

Midlothian Friends Web Site Calendar

as of June 20, 2022

The old calendar was not working, and so several changes were made in June 2022. The technical details are shown on the last page.

New Calendar Look

The new calendar offers three different views of the calendar: By week, month, or agenda. Notice the Print button next to the Week tab. The example below doesn't show the entire month, but notice that June 20 is highlighted because it is the current date.

The two arrows in the top left advance the calendar month by month.



midlofriendscalendar@gmail.com

Today

◀

▶

June 2022

Print

Week

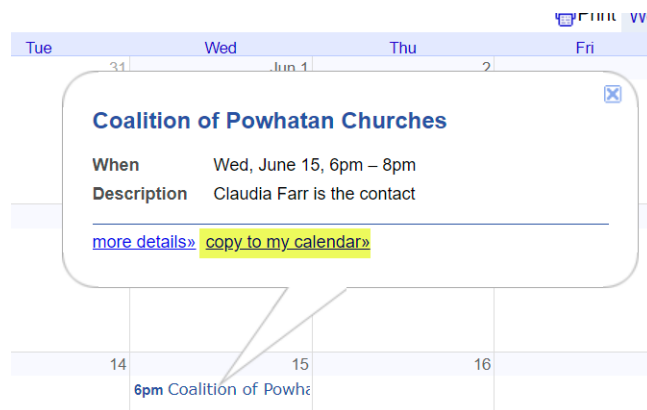
Month

Agenda

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29 10am Circle of Friends 10am Meeting for wors	30	31	Jun 1	2	3	4
5 10am Circle of Friends 11am Meeting for Wors	6	7	8 3pm MFM Book Group	9	10	11
12 10am Circle of Friends 11am Meeting for Disce	13	14	15 6pm Coalition of Powha	16	17	18
19	20	21	22	23	24	25

Detailed Event Details

Clicking on the event shows the details for that event. Note that you can copy the event to your calendar:



FAQ

1. How do I add or edit an event to the Calendar?

To add or edit an event on the web site calendar you need to access the Google account where the account is stored:

midlofriendscalendar@gmail.com

The account is a regular Google account, and thus requires a username and password:

The username and password as of 6/20/2022 are shown below. The password is not expected to change:

username

midlofriendscalendar@gmail.com

password

uqx9uqt3PER!gvb_jgp

website

<https://accounts.google.com>

SAVED ON MAIL.GOOGLE.COM

POP Server:

pop.gmail.com

Port:

995

Label incoming messages:

midlofriendscalendar@gmail.com

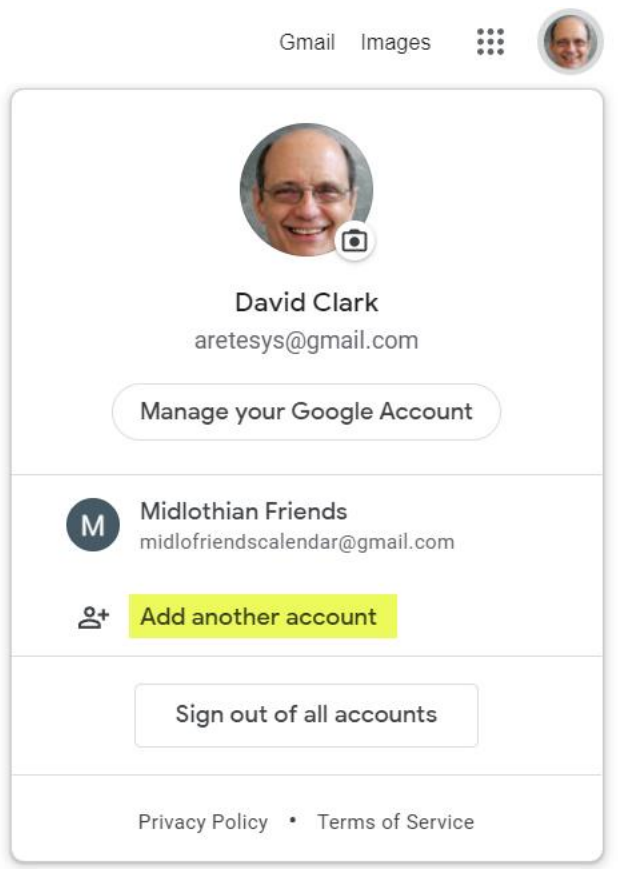
2. Who can add or edit an event on the calendar?

Any Friend with the username and password to the Google site midlofriendscalendar@gmail.com can add, edit, or delete an event on the calendar. It is not restricted to certain Friends.

It is theoretically possible that someone outside the Meeting could hack the calendar, which is why the strong password was created.

3. How do I access the Google account with the calendar?

The easiest way to get access to the calendar account is to add the account is by using your user profile. To do that click on your picture or initials in the upper right-hand corner of Google Chrome. In this example I have already used the “Add another account” option to add the calendar account:



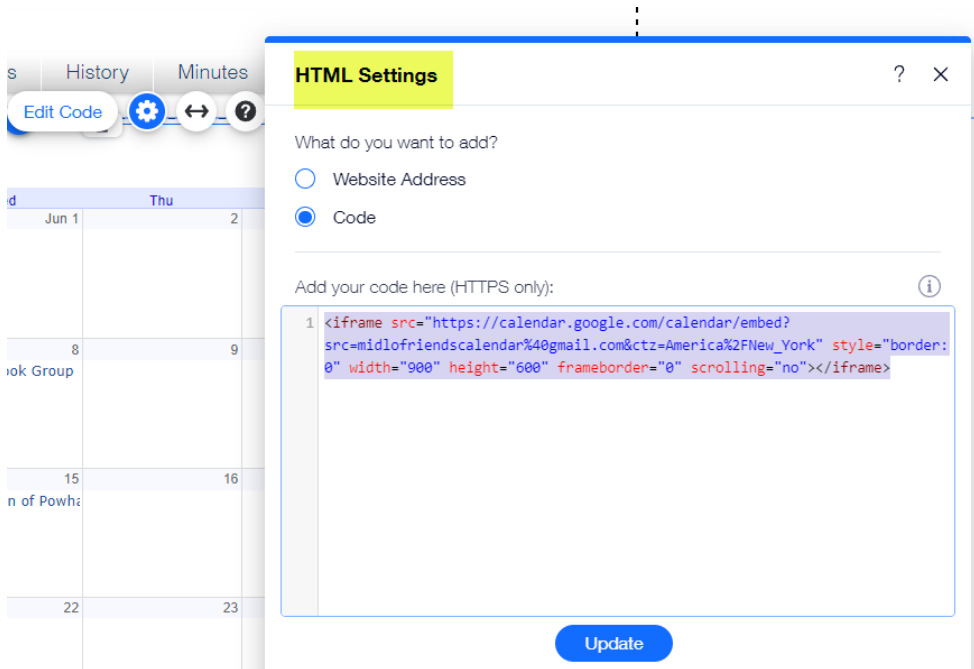
What if I have any questions or problems?

Contact the Meeting Internet Presence Coordinator, Dave Clark at aretesys@gmail.com or on his cell (804) 839-6438

Updates to the Calendar structure

NOTE that you do not need this information to add an event to the calendar.

1. MFM uses the Wix.com software to create and change our web site. Instead of using the Google Event Calendar “app” that comes with a Wix web site, HTML code was inserted that showed the calendar that is part of the midlofriendscalendar@gmail.org account



Here is the HTML enlarged:

```
<iframe  
src="https://calendar.google.com/calendar/embed?src=midlofriendscalendar%40gmail.com&ctz=America%2FNew_York" style="border: 0" width="900" height="600" frameborder="0" scrolling="no"></iframe>
```

2. The password created for the midlofriendscalendar was changed to a strong password to hide it from hackers.