**FAQ**

1. **Who is responsible for setting up a club's Google calendar?**Your own club.
2. **Who can I get help if I am confused after reading procedures?**Contact our calendar support, Tony at tonycph1124@gmail.com
3. **Can my Club choose not to participate in this District Calendar program?**Yes, but no one will update your club’s event, or all of your club’s events may be deleted in order to maintain the accuracy of our district calendar.
4. **What are the benefits of this new District Calendar program?**The District Calendar provides all up-to-date events to public. Therefore, you can easily manage your time to join our district events. Also, club can efficiently create their events in order to avoid time-conflict with other events that they don’t want to hold at the same time.
5. **Does an event in District Calendar must be correct?**We try our best to maintain accuracy of our district calendar. But, we all cannot 100% sure to avoid human mistake. Our suggestion is to contact with corresponding person.
6. **How to get a Gmail account?
How to get Google Calendar with this account?
How to post Club event with your Google calendar?
How to upload attachments to my Club's Calendar?**

**How to sync your Calendar with the District's Calendar? (In progress)
Can I select which level or clubs that I want to sync? (In progress)**Please see our procedures.

1. **What are the information needed for an event or should be or can be accepted on the Calendar?**The only information needed for an event are time, location and contact person. Also, please maintain the event as accuracy as possible. Other than that, there is no specific requirements.
2. **How to download attachment to my PC and phone?**For PC, right click the attachment and “save as”.
For phone, it is hard to tell as different phones have different ways to download attachment. Our suggestion will be to try holding the attachment and see is there anything popup to download attachment.
3. **How does my Club event get into the Thread and be sent to the Clubs in the District?**For Thread, please send your flyer or event’s information to lions4service@gmail.com
4. **Will the District website also post the District Calendar with all event information at Club, District, (both Councils), MD4, and LCI levels?**Yes.
5. **Will the Thread still be used to send reminders into Lions' emails to remind them of events.**Yes.
6. **Will the new website shows the upcoming events as reminder as well?**Yes. In our homepage, lions4c4.org