

Removing, Adding, and Posting to State Calendars with Your MiKofC.org Email Account

1. Open your browser and navigate to www.mikofc.org. You can use any browser that you are comfortable with like [Opera](#), [FireFox](#), [Internet Explorer](#), [Chrome](#), [Maxthon](#).



State Council of Michigan
State Deputy Kenneth B. Unterbrink
6025 Wall Street
Sterling Heights, MI 48312-0000

View a District: State Council

Sunday, July 24, 2016

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International Youth Program Winner

Published by: Gary Merritt On: 07/23/2016 Under: Youth (3 Hits)



The winning entry at the State level in the **Youth Activities** category is the St. Francis Xavier Council in Petoskey for their St. Michael Academy project. This entry has also been selected by **Supreme** as the **International** winner in the Youth category.

Following is a description of the program.

A diocesan wide meeting was held on October 28th, 2012 at the council 923 hall to discuss the possibility of creating St. Michael the Archangel Regional Catholic Academy in the Petoskey area. Based on the response of the participants and attendees of that meeting it became apparent that not only was St. Michael Academy possible, it was needed. With a small committed enrollment and substantial initial financial support St. Michael Academy was able to open with its first class of 11 students in September, 2013. When it became apparent that St. Michaels was indeed going to be a reality, Council 923 decided that we needed to commit ourselves more deeply to the principles of our order and do whatever God required of us to guarantee its success. Our first commitment was financial in the form of several Angel Tuition grants. In 2003 the Knights of Columbus Building Association of Council 923 purchased a commercial educational facility in Petoskey. For over ten years the Knights had enjoyed a long-term tenant in the State of Michigan, Michigan Works program. Unfortunately, the State ended the agreement in the spring of 2014. Through negotiation and compromise however, we were able to convince them to stay using a much smaller portion of the building. This decision by the State of Michigan to downsize created both a challenge and an opportunity for both St. Michael Academy and the Knights. We owned the perfect facility to house a school but their lease prevented them from being able to acquire it. The building had been appraised a

State Council News

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- [Blood Drives On-Going At St. Gerard](#)
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- [Downriver K of C Diamond Jack River Cruise Fundraiser](#)
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Systems

- [Google Mail](#)
- [Remote Support Software](#)

Links

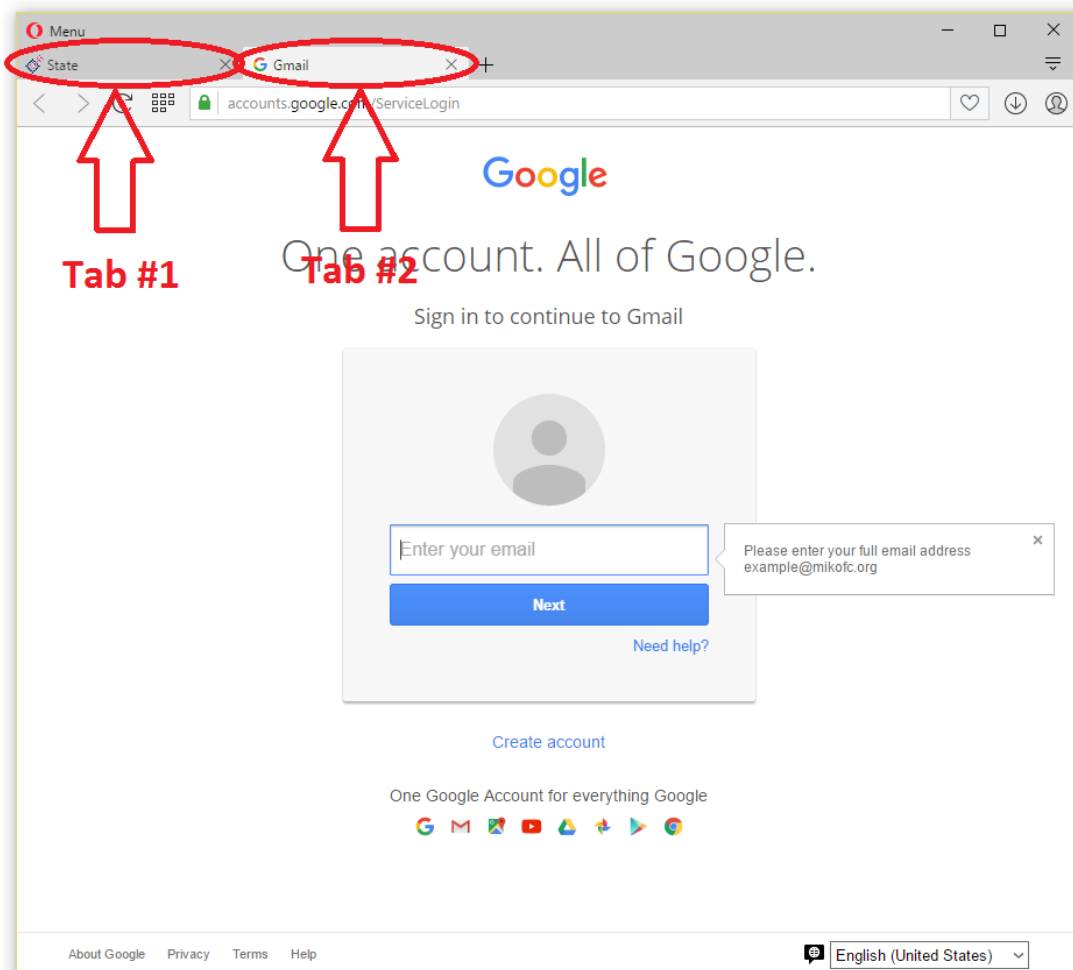
2. After the State Council's webpage loads scroll down to you see on the left side the link to "Google Mail". Then Click on the link "Google Mail".

The screenshot shows the homepage of the State Council of Michigan. At the top left is the K of C logo. The header includes the text "State Council of Michigan" and contact information for State Deputy Kenneth B. Unterbrink. A dropdown menu for "View a District" is set to "State Council". The date "Sunday, July 24, 2016" is displayed on the right. A navigation bar contains links for "Home", "Resources", "Event Calendar", "About Us", and "Contact Us".

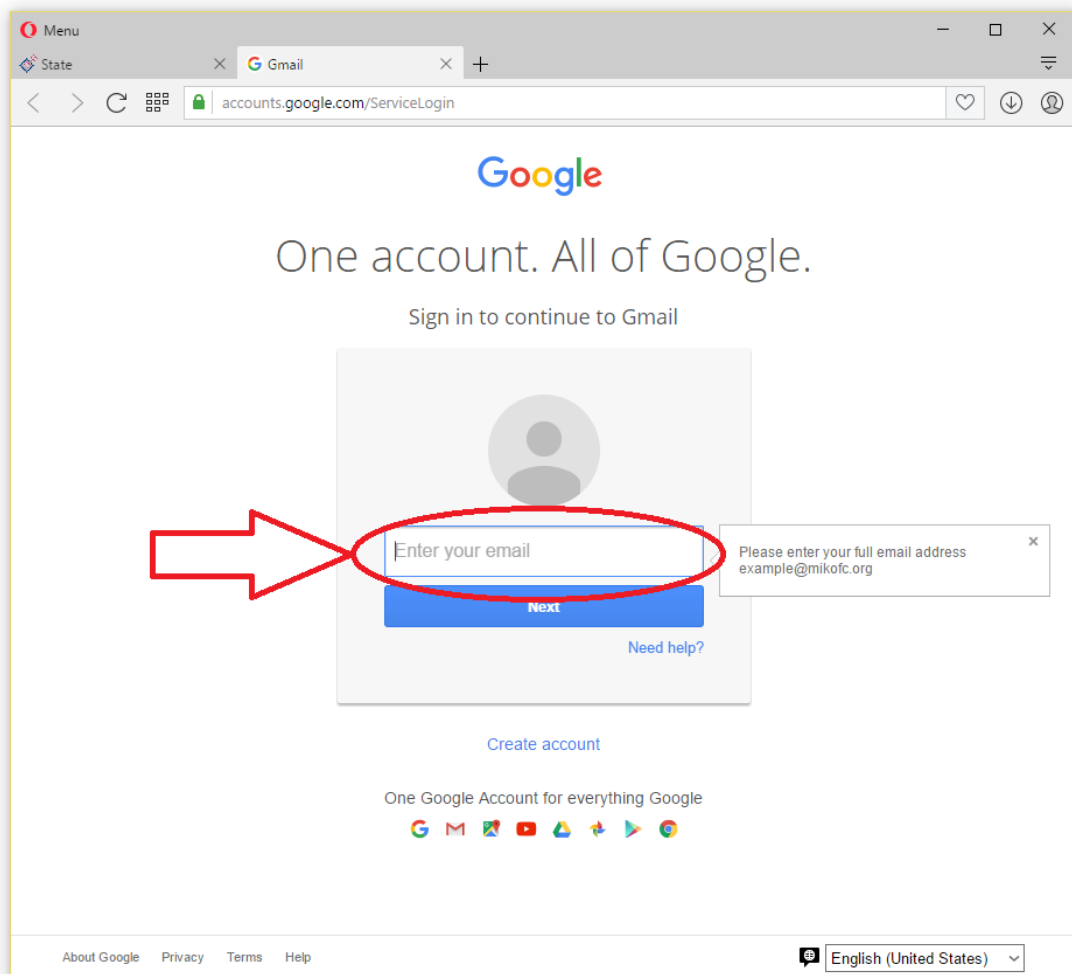
The main content area features an article titled "International Youth Program Winner". The article includes a photo of St. Michael Academy with the text "St. Michael Academy" and "Welcome". The text of the article describes the academy's success in the Youth Activities category and mentions a diocesan meeting on October 28th, 2012. A red box highlights a portion of the text: "Through negotiation and compromise however, we were able to convince them to stay using a much smaller portion of the building. This decision by the State of Michigan to downsize created both a challenge and an opportunity for both St. Michael Academy and the Knights. We owned the perfect facility to house a school but their lease prevented them from being able to acquire it. The building had been appraised a".

On the right side, there is a "State Council News" sidebar with sections for "Current News" and "Archived News", each containing a list of links. Below this is a "Councils Around The State Now" section with a list of links. At the bottom of the sidebar, there is a "Systems" section with a link for "Google Mail" circled in red, and a "Links" section.

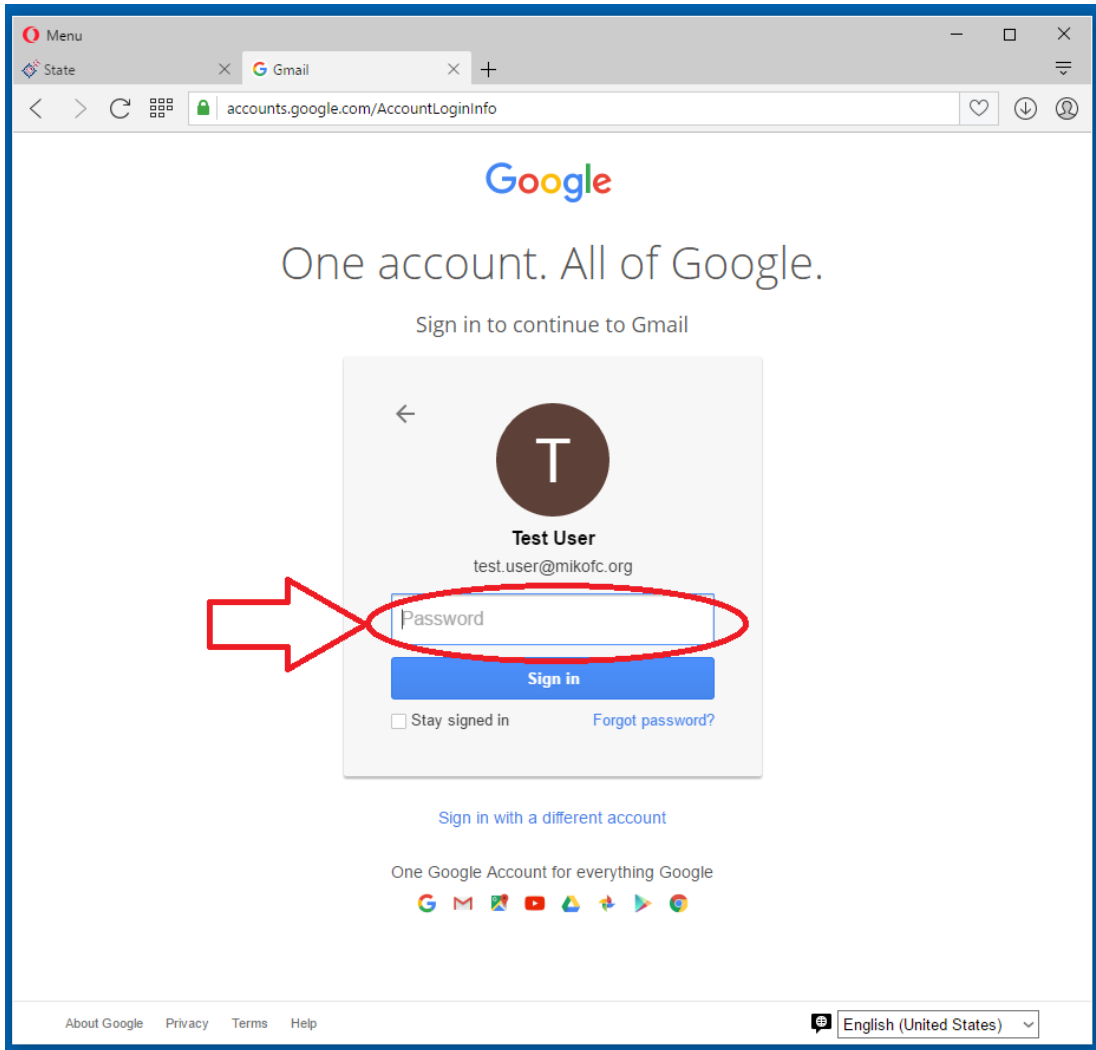
3. In this example you can see that I am using the Browser called “Opera”. After I clicked on the “Google Mail” link a new tab was created. I still have the “State” tab and now I have the new tab called “Gmail”.



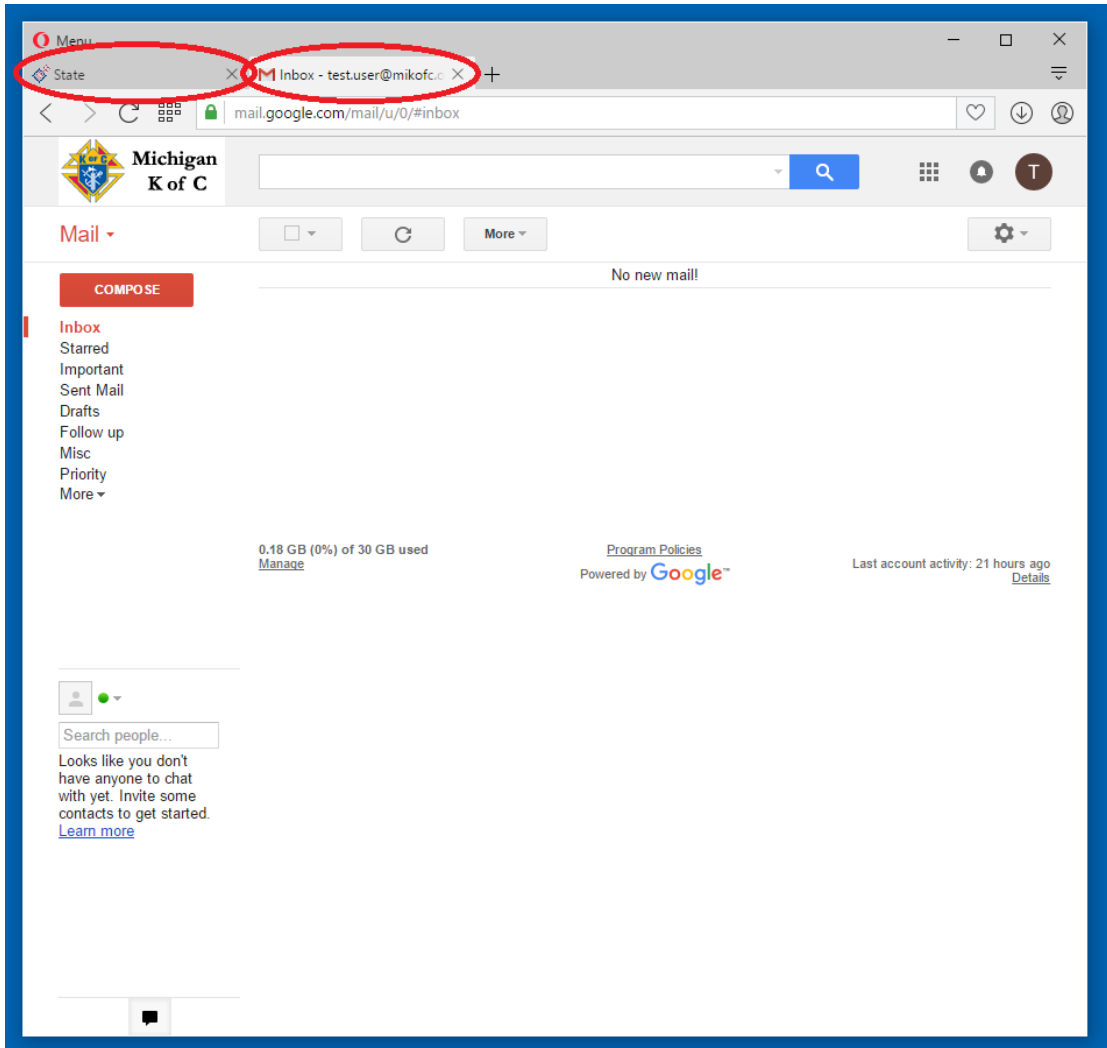
4. Now I will login to my State Council issued email address "something@mikofc.org".



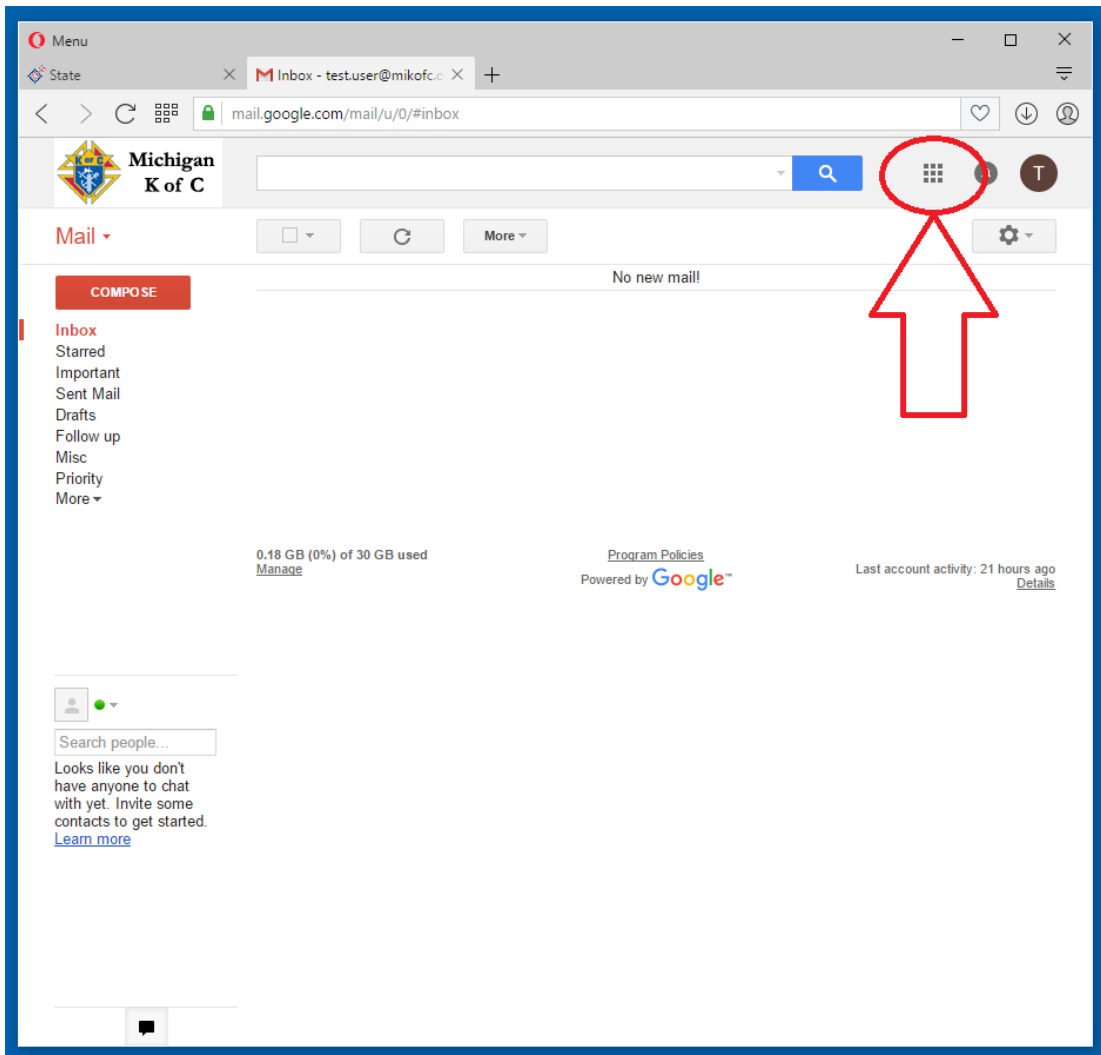
5. Now I will enter my "Password". If you forgot your email or password, you can call the helpline at (517) 515-5067 and just follow the prompts.



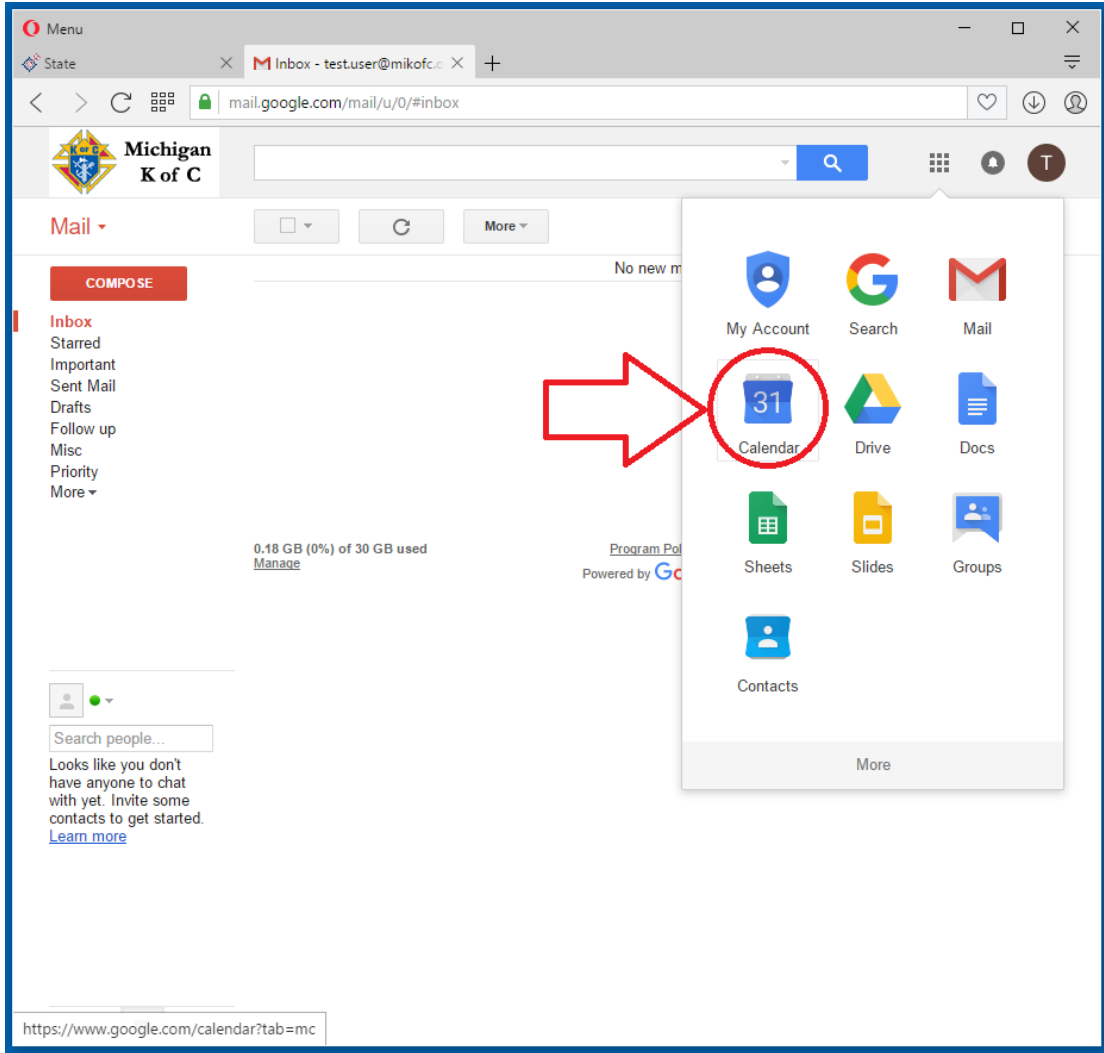
6. After logging into your email you will still notice that both of your tabs are still available to you. Also by default you will see your email “Inbox”.



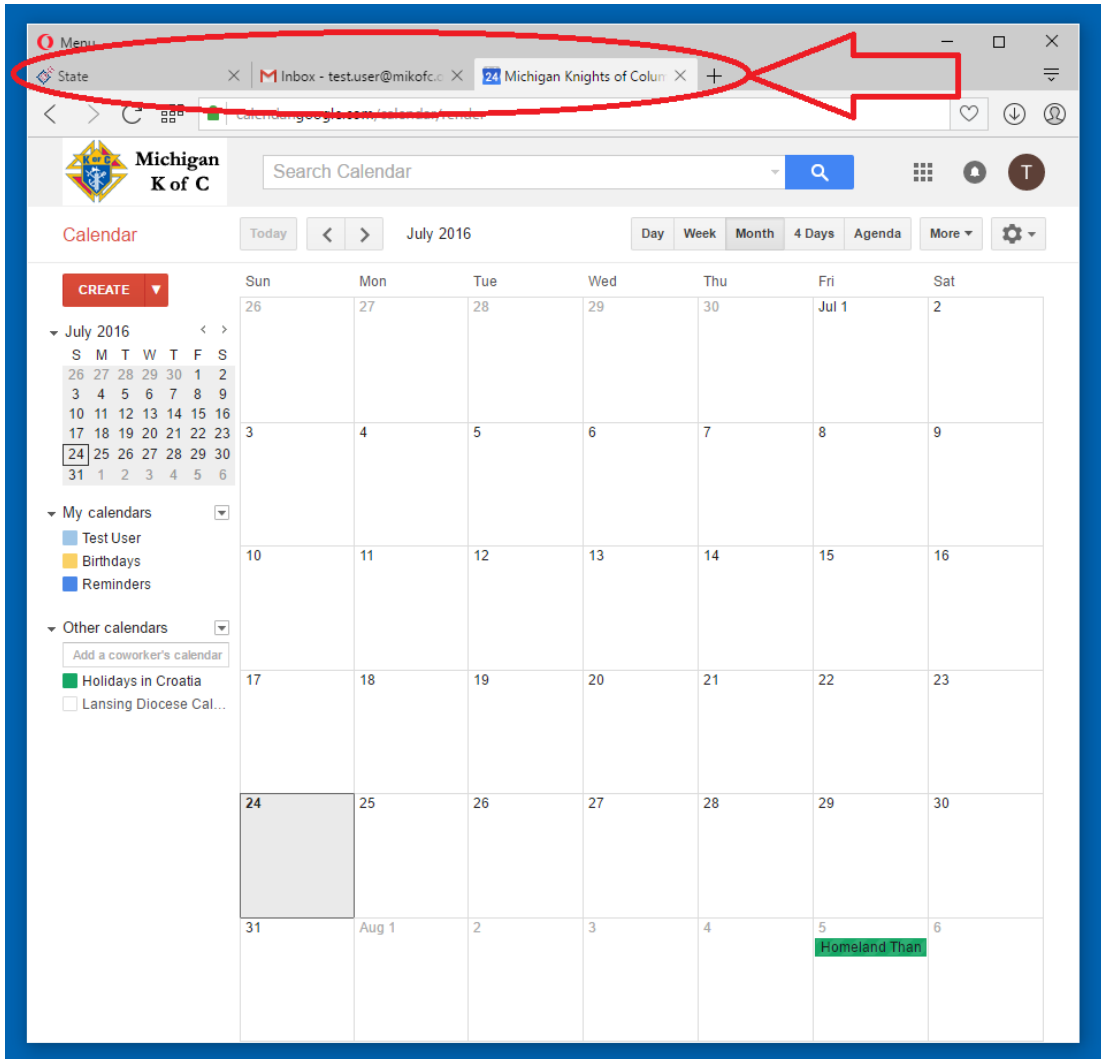
7. Click “one” time on the “Google Apps” icon that looks like nine dots.



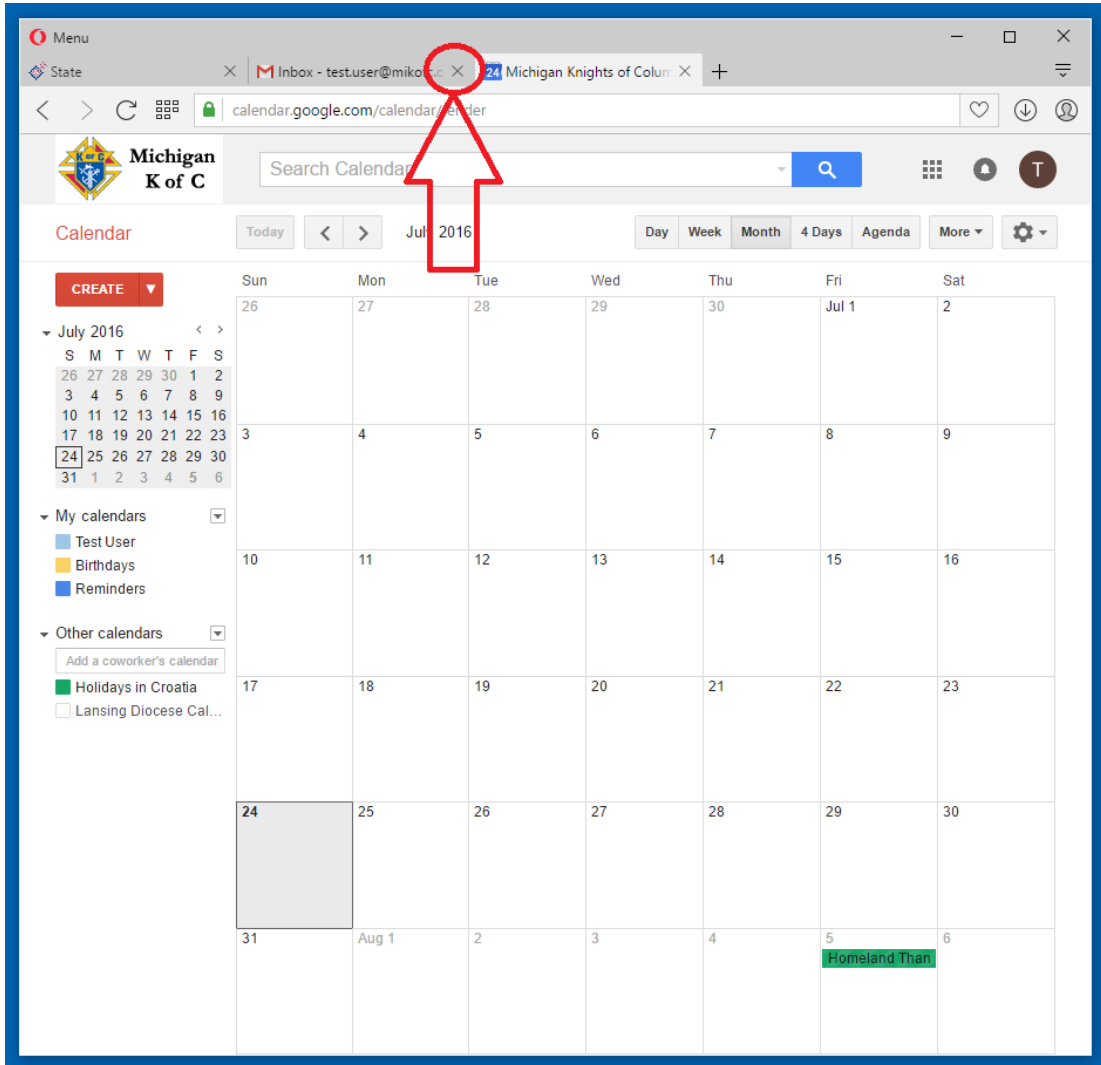
8. A pop-out will appear showing you the available Google Apps that you can use. Click “one” time on the “Calendar” App.



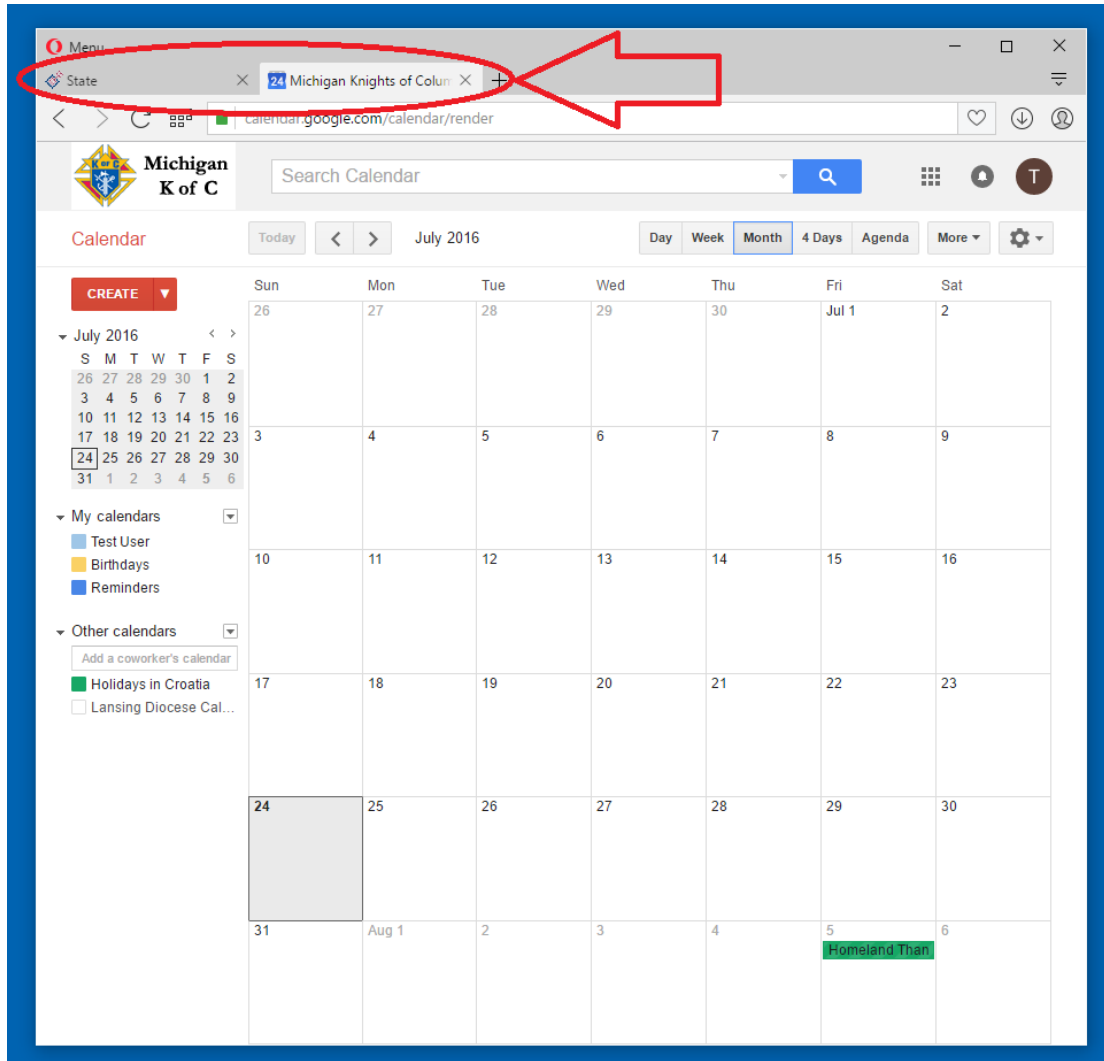
9. You will now see that a third browser tab has been opened.



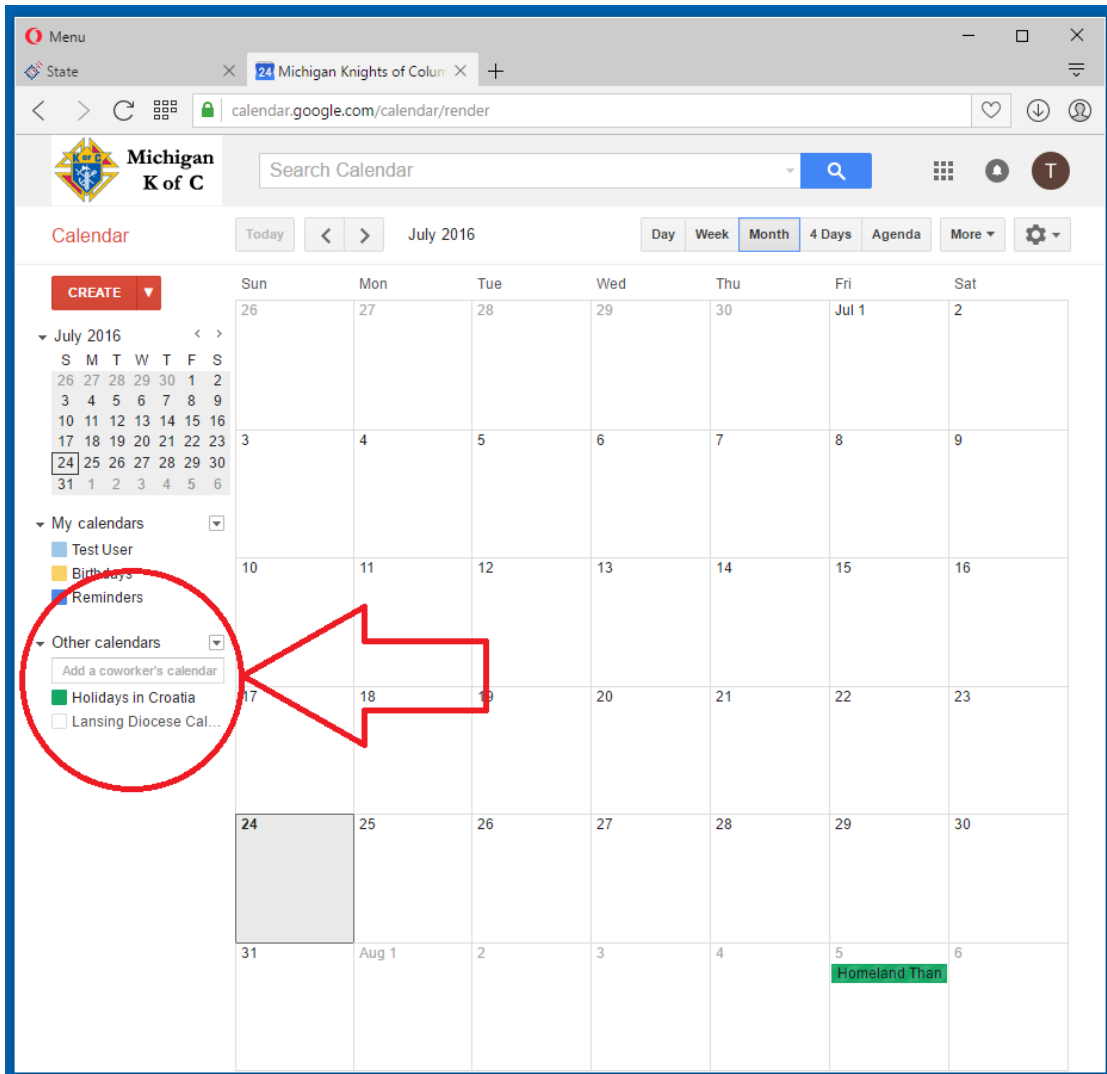
10. To keep thing clean we will not need to keep our “email” tab open. Being careful to select the correct “X” for closing the “email” tab click only “one” time on the correct “X” for closing our “email” tab.



11. Again we should only have two tabs open now. The State Council's website and now the Google Calendar website.



12. There is a section called “Other calendars” that may need to be cleaned up before adding any new calendars. There are some old State Calendars that have been updated so we are suggesting that you delete any calendars that you currently have that are State Calendars and add the new ones (later in the help document). Here you can see that I have a State Calendar “Lansing Diocese Cal...” that I should remove first.



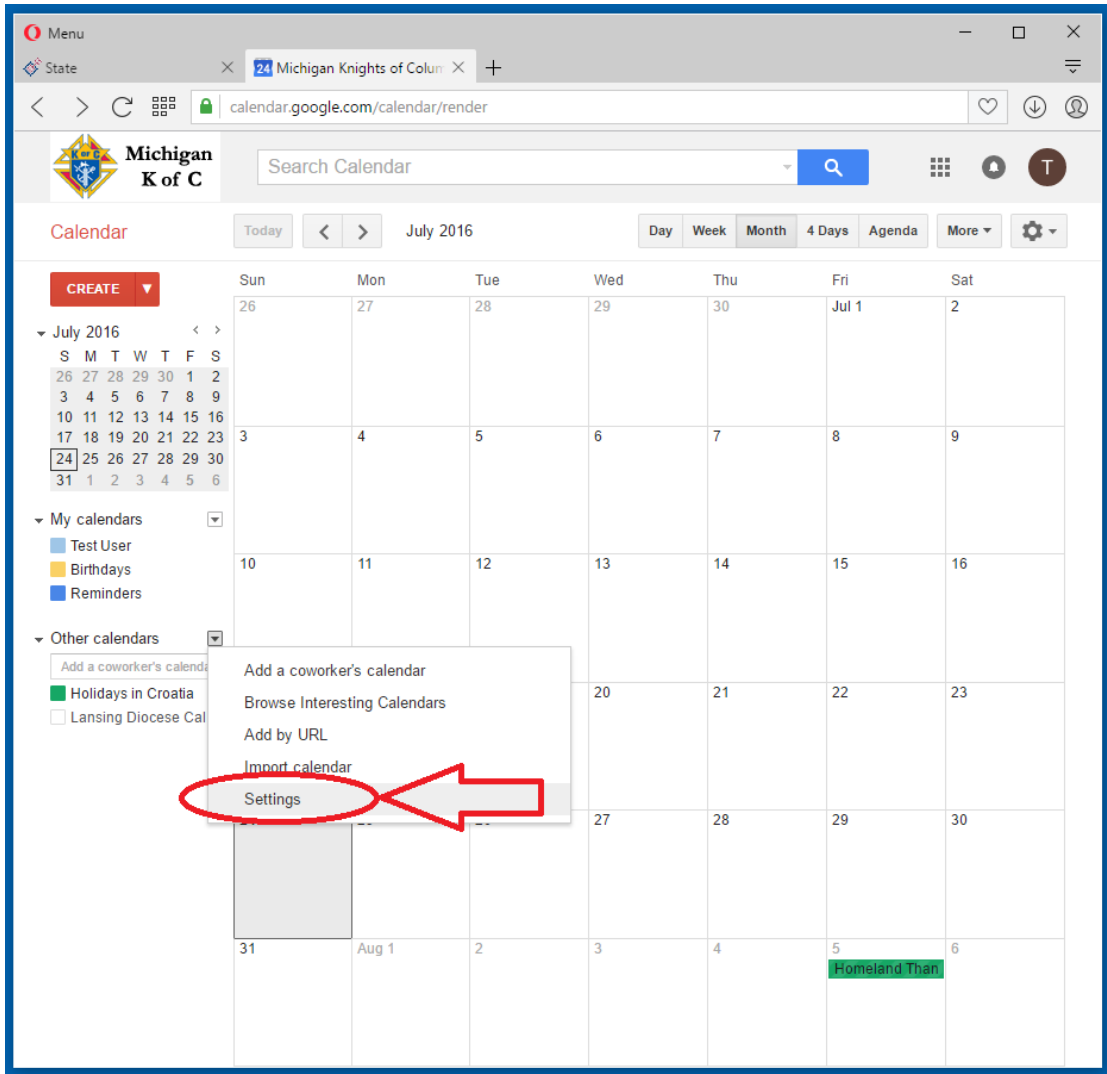
13. To remove a calendar, I will click on the small down arrow next to the words "Other calendars".

The screenshot shows the Google Calendar interface for July 2016. The left sidebar contains a navigation menu with the following sections:

- CREATE** (red button)
- July 2016** (calendar navigation)
- My calendars** (checked):
 - Test User
 - Birthdays
 - Reminders
- Other calendars** (dropdown arrow circled in red):
 - Add a coworker's calendar
 - Holidays in Croatia
 - Lansing Diocese Cal...

The main calendar grid shows dates from Sunday, July 26 to Saturday, August 6. A red arrow points from the 'Other calendars' dropdown arrow to the right. A green event titled 'Homeland Than' is visible on Friday, August 5.

14. A pop-out window will appear and I will click on the "Settings" button.



15. For each calendar I want to remove I will click on the “Unsubscribe” link associated with that particular calendar. I will be prompted to confirm each calendar that I want to remove, I will select “Unsubscribe” for each.

The screenshot shows the Google Calendar settings interface. At the top, there's a browser window with the URL 'calendar.google.com/calendar/render'. The page title is 'Calendar Settings' and it includes tabs for 'General', 'Calendars', 'Mobile Setup', and 'Labs'. Below this, there's a 'My Calendars' section titled 'Calendars I can view and modify'. It contains a table with columns for 'CALENDAR', 'SHOW IN LIST', 'NOTIFICATIONS', and 'SHARING'. The 'Test User' calendar is checked for 'SHOW IN LIST' and has 'Edit notifications' and 'Shared: Edit settings' links. The 'Birthdays' and 'Reminders' calendars are also checked for 'SHOW IN LIST'. Below this table are links for 'Create new calendar', 'Import calendar', and 'Export calendars'. A warning message states: 'Unsubscribe: You will no longer have access to the calendar. Other people can still use it normally.' Below this is the 'Other Calendars' section titled 'Calendars I can only view', with a link to 'Browse interesting calendars'. It contains a table with columns for 'CALENDAR', 'SHOW IN LIST', and 'NOTIFICATIONS'. The 'Holidays in Croatia' and 'Lansing Diocese Calendar' are checked for 'SHOW IN LIST'. The 'Lansing Diocese Calendar' has an 'Unsubscribe' link circled in red with a red arrow pointing to it. At the bottom, there's a '©2016 Google' footer.

CALENDAR	SHOW IN LIST	NOTIFICATIONS	SHARING
Test User	<input checked="" type="checkbox"/>	Edit notifications	Shared: Edit settings
Birthdays Displays birthdays of people in Google Contacts and optionally 'Your Circles' from Google+. Also displays anniversary and other event dates from Google Contacts, if applicable.	<input checked="" type="checkbox"/>		
Reminders	<input checked="" type="checkbox"/>		

CALENDAR	SHOW IN LIST	NOTIFICATIONS
Holidays in Croatia Holidays and Observances in Croatia	<input checked="" type="checkbox"/>	Unsubscribe
Lansing Diocese Calendar	<input checked="" type="checkbox"/>	Edit notifications Unsubscribe

16. As you can see my “Lansing Diocese Calendar” has been removed. I will now click on the “Back to calendar” link.

The screenshot shows the Google Calendar Settings page for a user named Michigan K of C. The page is titled "Calendar Settings" and has tabs for "General", "Calendars", "Mobile Setup", and "Labs". The "Calendars" tab is selected. A red arrow points to the "« Back to calendar" link in the left sidebar. The main content area is divided into "My Calendars" and "Other Calendars".

My Calendars Calendars I can view and modify

CALENDAR	SHOW IN LIST all none	NOTIFICATIONS	SHARING
Test User	<input checked="" type="checkbox"/>	Edit notifications	Shared: Edit settings
Birthdays Displays birthdays of people in Google Contacts and optionally "Your Circles" from Google+. Also displays anniversary and other event dates from Google Contacts, if applicable.	<input checked="" type="checkbox"/>		
Reminders	<input checked="" type="checkbox"/>		

[Create new calendar](#) [Import calendar](#) [Export calendars](#) **Unsubscribe:** You will no longer have access to the calendar. Other people can still use it normally.

[Browse interesting calendars »](#)

Other Calendars Calendars I can only view

CALENDAR	SHOW IN LIST all none	NOTIFICATIONS
Holidays in Croatia Holidays and Observances in Croatia	<input checked="" type="checkbox"/>	Unsubscribe

« Back to calendar

©2016 Google

17. Now that I can verify that there are no State Calendars linked to my calendar under the “Other calendars” section I can start adding the new State Calendars.

The screenshot shows the Google Calendar interface for a user named 'Michigan K of C'. The calendar is set to July 2016. On the left sidebar, the 'Other calendars' section is highlighted with a red circle, and a red arrow points to the 'Add a coworker's calendar' button. Below this button, the 'Holidays in Croatia' calendar is listed. The main calendar grid shows dates from July 26 to August 6. A 'HomeLand Than' event is visible on August 5. The browser address bar shows 'calendar.google.com/calendar/render'.

18. I will click on the "State" tab so I can see the State's website.

The image shows a screenshot of a web browser displaying a Google Calendar page. The browser's tab bar at the top shows two tabs: "State" and "Michigan Knights of Colun...". A red arrow points from the "State" tab to the right. The address bar shows the URL "calendar.google.com/calendar/render". The calendar page header includes the "Michigan K of C" logo, a search bar, and navigation options for "Today", "July 2016", and view modes like "Day", "Week", "Month", "4 Days", "Agenda", and "More". The main calendar grid shows the month of July 2016, with days of the week labeled at the top. A "CREATE" button is visible on the left side of the calendar. The calendar grid shows dates from 26 to 31 of July, with "Jul 1" and "Homeland Than" (likely a typo for "Homeland Threat") visible. The "State" tab in the browser is highlighted with a red circle and a red arrow pointing to the right.

19. I should now be seeing the State's website and still have the Google Calendar tab available to me.

The screenshot shows a web browser window with two tabs. The first tab is labeled 'State' and the second is 'Michigan Knights of Columbus'. A red circle highlights the tabs, and a red arrow points to the second tab. The browser address bar shows the URL: www.councils.org/consolidation/State/Default.aspx.

The website content includes the Michigan Knights of Columbus logo, the title 'State Council of Michigan', and contact information for State Deputy Kenneth B. Unterbrink. The date is Sunday, July 24, 2016. The main content area features an article titled 'International Youth Program Winner' about St. Michael Academy. The article includes a photo of the academy entrance and text describing the program's success. A sidebar on the right contains 'State Council News' with links to 'Current News' and 'Archived News' categories.

State Council of Michigan
State Deputy Kenneth B. Unterbrink
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View a District: **State Council**

Sunday, July 24, 2016

Home | Resources | Event Calendar | About Us | Contact Us

International Youth Program Winner

Published by: Gary Merritt On: 07/23/2016 Under: Youth (4 Hits)

St. Michael Academy

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Following is a description of the program.

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State Council News

Current News

- [All Articles](#)
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Archived News

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Councils Around The State Now

- [Please Visit Our Main Presence on the Web!](#)
- [Protecting God's Children & Background Check Form](#)
- [Grand Knights Report - July, 2016](#)
- [Council 3956 Calendar of Events as of 06-12-2016](#)

Systems

20. On the State's website I will click on the "Event Calendar" tab to bring up the State's Calendars within the website.

The screenshot shows a web browser window displaying the Michigan Knights of Columbus website. The browser's address bar shows the URL www.councilnet.us/Jurisdiction/State/Default.aspx. The website header includes the Michigan Knights of Columbus logo, the text "State Council of Michigan", and contact information for State Deputy Kenneth B. Unterbrink. A navigation menu at the top contains links for "Home", "Resources", "Event Calendar", "About Us", and "Contact Us". The "Event Calendar" link is circled in red, and a red arrow points to it from the right. Below the navigation menu, the main content area features an article titled "International Youth Program Winner" about St. Michael Academy. To the right, there are sections for "State Council News" and "Councils Around The State Now".

State Council of Michigan
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View a District:

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- Culture of Life

Archived News

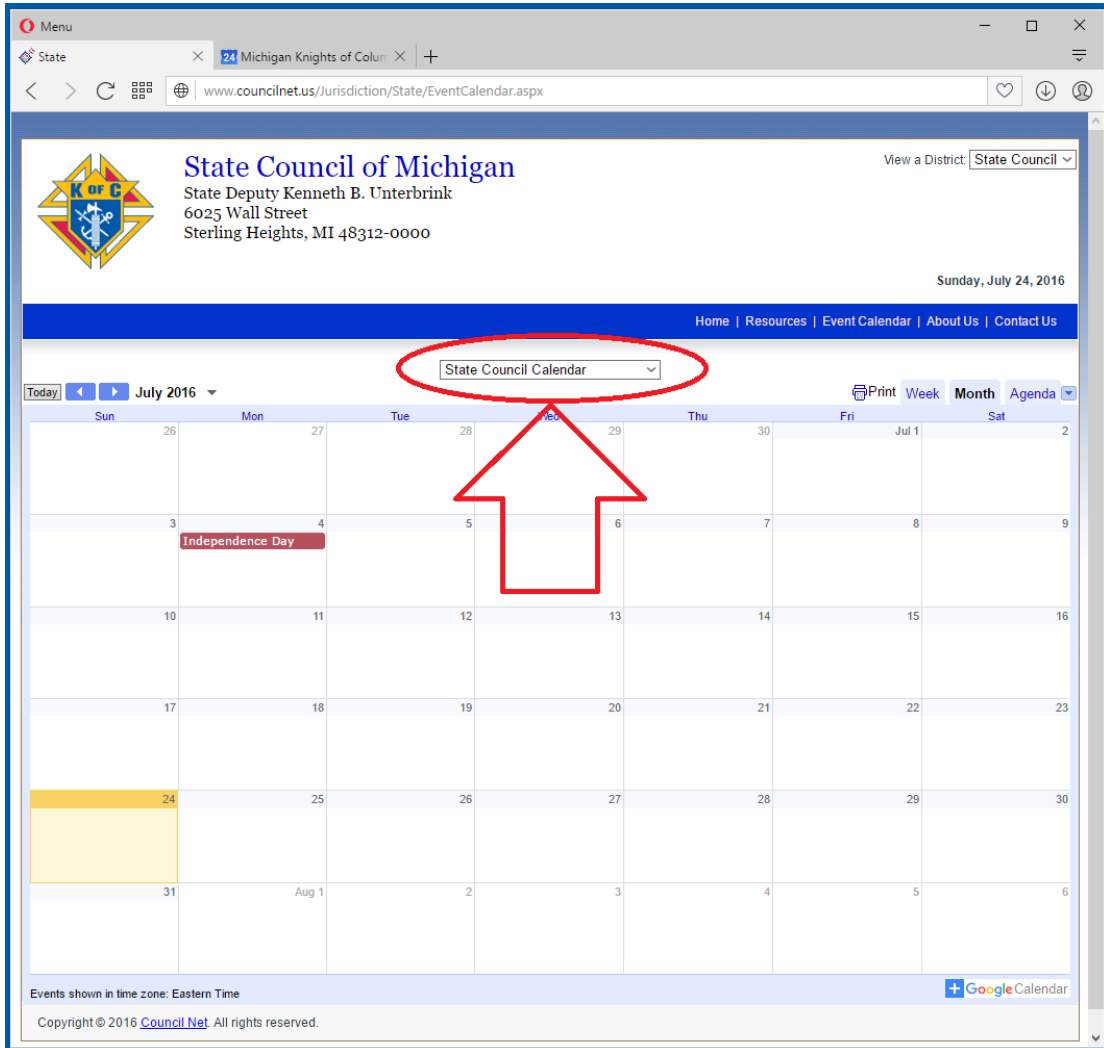
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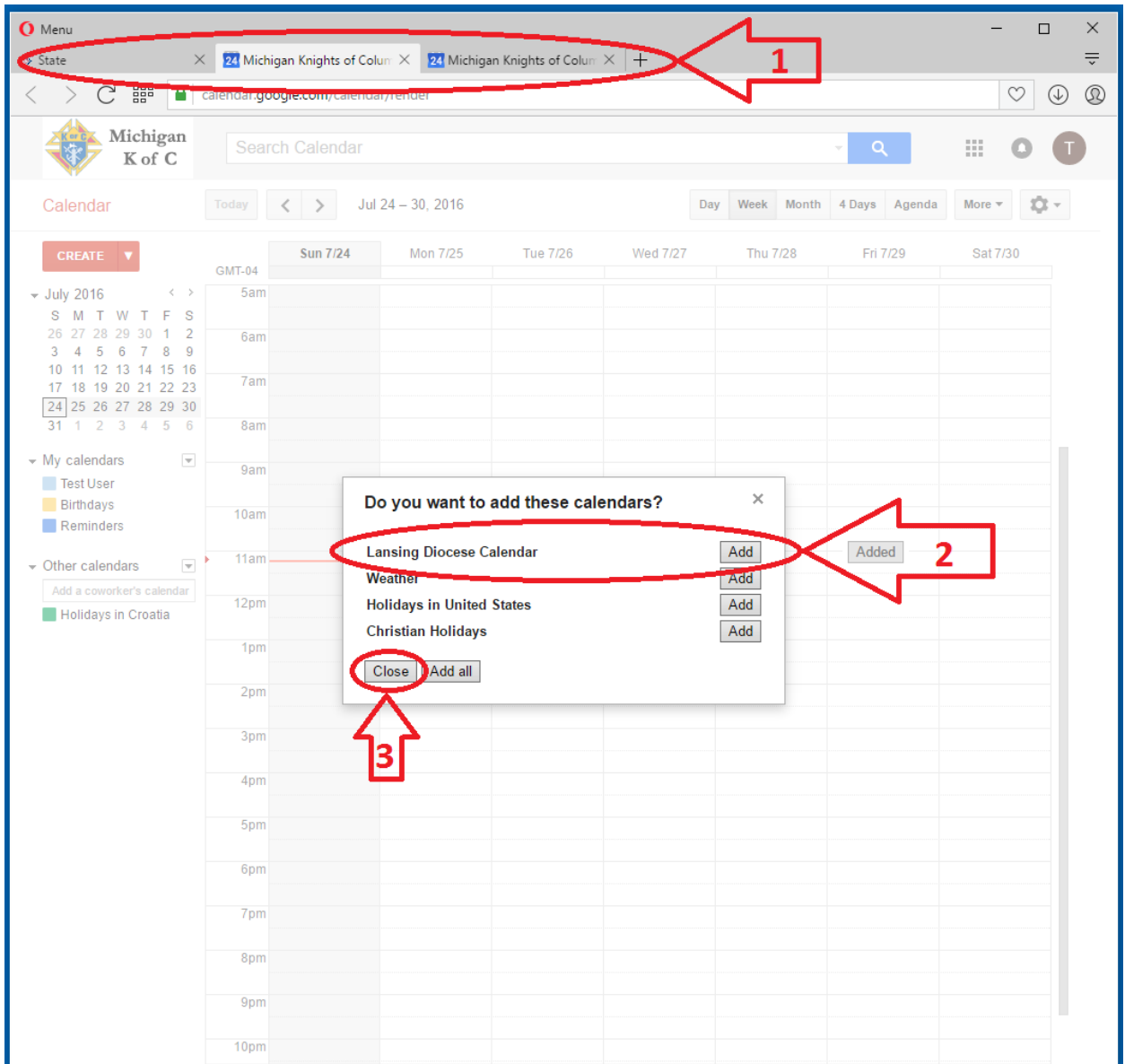
21. The default calendar that is displayed on the State’s website is the “State Council Calendar”. You can select another calendar to view from this dropdown. For this example, I will select the “Lansing Diocese Calendar”.



22. Now to attach this calendar (Lansing Diocese Calendar) to my calendar I will click on the [+GoogleCalendar] link at the bottom of the calendar.

The screenshot shows a web browser window displaying the State Council of Michigan website. The page header includes the organization's logo, name, and contact information for State Deputy Kenneth B. Unterbrink. A navigation menu is visible below the header. The main content area features a calendar for July 2016, titled 'Lansing Diocese Calendar'. The calendar shows dates from Sunday, July 26 to Saturday, August 6. A red box highlights 'Independence Day' on Monday, July 27. A yellow box highlights the date Sunday, July 24. At the bottom of the calendar, there is a '+ GoogleCalendar' link, which is circled in red. A red arrow points from the text above to this link. The footer of the page includes the text 'Events shown in time zone: Eastern Time' and 'Copyright © 2016 Council Net. All rights reserved.'

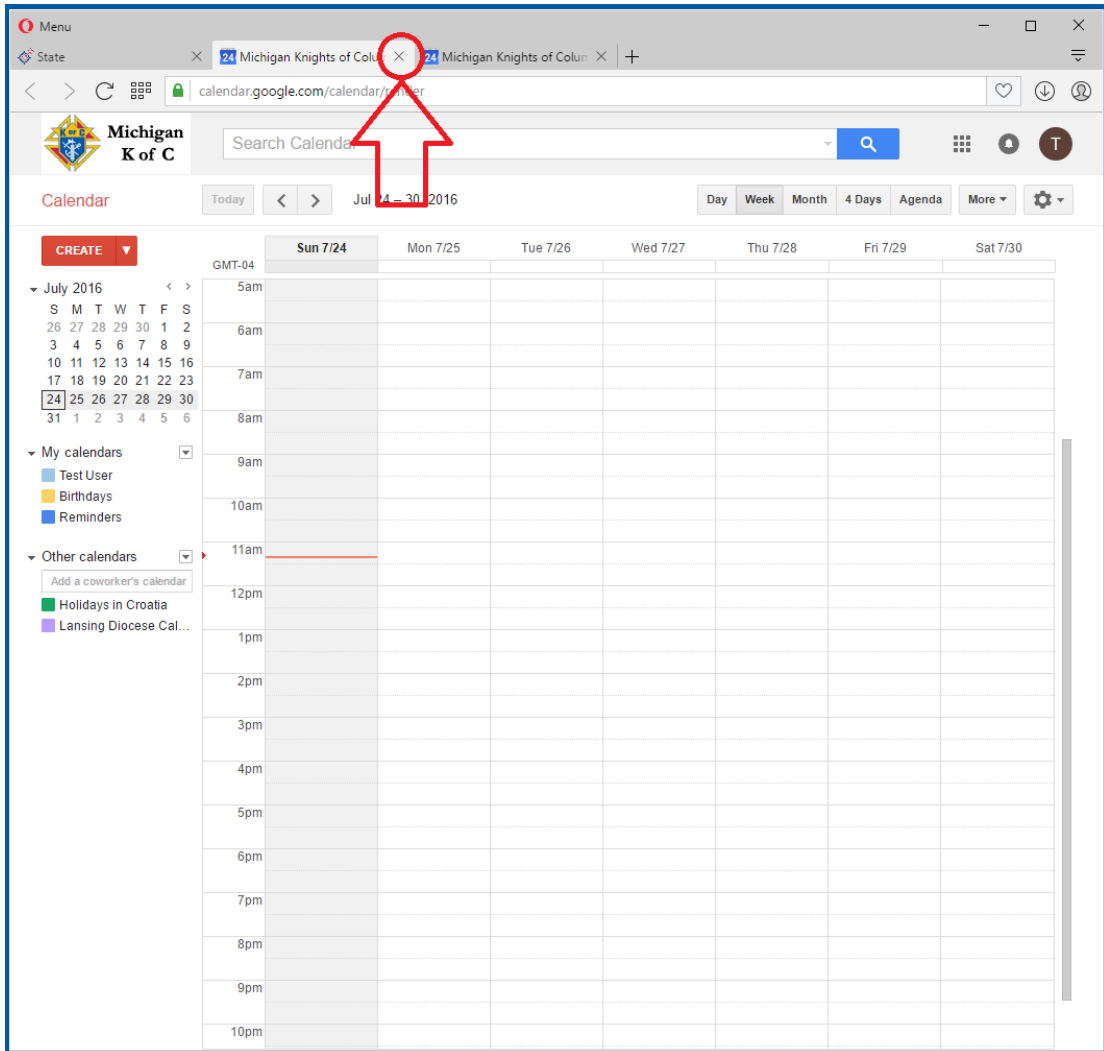
23. Two things happen after I clicked on the [+GoogleCalendar] link. (1) First a new tab was opened up between The State’s website and My Google Calendar. This new tab is also a Google Calendar that is prompting me what calendars I wish to add to my calendar. (2) All I am going to do is click on the “Add” button to the right of the “Lansing Diocese Calendar”. The “Add” button turns to an “Added” button. (3) Then I will want to click on the “Close” button.



24. We can verify and see that the calendar has been added by looking at the “other calendars” section.

The screenshot shows the Google Calendar interface for the Michigan Knights of Columbus. The calendar is set to a weekly view for the week of July 24-30, 2016. On the left sidebar, the 'Other calendars' section is expanded, and a red circle highlights the list of calendars. A red arrow points from the circle to the 'Holidays in Croatia' entry, which is marked with a green square. Other visible entries include 'Add a coworker's calendar' (grey), 'Holidays in Croatia' (green), and 'Lansing Diocese Cal...' (purple). The main calendar grid shows the days of the week from Sunday, July 24 to Saturday, July 30, with time slots from 5am to 10pm. The 'Holidays in Croatia' calendar is currently empty in this view.

25. Now we need to close the new browser tab that was opened.



26. At this point I should have two browser tabs: the “State” tab and the “My Calendar” tab. Repeat steps 18 through 25 for each calendar you wish to add to your calendar. I will add “Marquette Dioceses Calendar” also to my calendar using steps 18 through 25 then continue on to step 27.

The screenshot shows a web browser window with two tabs. The first tab is labeled "State" and is circled in red. The second tab is labeled "24 Michigan Knights of Colu...". A red arrow points from the "State" tab to the browser's address bar. The address bar shows the URL "www.councilnet.us/Jurisdiction/State/EventCalendar.aspx".

The website content includes the logo for the State Council of Michigan (K of C) and the text: "State Council of Michigan", "State Deputy Kenneth B. Unterbrink", "6025 Wall Street", "Sterling Heights, MI 48312-0000". The date "Sunday, July 24, 2016" is displayed. A navigation bar contains "Home | Resources | Event Calendar | About Us | Contact Us".

The main content area shows a calendar for "Marquette Diocese Calendar" for "July 2016". The calendar is in a monthly view. The days of the week are labeled: Sun, Mon, Tue, Wed, Thu, Fri, Sat. The dates are: 26, 27, 28, 29, 30, Jul 1, 2; 3, 4, 5, 6, 7, 8, 9; 10, 11, 12, 13, 14, 15, 16; 17, 18, 19, 20, 21, 22, 23; 24, 25, 26, 27, 28, 29, 30; 31, Aug 1, 2, 3, 4, 5, 6. The date 24 is highlighted in yellow. The date 4 is labeled "Independence Day".

At the bottom of the calendar, it says "Events shown in time zone: Eastern Time" and "Google Calendar". The footer contains "Copyright © 2016 Council Net All rights reserved."

27. I will now click on the browser tab for my calendar.

The screenshot shows a web browser window with the following elements:

- Browser Tab:** Labeled "Michigan Knights of Columbus" and circled in red.
- Address Bar:** Shows the URL www.councilnet.net/jurisdiction/State/EventCalendar.aspx.
- Header:** Features the "State Council of Michigan" logo and contact information for State Deputy Kenneth B. Unterbrink at 6025 Wall Street, Sterling Heights, MI 48312-0000. A dropdown menu for "View a District" is set to "State Council".
- Navigation:** Includes links for Home, Resources, Event Calendar, About Us, and Contact Us.
- Calendar:** A "Marquette Diocese Calendar" for July 2016. The calendar shows dates from 26 to 31, with "Independence Day" on July 4th. A yellow highlight is on the 24th.
- Footer:** Includes "Events shown in time zone: Eastern Time", a "Google Calendar" link, and a copyright notice for Council Net.

28. Don't panic if the calendars you added don't show up under the section called "Other calendars" at this point.

The screenshot shows the Google Calendar interface for July 2016. The browser address bar shows 'calendar.google.com/calendar/render'. The page header includes the Michigan Knights of Columbus logo and a search bar. The calendar view is set to 'Month' for July 2016. On the left sidebar, there is a 'CREATE' button, a mini-month calendar for July 2016, and a list of calendars under 'My calendars' and 'Other calendars'. The 'Other calendars' section is circled in red, and a red arrow points to it. The main calendar grid shows dates from July 26 to August 6. A green event 'Homeland Thanksg' is visible on August 5.

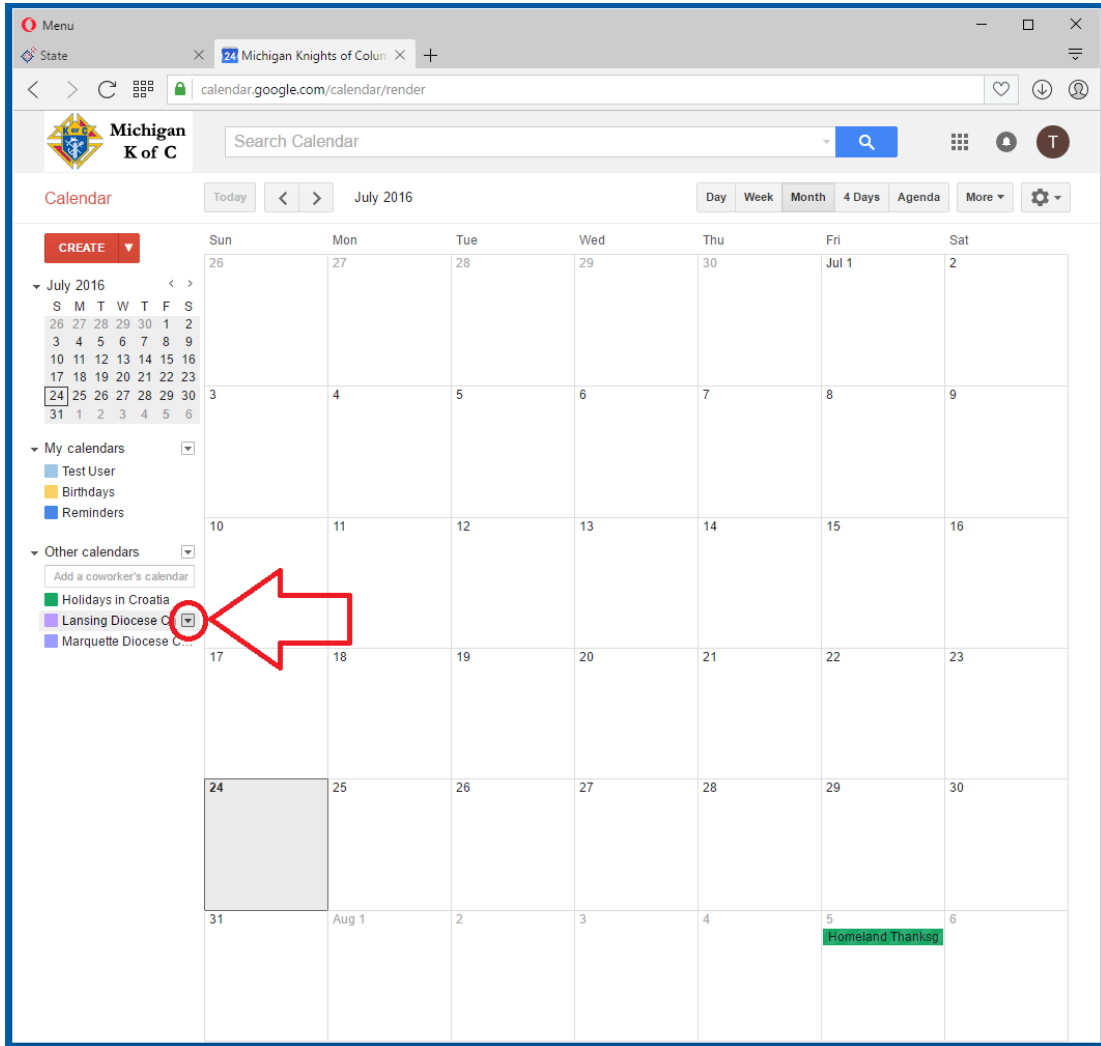
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	Jul 1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Aug 1	2	3	4	5 Homeland Thanksg	6

29. Just refresh your browser and all your calendars will show.

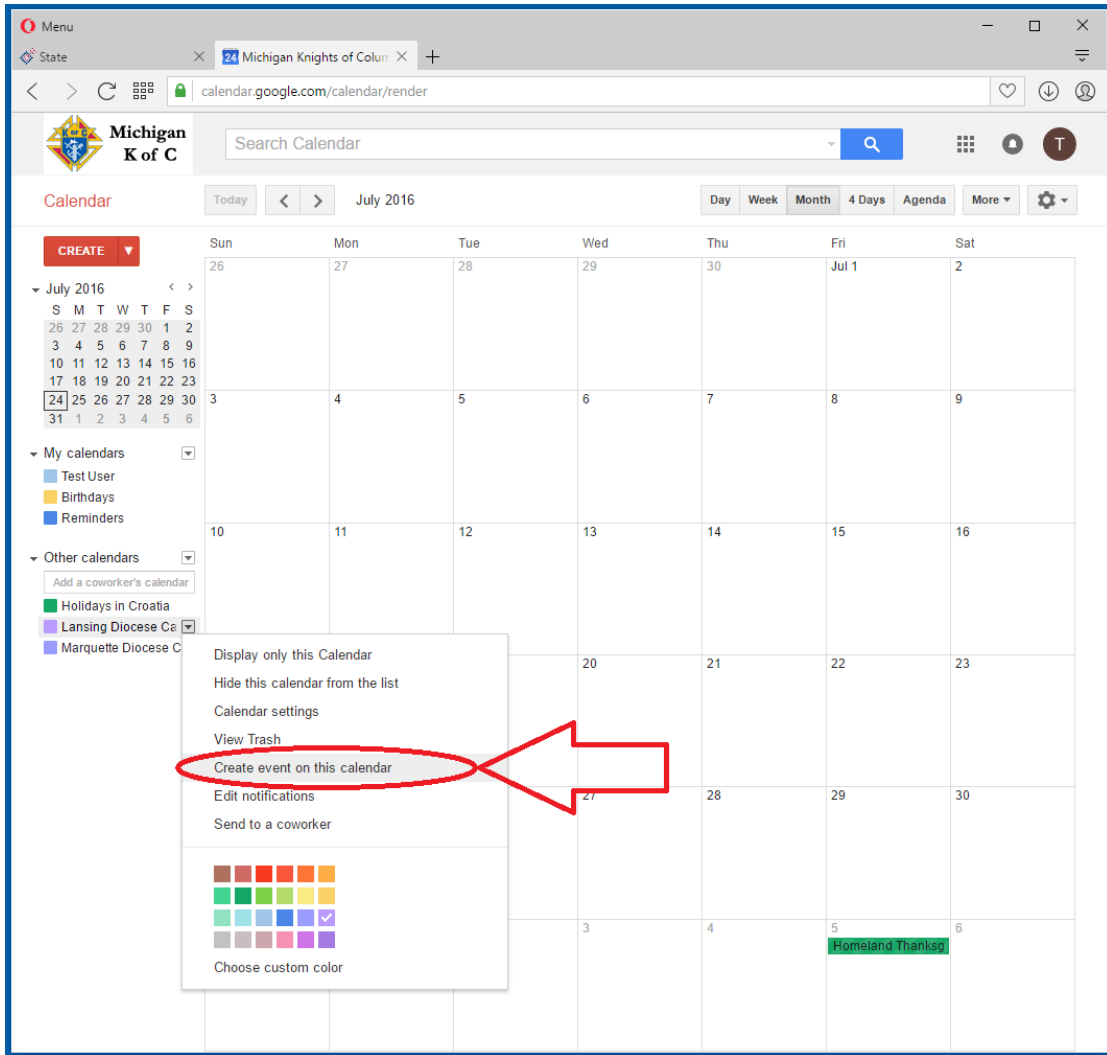
The screenshot shows a web browser window with the Google Calendar interface. The browser's address bar displays "calendar.google.com/calendar/render". A red circle highlights the refresh button (a circular arrow icon) in the browser's navigation bar. A red arrow points from this button to the "Michigan Knights of Columbus" tab. The calendar interface shows the month of July 2016. The left sidebar includes a "CREATE" button, a calendar navigation view for July 2016, and a list of calendars under "My calendars" (Test User, Birthdays, Reminders) and "Other calendars" (Add a coworker's calendar, Holidays in Croatia). The main calendar grid shows dates from Sunday, July 26, to Saturday, August 6. A green event titled "Homeland Thanks" is visible on Friday, August 5.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	Jul 1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Aug 1	2	3	4	5 Homeland Thanks	6

30. Anytime from this point when you log into your email and view your calendar you can add events to other calendars. To add an event to particular calendar (if you have rights to) hover over the calendar name and click one time on the down arrow that will show up.



31. A pop-up will appear. All you need to do is then select “Create an event on this calendar” and follow the prompts.



Thank you and God Bless