

How to Get the ADA Dive Calendar on your Calendar

To help you plan your dive trips ADA has added an online calendar to make it very easy to add all ADA events to your personal calendar. The calendar is on Google and is very easy to add to your electronic calendar, regardless of your personal email and calendar provider. In addition, it is also available on the ADA website when you select the ADA dive schedule option.

So let's get started! Since the ADA calendar is stored on Google, you must at a minimum have a Gmail account on Google which is free and easy to get (and who doesn't need another email account???) Let's assume you don't have a Gmail account...

Step 1: Using a PC or IOS device (full screen device makes this much easier!) open your internet browser and go to www.google.com

Step 2: In the upper right hand corner you will see an option to "sign in". If you have a Gmail account go ahead and log in. If not, select the create account option and establish an email user id and password.

Step 3: You will now have the option to login to your account. Go ahead and enter your user id and password.

Step 4: Once logged in, you will see a small square in the upper right hand corner formed of small rectangular dots. Click on this to open and select the calendar option, which has a "31" in a blue rectangle in the lower right hand corner. This will bring up your personal calendar which is attached to your Gmail account.

Step 4: To overlay the ADA dive calendar, click on the "Other Calendars" drop down located on the lower left hand side of your calendar. Select "Add a friend's calendar" and you will get a dialogue box with a place to add a "Contact email". Enter activediverscalendar@gmail.com (no underline necessary!!) and then click "Add".

Step 5: activediverscalendar should now appear under "other calendars" and you can select a color palette for the entries so that you can distinguish the ADA events from your personal entries.

You now have a complete calendar that can be viewed by logging into your Google account from anywhere. There are four different views you can select including day, week, month and agenda (a list style calendar). There are links embedded in each ADA calendar entry that take you to the dive schedule so you can make payments or find out the dive operator by selecting the links on that page (remember, you must call Lon to book the dive before you pay!).

For mobile users your options vary a bit by device operating system, but by far the easiest way to access the calendar is to simply log into your Google mail account and then select your calendar. Also, most devices will support multiple email accounts so you can add your Gmail account and have your device “sync” your mobile calendar as well as your email. For IOS (iPhone and IPAD users) you can go to this site <http://support.apple.com/kb/ht4810> to get step by step instructions. One quirk I found if you prefer using the Apple calendar app is that the ADA entries will not show up on that mobile calendar unless you do the following:

Step 1: Go to Google using a large screen device and log into your Gmail account

Step 2: Open your personal calendar with the ADA calendar overlay (should already be there if you went through the initial set up).

Step 3: Click on the ADA event you want to show up on your IOS Apple calendar app and select “copy to my calendar”. A duplicate event in the color of your personal entries will now appear on your Google calendar and a single entry will show up on your IOS Apple calendar app. I did not find this to be an issue using the Google calendar on any device (Android or PC) so this is strictly an Apple calendar app issue.

You are now up to date on the latest ADA events!!