

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.

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

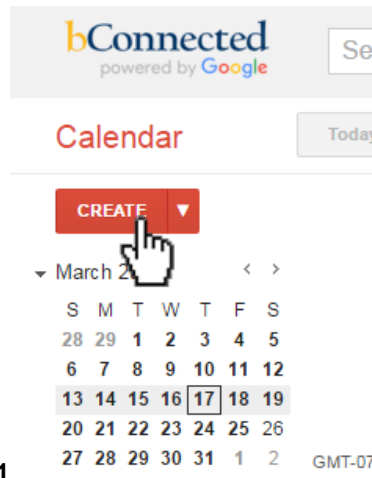


Fig. 1

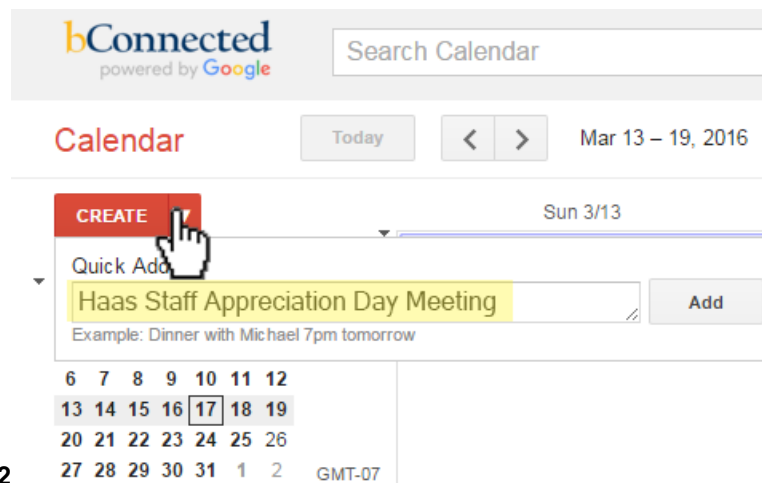
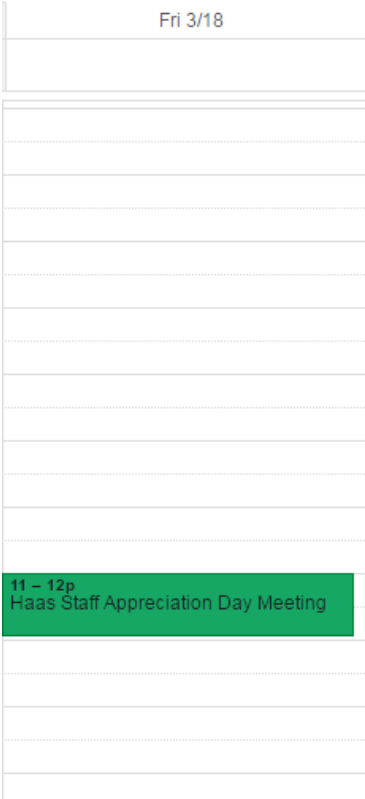


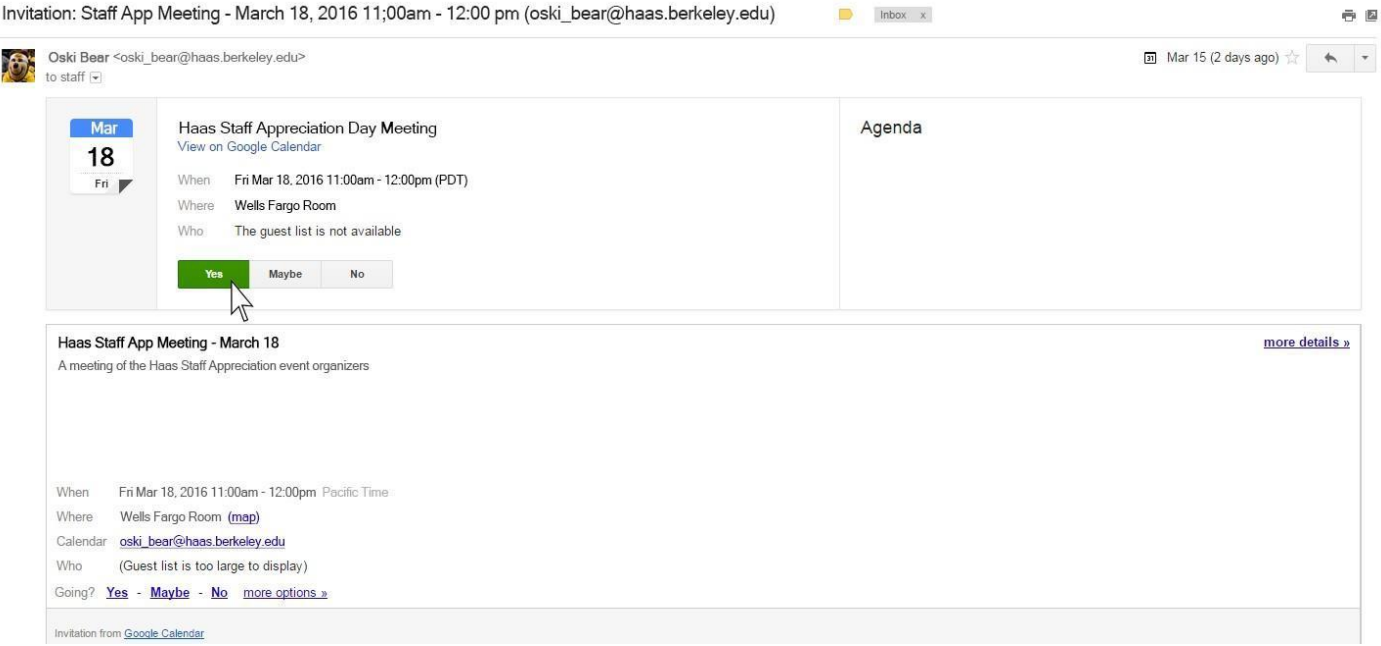
Fig. 2

Step	Procedure
2	<p>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.</p> <p>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).</p> <p>Once you've completed the information, click Save.</p>

Step	Procedure
3	<p>bCal will ask if you'd like to send invitations to your guests. Click Send when your invitation list is ready.</p>

Step	Procedure
4	Your event should now appear in your calendar.
	

Step	Procedure
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.



Invitation: Staff App Meeting - March 18, 2016 11:00am - 12:00 pm (oski_bear@haas.berkeley.edu)

Oski Bear <oski_bear@haas.berkeley.edu> to staff

Mar 18 Fri

Haas Staff Appreciation Day Meeting
View on Google Calendar

When: Fri Mar 18, 2016 11:00am - 12:00pm (PDT)
Where: Wells Fargo Room
Who: The guest list is not available








Yes Maybe No

Agenda

Haas Staff App Meeting - March 18 [more details »](#)
A meeting of the Haas Staff Appreciation event organizers

When: Fri Mar 18, 2016 11:00am - 12:00pm Pacific Time
Where: Wells Fargo Room ([map](#))
Calendar: oski_bear@haas.berkeley.edu
Who: (Guest list is too large to display)
Going? [Yes](#) - [Maybe](#) - [No](#) [more options »](#)

Invitation from [Google Calendar](#)

Step	Procedure						
6	When you go back to your bCal and click on the event details, you will be able to track the guest responses.						
<div style="text-align: center;"> <p>Add: Guests Rooms, etc.</p> <hr/> <p>Click the  icons below to mark as optional.</p> <p>Guests ✉ Email guests</p> <p>Yes: 1, Maybe: 1, No: 0, Awaiting: 0</p> <table border="0" style="width: 100%;"> <tr> <td style="text-align: center;"></td> <td style="text-align: center;">✓ Chris Pine</td> <td style="text-align: right;">✕</td> </tr> <tr> <td style="text-align: center;"></td> <td style="text-align: center;">? John Cho</td> <td style="text-align: right;">✕</td> </tr> </table> <p>* Calendar cannot be shown. Why?</p> <hr/> <p>Suggested times</p> <hr/> <p>Guests can</p> <ul style="list-style-type: none"> <input type="checkbox"/> modify event <input checked="" type="checkbox"/> invite others <input checked="" type="checkbox"/> see guest list </div>			✓ Chris Pine	✕		? John Cho	✕
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	? John Cho	✕					