

## Using Google Calendar to Manage Field Work

Google Calendar is a useful tool that can help the local logistics coordinator and team coordinator manage interview schedules. These two team members can work together to create a calendar, schedule interviews, and share it with team members. Because it is stored on the cloud, all team members will be able to access, view, and make any updates as necessary.

### Creating a new calendar ([full steps here](#))

In order to create a new calendar, either the logistics coordinator or the team coordinator will need to register for a Google account. These are relatively easy and quick to create. Once the team member has their account and logs in, they should select the “Calendar” function from the tool bar. On the Calendar page, they will select the “Create new calendar” option, enter the appropriate information, and click “create calendar.” Once the calendar is created, they can begin updating it with information by clicking directly on the desired day and time and scheduling an appointment. When scheduling appointments, the two coordinators can include information about the time, location, as well as a short description. Updating all of these fields will help team members know when and where to be for all interviews. You can also use the “add guest” function to alert team members when they have a new interview scheduled. All changes and updates are automatically saved to the cloud.

A particularly helpful feature for field work is the ability to color-code appointments. This makes it possible for the team coordinator or logistics coordinator to assign a color to each team member, making it easy to see at a glance who needs to be where and when.

### Sharing a calendar ([full steps here](#))

Once you have created the calendar, you can share it with the rest of the team. On the left side of the page, there is an option to “share this calendar.” When sharing with others, the team coordinator and logistics consultant can decide how much they want to limit others’ ability to make changes. Simply enter the appropriate email addresses and select the appropriate level of access, and click “add person.” The team member will then receive an email with a link that they will need to click on to finalize their access.

Note: This only works for users with a Google account. For team members who don’t have a Gmail account, you can share the calendar with them in HTML format by following these [steps](#).

*Assessment to Action*, USAID SHOPS Project led by Abt Associates (2014)