Create a Google Calendar account (do on home computer):

1. Go to www.google.com
2. Click on the tab at the top - 'Calendar'
3. On the top, right you will see 'sign up' - select that.
4. Complete the form using the email address you usually use
5. **Click on 'create my account'**

Create a calendar to sync on your Google calendar:

1. Go to our team website and find our team specific calendar
2. Open the calendar to 'full calendar' (located at the bottom by the weekly snapshot calendar) - click on it
3. Click on the 'subscribe' button at the top, right side.
4. Scroll down to 'Step 1'
5. Click on 'click here to open a special page'
6. Select the box beside the team(s) name that you want to have sync on your phone (e.g. Atom B) - make sure the box has a check mark in it
7. On the right side your custom URL address has been created - copy it and close window - clicking 'ok' when prompted
8. Go to your Google Calendar
9. On the left side find 'other calendar - click the drop down arrow box
10. Click on 'Add by URL'
11. Paste your customized address from Step 7
12. Click 'Add Calendar'

If you want to change the name of your customized calendar :

1. After it is in your Google Calendar locate the calendar under the 'other calendar' section
2. Click on the arrow drop down box beside the name
3. Select 'Calendar Setting'
4. Replace the old name with the new name you want (e.g. a simpler name like Atom B)
5. Save

Sync to phone:

1. Go to Google Sync on phone (if have not done so, download on your phone - see note at bottom)
2. click on menu button, selection 'option'

3. Scroll down to bottom and click the calendars (it will highlight in blue, when it does press the select/menu button)
4. Find the newly create calendar (e.g. Atom B)
5. Save changes
6. Sync Now

Adding Google sync to phone:

1. go to your browser icon on your Blackberry
2. type in http://m.google.com/sync - enter
3. install this app
4. click on the sync icon on your phone
5. click the menu button
6. select options
7. scroll down to the bottom to 'sync these calendars' and press the toggle button
8. at the bottom you will see 'wild atom b' under the other calendar section - make sure the box is checked so the team calendar will sync with your phone
9. close that window (hit the menu button and select close)
10. close that window (hit the menu button and select close) - YES to SAVE changes
   11. should be ready to go -will ask you if you want to sync now - yes

Want to sync - anytime:

go to either the calendar (then menu section, select on sync calendar) OR go to the sync icon (then menu section and select sync calendar)

Make sync automatic and set how far out calendar syncs:

1. go to the sync icon
2. press the menu button
3. select options
4. Make "when to sync" = automatic (will do every 2 hours)
5. Make "Sync Evens for next" = 24 weeks or 52 weeks
6. save changes