How do I Create a bCal Calendar Invitation?

NOTE: In order to email calendar invitations to guests, you will need to create your event in bCal (bConnected Calendar) and send the invitations through its calendaring protocol. The function which previously allowed you to insert calendar invitations within the body of your emails has been removed by Google.

<table>
<thead>
<tr>
<th>Step</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Open bCal and click on the <strong>Create</strong> button on the upper left hand corner of your browser (Fig. 1) If you click on the drop-down arrow beside the <strong>Create</strong> button (Fig. 2) you will find the option to do a <strong>Quick Add</strong> to enter the name of your event; click the <strong>Add</strong> button once you’re done.</td>
</tr>
</tbody>
</table>

![Fig. 1](image1)

![Fig. 2](image2)
### Step 2: Create a bCal Calendar Invitation

In the ensuing page you will find fields (highlighted in yellow) to enter your **event details**. You can add an event description or agenda in the **Description** field.

On the right side of the page is the section where you will enter the email addresses of your **event invitees** (field highlighted in red).

Once you’ve completed the information, click **Save**.

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**Image:**

![Image of bCal Calendar Invitation page](image.png)

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### Step 3: Send Invitations

bCal will ask if you’d like to send invitations to your guests. Click **Send** when your invitation list is ready.

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**Image:**

![Image of bCal invitation send confirmation](image2.png)
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<td>4</td>
<td>Your event should now appear in your calendar.</td>
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**Step 4**

Your event should now appear in your calendar.

![Calendar Invitation](image)

**Step 5**

Event guests will receive the invitation in their inbox and have the option to RSVP. If they respond **Yes** or **Maybe** the event will appear in their respective calendars.

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![Calendar Invitation](image)
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<td>6</td>
<td>When you go back to your bCal and click on the event details, you will be able to track the guest responses.</td>
</tr>
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<tr>
<th>Add:</th>
<th>Guests</th>
<th>Rooms, etc.</th>
</tr>
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</table>

* Calendar cannot be shown. [Why?](#) |

**Suggested times**

**Guests can**
- modify event
- invite others
- see guest list