

1. Logon to [SJA Google Apps](#). A link to this site can be found on the Saint Joan of Arc web site. The link name is “SJA Webmail”.
2. Once you logon you will go directly to the email inbox. Your email inbox is setup to route all mail to your personal email account (AOL, Yahoo, Hotmail).
3. In the upper left corner of the page, you will see a link to “Calendar”. This calendar is the calendar which is linked to from the Saint Joan of Arc Athletic Association’s Coach Calendar page.

- Once on the calendar page, events can be easily added.
- Click the arrow keys to select the month.
- Click the day you want to add an event to.
- Click the “edit event details” to modify event name “What” and time “When”.

The screenshot shows a web-based calendar interface. At the top, there are navigation links: [Start Page](#), [Mail](#), [Calendar](#), [Documents](#), and [Sites](#). The user's email address, coachkamper@stioanofarcstl.com, and other links like [Offline](#), [New: Labs features](#), and [Sync](#) are visible in the top right.

On the left side, there is a logo for "Saint Joan of Arc" and a search bar labeled "Search My Cal". Below this, there are links for "Create Event", "Quick Add", and "Tasks". A small calendar for "August 2009" is displayed, with the 24th highlighted. Below the calendar, there are sections for "My calendars" (showing "Coach Kamper's Sp...") and "Other calendars" (showing "US Holidays").


The main calendar area shows a grid for August 2009. The days of the week are labeled at the top: Sun, Mon, Tue, Wed, Thu, Fri, Sat. The dates are arranged in rows. A mouse cursor is hovering over the 4th of August. A dialog box is open over the 4th, with the following fields:

- When: Tue, August 4
- What:
- e.g., 7pm Dinner at Pancho's
- Buttons: [Create event](#) and [edit event details »](#)

At the bottom right of the calendar grid, there are links for [Print](#), [Day](#), and [Week](#).

8. In the “edit event details” enter all the details
 - a. What – Enter the Name of the event.
 - b. When – Enter the date and time of the event. To select a specific time, uncheck the “All day” check box.
 - c. Where – Enter the Location of the event.
 - d. Description – Enter a description of the event. Directions, phone numbers, email addresses, etc. can be entered here to aid the calendar subscribers.

Start Page Mail Calendar Documents Sites coachkamper@stjoanofarcstl.com |



Search My Calendars

[Show Search Options](#)

Create Event

[Quick Add](#)

[Tasks](#)

« August 2009 »

S	M	T	W	T	F	S
26	27	28	29	30	31	1
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	31	1	2	3	4	5

▼ My calendars

Coach Kamper's Sp...

[Settings](#) [Create](#)

▼ Other calendars

Add a friend's calendar

US Holidays

[Settings](#) [Add](#) ▼

« Back to Calendar [Save](#) [Cancel](#)

What

When to All day

Repeats: ▼

[Check guest and resource availability](#)

Where

Calendar ▼

Description

Attachment [Add a Google document](#)

▼ **Options**

Reminder

▼ minutes ▼ [remove](#)