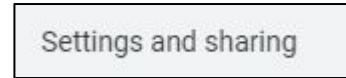


SECTION 2: SETTING UP YOUR CALENDAR SO SPECIFIC MEMBERS HAVE ACCESS TO ADD TO IT.

1. Hover over the calendar in your left-hand menu and click on the 3-dot button.



2. Click on Settings and sharing.



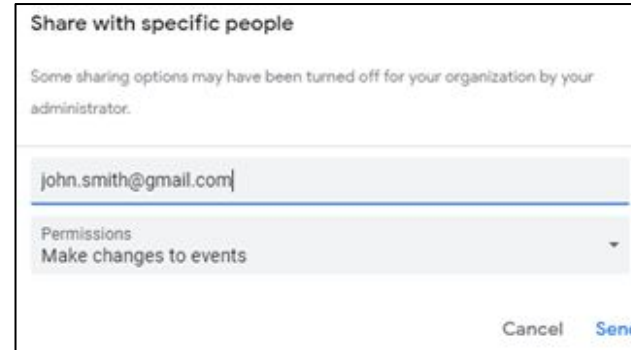
3. Under Access permissions, click “Make available to public.”



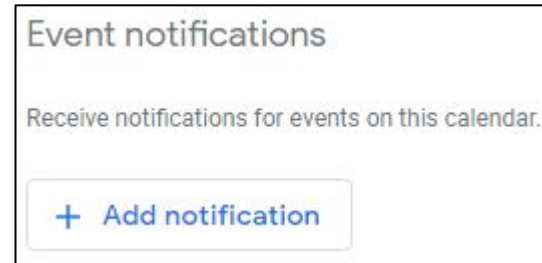
4. Under “Share with specific people” click “Add people.”



5. Add the Gmail accounts for the members that will be adding things to your squadron's calendar. Under permissions, set it to "Make changes to events." Note, if a member has a cap.gov email it is considered a Gmail and will work for access.

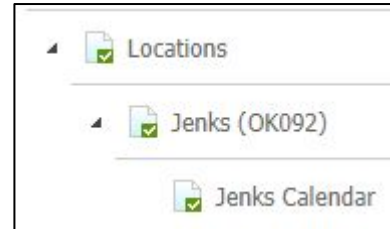


6. While in this screen it is best to set a default notification. Scroll down to "Event notifications" and click "Add notification." It is recommended to give a "1 day" reminder notification to members that subscribe to the calendar.

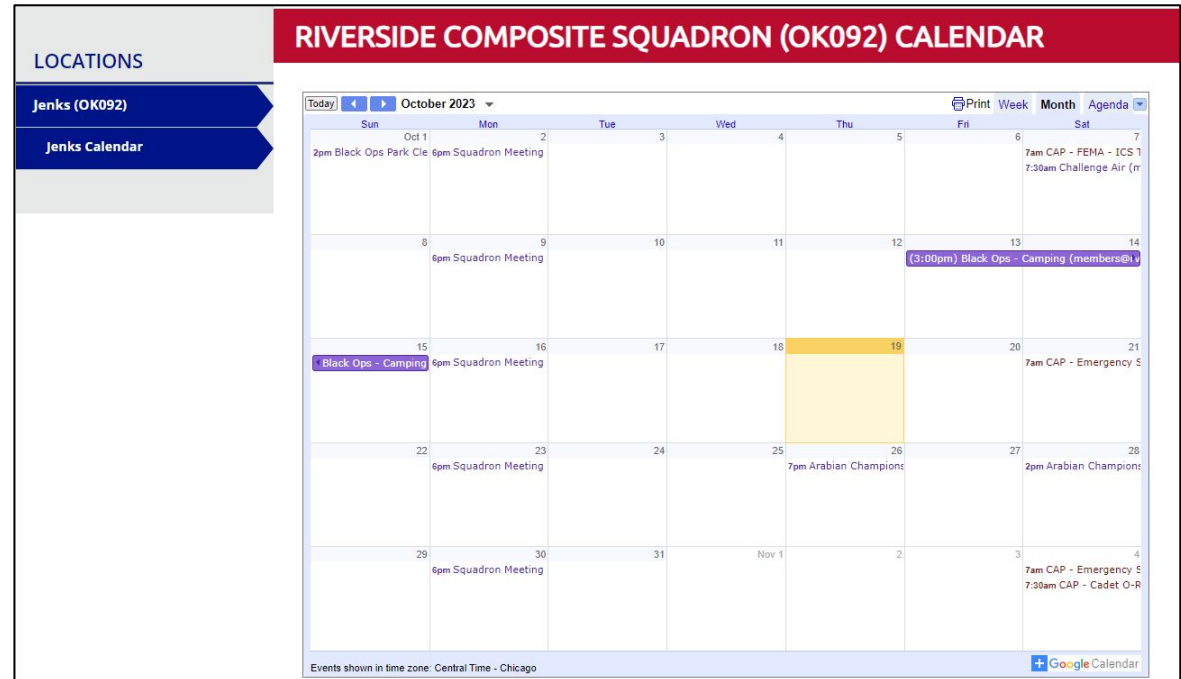


SECTION 3: ADDING THE CALENDAR TO A SITEVIZ WEBSITE

1. It is recommended to embed the calendar under a child page for the squadron.



2. On the live site it will show as a sub-selection under the landing page for each squadron.



3. It is also recommended to include instructions for subscribing to the calendar directly under it. See the page at okwg.cap.gov/calendar as an example.

LOCATIONS

- Jenks (OK092)
- Jenks Calendar**

RIVERSIDE COMPOSITE SQUADRON (OK092) CALENDAR

Today | October 2023 | Print | Week | Month | Agenda

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Oct 1 2pm Black Ops Park Cte	2 6pm Squadron Meeting	3	4	5	6 7am CAP - FEMA - ICS 1 7:30am Challenge Air (r)	7
8 6pm Squadron Meeting	9	10	11	12	13 (3:00pm) Black Ops - Camping (members@...)	14
15 Black Ops - Camping	16 6pm Squadron Meeting	17	18	19	20	21 7am CAP - Emergency S
22 6pm Squadron Meeting	23	24	25	26 7pm Arabian Champions	27	28 2pm Arabian Champions
29 6pm Squadron Meeting	30	31	Nov 1	2	3	4 7am CAP - Emergency S 7:30am CAP - Cadet O-R

Events shown in time zone: Central Time - Chicago

+ GoogleCalendar

Calendar Subscription

Subscribing to the calendar pulls the events from the calendar and displays them in your Outlook, Gmail, Yahoo Mail, Hotmail, iPhone, iPad, Android, or other device.

Subscribing to the calendar:

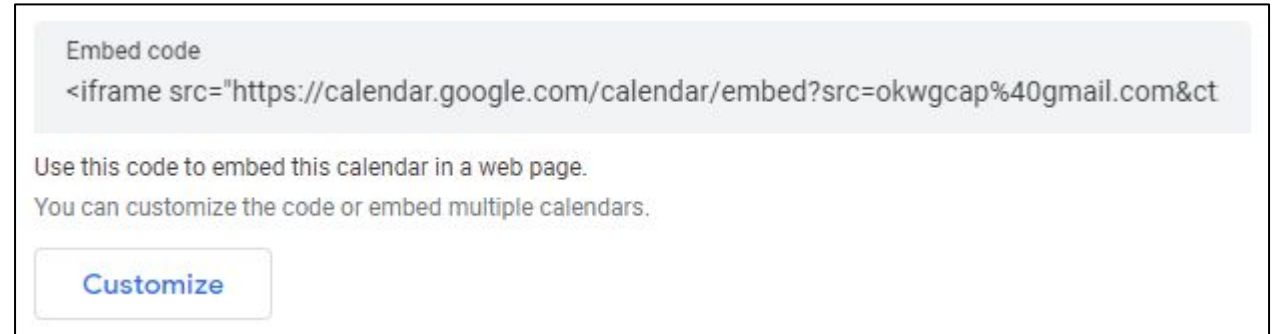
1. Click the **+GoogleCalendar** button in the lower right corner of the calendar.
2. Follow the prompts from your calendar program to finalize your subscription

Once you have subscribed to the calendar, your calendar program will periodically refresh and get the latest updates from the unit's Google calendar. The calendar refresh time will depend on the program you are using. Most Calendars only refresh every 4-24 hours.

4. In your calendar get the embed code by hovering over the main calendar in the left hand menu and then selecting settings and sharing.



5. Scroll down to Integrate Calendar and click on the Customize button.



6. Once you have your calendar configured copy the embed code.

Embed code

```
<iframe src="https://calendar.google.com/calendar/embed?height=600&wkst=1&bgcolor=%23ffffff&ctz=America%2FChicæ"
```



Copy and paste the HTML above to include this calendar on your webpage.

7. In SiteViz click edit on the calendar child page we discussed on Slide 7. Under the Page Content section click on the Source button on the far right of the



8. Copy the code below and paste it into the top of the Source page in SiteViz.

```
<script type='text/javascript'>
```

```
var ShowMobile = '<iframe src="https://calendar.google.com/calendar/embed?mode=AGENDA&height=600&wkst=1&bgcolor=%23ffffff&ctz=America%2FChicago&src=b2t3Z2NhcEBnbWFpbC5jb20&src=a2YwM244cThibjkxZ3ExZzM3dXFzZmE1bW9AZ3JvdXAuY2FsZW5kYXluZ29vZ2xILmNvbQ&src=ZnFsOG5zczNkaDd0NHFqamp2YnBldDJoaxNAZ3JvdXAuY2FsZW5kYXluZ29vZ2xILmNvbQ&src=bnQwbjZoamZpcXB0amZtYjZsYnZqcmtnYzhAZ3JvdXAuY2FsZW5kYXluZ29vZ2xILmNvbQ&src=cG9hLndvb2R3YXJkMTE2Y2FwQGdtYWIsLmNvbQ&color=%23039BE5&color=%23B39DDB&color=%23E67C73&color=%23AD1457&color=%23B39DDB&showTitle=0&showNav=0&showDate=1&showTabs=1&showCalendars=0&showPrint=0" width="350" height="600"></iframe>';
```

```
var Web = '<iframe src="https://calendar.google.com/calendar/embed?height=650&wkst=1&bgcolor=%23ffffff&ctz=America%2FChicago&src=b2t3Z2NhcEBnbWFpbC5jb20&src=a2YwM244cThibjkxZ3ExZzM3dXFzZmE1bW9AZ3JvdXAuY2FsZW5kYXluZ29vZ2xILmNvbQ&src=ZnFsOG5zczNkaDd0NHFqamp2YnBldDJoaxNAZ3JvdXAuY2FsZW5kYXluZ29vZ2xILmNvbQ&src=bnQwbjZoamZpcXB0amZtYjZsYnZqcmtnYzhAZ3JvdXAuY2FsZW5kYXluZ29vZ2xILmNvbQ&src=cG9hLndvb2R3YXJkMTE2Y2FwQGdtYWIsLmNvbQ&color=%23039BE5&color=%23B39DDB&color=%23E67C73&color=%23AD1457&color=%23B39DDB&showTitle=0&showNav=1&showDate=1&showTabs=1&showCalendars=1" width="940" height="650"></iframe>';
```

```
if (document.body.clientWidth < 500)  
{document.write (ShowMobile)}  
else  
{document.write (Web)}
```

```
</script>
```

9. Copy the embed code we talked about on Slide 10 in the Google Calendar Settings location to a plain text file.
10. From your plain text file copy the “src” entry BEGINNING at the “height” section and up to where the “show” settings begin. Do not include the show settings.
11. Paste that copy into the two red sections below in your SiteViz source page for the calendar.
12. Save and Publish and check your work.
13. Congratulations!

```
<script type='text/javascript'>
```

```
var ShowMobile = '<iframe src="https://calendar.google.com/calendar/embed?
mode=AGENDA&height=600&wkst=1&bgcolor=%23ffffff&ctz=America%2FChicago&src=b2t3Z2NhcEBnbWFpbC5jb20&src=a2YwM244c
ThibjKxZ3ExZzM3dXFzMmE1bW9AZ3JvdXAuY2FsZW5kYXluZ29vZ2xILmNvbQ&src=ZnFsOG5zczNkaDd0NHFqamp2YnBldDJoaxNAZ3JvdXAuY2FsZW5kYXluZ
29vZ2xILmNvbQ&src=bnQwbjZoamZpcXB0amZtYjZsYnZqcmtmYzhAZ3JvdXAuY2FsZW5kYXluZ29vZ2xILmNvbQ&src=cG9hLndvb2R3YXJkMTE2Y2FwQGdt
YWIsLmNvbQ&color=%23039BE5&color=%23B39DDB&color=%23E67C73&color=%23AD1457&color=%23B39DDB&showTitle=0&
showNav=0&showDate=1&showTabs=1&showCalendars=0&showPrint=0" width="350" height="600"></iframe>';
```

```
var Web = '<iframe
src="https://calendar.google.com/calendar/embed?height=650&wkst=1&bgcolor=%23ffffff&ctz=America%2FChicago&src=b2t3Z2NhcEBnbWFpbC5j
b20&src=a2YwM244cThibjKxZ3ExZzM3dXFzMmE1bW9AZ3JvdXAuY2FsZW5kYXluZ29vZ2xILmNvbQ&src=ZnFsOG5zczNkaDd0NHFqamp2YnBldDJoaxNA
Z3JvdXAuY2FsZW5kYXluZ29vZ2xILmNvbQ&src=bnQwbjZoamZpcXB0amZtYjZsYnZqcmtmYzhAZ3JvdXAuY2FsZW5kYXluZ29vZ2xILmNvbQ&src=cG9hLndv
b2R3YXJkMTE2Y2FwQGdtYWIsLmNvbQ&color=%23039BE5&color=%23B39DDB&color=%23E67C73&color=%23AD1457&color=%23B39D
DB&showTitle=0&showNav=1&showDate=1&showTabs=1&showCalendars=1" width="940" height="650"></iframe>';
```

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if (document.body.clientWidth < 500)
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```
</script>
```