



Click on the Calendar icon on the left

Make sure you are in your Calendar

Click on New Event

See the next page

Response options ▾ Busy ▾ Don't remind me ▾ Categorize ▾ Private Scheduling poll Google Meet ▾

Save • Calendar (cgrivel@egusd.net) ▾

Add a title Teams meeting ☐

Invite attendees Optional

2025-10-16 7:00 PM ▾ to 7:30 PM ▾ Make recurring ☐ All day

Add a room or location ☐ In-person event

Type / to insert files and more

Set reminder to “Don’t remind me”

Enter Name of Event in Add a title

Ensure Teams meeting is turned off (to the left)

Enter “Monterey Trail Facilities Calendar” in Invite attendees

Enter the date of your event

Start time should be actual start time of the event and **NOT** setup time

End time should be actual end time of the event

If entering a recurring event click on Make recurring and enter recurring event details, make sure to include the end date.

Enter the event location(s) in Add a room or location

Enter any important additional details in Type/to insert files and more

- Actual setup/cleanup times
- Setup directions/drawings
- Desired equipment
- Other important information for your event
- You may use the tools at the bottom to add additional information



Save will change to Send when you invite Monterey Trails Facilities Calendar – click on Send to send your request.

Request will be received and processed – you will receive an email when your request is approved.

If modifications are needed you will be requested to make changes and resubmit.