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Help Guide

Registering for Event Reminders (e-mail/sms) through CBIB web calendar

In order to register for an Event Reminder through the CBIB Google calendar, you must open a Google account (@gmail.com), or, if you have one, use that existing gmail account.

For you to successfully register for an Event Reminder, the first step is to log in to your existing or newly created gmail account.

E-mail Reminders

In order to receive reminders through e-mail, please follow these steps:

1. When these options appear, please choose:

Event:

Here you select the event you want to receive the reminder for;

Reminder:

Here you select the option e-mail (default);

Reminder time:

Here you select the time/period in which you would receive the e-mail reminder;

2. Click on the **Submit** button in order to confirm your registration;

3. In the new screen for the next reminder click on the **Grant Access** button;

4. By clicking on the **Grant Access** button you would be returned to the website and notified of the successful registration to receive e-mail reminders.

This completes your registration for receiving e-mail reminders generated by CBIB web calendar.

SMS reminders

In order to receive reminders through SMS, please follow these steps:

1. When these options appear, please choose:

Event:

Here you select the event you want to receive the reminder for;

Reminder:

Here you select the option e-mail (default);

Reminder time:

Here you select the time/period in which you would receive the e-mail reminder;

2. Click on the **Submit** button in order to confirm your registration;

3. In the new screen for the next reminder click on the **Grant Access** button;

4. By clicking on the **Grant Access** button you would be returned to the website and notified of the successful registration to receive reminders;

5. Now you have to go into your gmail mail account and choose the option *Calendar* in the top left corner of the screen;





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6. When the calendar opens, choose the option **Settings** at the right side, below **My Calendars**;
7. In the new screen that would pop up, open the **Mobile Setup** tab;
8. Select your country and enter your mobile phone number;
9. Next, click on the **Send Verification Code** button;
10. Once you receive the message with the code, enter it into the **Verification Code** field in the same screen where you have selected the country and entered the phone number.

This completes your registration for receiving SMS reminders generated by CBIB web calendar.

Please check the list of available mobile providers in your Country at:

<http://www.google.com/support/calendar/bin/answer.py?answer=37226&ctx=sibling>



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