

Instructions for loading Beamish Golf Fixtures onto Mobile devices

Dated 30th Jan 2015

Please note that once this is completed, then it should be effective for future years without any further changes.

1. Required before start

You will need a personal gmail account and password. If you do not have one or cannot remember password etc then create a new one with the minimum of information.

2. On Computer with Internet access

Using any internet browser (definitely works on Google Chrome but not tested on all browsers), sign in to Google mail using your personal gmail account.

Using a different browser tab go to www.beamishgolf.co.uk, navigate to the Membership tab and the page 'Members Fixtures for 2015' - this can be obtained instantly by registering with your email address as registered at the golf club.

On the calendar which appears on this page, and click  at the bottom right of the calendar

This effectively adds the beamish calendars to your personal gmail account/calendar. You will then need to go to <https://www.google.com/calendar/syncselect> where you will see a list of calendars and all should be selected. This will effectively synchronise all of the fixtures across to the mobile device.

You will be able to view the 'composite' calendar by selecting the Calendar App in a similar way to Gmail app (top right? Small square shapes together in a square). You should see all of the Golf club fixtures and comps etc. It is recommended that the general calendar settings are changed to a date format of dd/mm/yyyy, time format of 13:00 and start the week on a Monday.

3. On an Android device

Assuming that the personal gmail account is already established on the device then there is nothing more to do. Otherwise simply add the account. Check your calendar app on the device.

4. Then on the Ipad/Iphone/Ipod etc device

STEP 1: Open settings on your iPad or iPhone

STEP 2: Click on the Mail, Contacts, Calendars button on the left hand side

STEP 3: You will see an accounts section that has iCloud, Exchange etc. At the bottom of the Accounts section click on Add Account...

STEP 4: Select the Google option

STEP 5: Enter in your details.

The email address is the email address that your calendars are associated with – this effectively is your personal email address with google. If you have several calendars associated with different Gmail accounts I would suggest you choose one Google account to be your primary account and then share all your calendars with that account. When you do this, you can still see all your individual calendars but you can also make the most of the layering feature of Google Calendar where you can

see multiple calendars all at the same time. - See more at: <http://usingtechnologybetter.com/google-calendars-and-ical/#sthash.vjlghMmW.dpuf>

A couple of things to note:

1. The name doesn't have to be your actual name. You can enter whatever you would like the recipient to see when they receive your email.
2. If you use 2-step verification make sure you enter the application specific password, not your regular password in the password section

STEP 6: Click next at the top of the screen and wait for the account to be verified. Once your account is verified you will see that you can turn the different Google products on or off. Make sure that you have the calendar option turned on.

STEP 7: Open up your calendar on your device and the sync will automatically begin.

If you have multiple calendars set up (even if they are in the same Google account) you may need to complete one more step. If you have a personal account go to <https://www.google.com/calendar/syncselect> and select the calendars you would like to sync (this should already have been done as above section 2 Computer with Internet access).

If you have an Apps for Business or Education account you can go to https://www.google.com/calendar/hosted/your_domain/syncselect, (replacing 'your_domain' with your actual domain name)

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