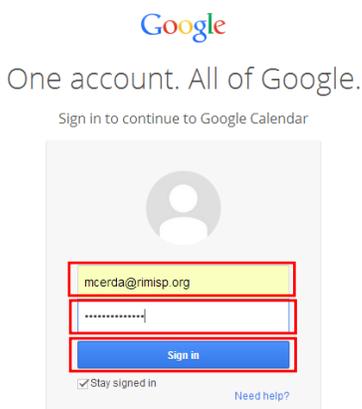


Cómo subir actividades en Google Calendar

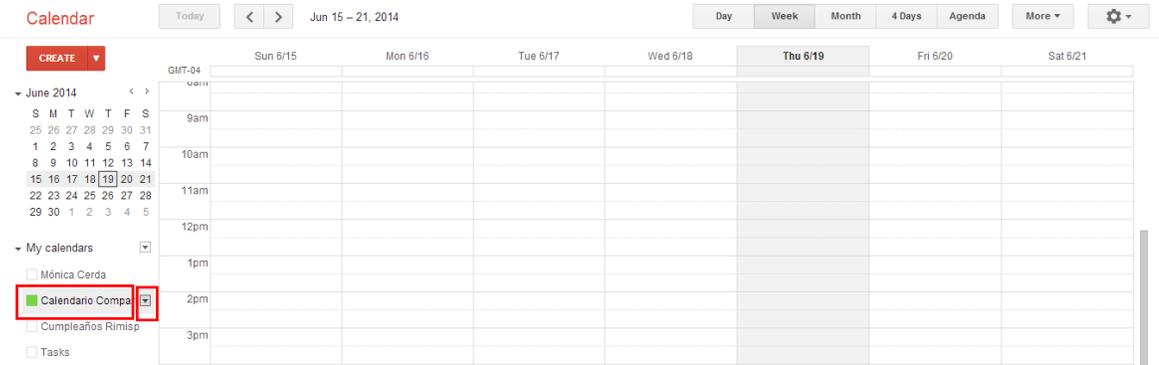


1.- Ir a google.com/calendar

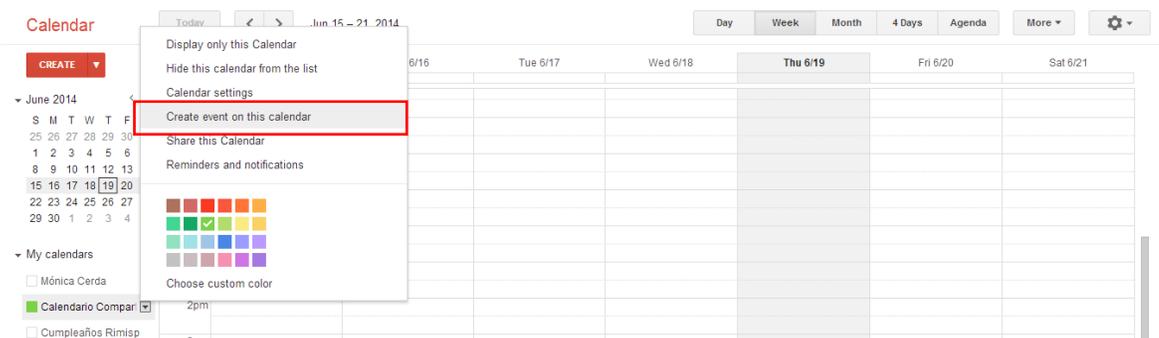
2.- Ingresar los datos de la cuenta de correo personal de Rimisp, su respectiva contraseña y presionar el botón INICIAR SESIÓN



3.- En la lista MIS CALENDARIOS, de la columna izquierda, seleccionar CALENDARIO COMPARTIDO, y hacer clic sobre la pestaña de dicho calendario



4.- Hacer clic en la opción CREAR EVENTO EN ESTE CALENDARIO



5.- Escribir el título de la actividad en el campo superior de la página

6.- Seleccionar las fechas de inicio y fin de la actividad

The screenshot shows the top part of an event creation form. At the top, there are navigation buttons: a back arrow, a red 'SAVE' button, and a 'Discard' button. Below this is a text input field containing the title 'Seminario internacional de Territorio Rural en América Latir'. Underneath the title are two date pickers: the first is set to '6/19/2014' and the second to '6/19/2014', with a 'Time zone' link to the right. A calendar widget is open for the first date, showing the month of June 2014. The date '19' is highlighted in red. To the right of the calendar is an 'Add guests' section with a text input field for 'Enter email addresses' and an 'Add' button.

7.- Registrar los detalles del evento:

-En el campo DÓNDE: indicar la ciudad del evento, y la dirección si se contara con ella

-En el campo DESCRIPCIÓN: indicar quiénes participan

-En MOSTRARME COMO: marcar la opción DISPONIBLE (esto es para no afectar el calendario personal de quien registra la actividad)

This screenshot shows the detailed information section of the event creation form. At the top, there are navigation buttons: a back arrow, a red 'SAVE' button, and a 'Discard' button. The title 'Seminario internacional de Territorio Rural en América Latir' is displayed. Below the title are two date pickers: the first is '6/19/2014' and the second is '6/20/2014', with a 'Time zone' link. There are checkboxes for 'All day' and 'Repeat...'. The 'Event details' section includes a 'Find a time' button, a 'Where' field with 'Lima, Peru', a 'Video call' section with a 'Video call added' status and a 'Remove' link, a 'Calendar' dropdown menu set to 'Calendario Compartido Rimisp', and a 'Created by' field with 'Mónica Cerda'. The 'Description' field contains the text 'Participan Eduardo Ramirez, Ignacia Fernández y Andrés Tomaselli'. There is an 'Attachment' section with an 'Add attachment' link. The 'Event color' section shows a row of colored squares with the first one (green) selected. The 'Reminders' section shows 'No reminders set' and an 'Add a reminder' link. At the bottom, the 'Show me as' section has radio buttons for 'Available' (selected) and 'Busy'.

8.- Presionar el botón rojo GUARDAR.

This screenshot shows the top part of the event creation form, similar to the first screenshot. The title 'Seminario internacional de Territorio Rural en América Latir' is present. The date pickers are set to '6/19/2014' and '6/20/2014'. The 'SAVE' button is highlighted with a red box, indicating the final step of the process.