



Training Calendar Frequently Asked Questions

Google Calendar Setup on Your Computer	
Why is my Training Calendar in a Google calendar?	<ul style="list-style-type: none">• Your Training Calendar has been created in Google Calendar so both you and Coach Dean have access to it and can edit/record workout details.• You can access your Google calendar using your computer, tablet or mobile phone.
How do I create a Google Calendar account (if I don't already have one)?	<ul style="list-style-type: none">• Click the "invitation and register for an account link" in the Google Calendar email you received from Coach Dean• On the Google Calendar web page, click Sign Up (in the top right corner)<ul style="list-style-type: none">○ Complete all required information fields (you can choose whether you want to create a new Gmail address or use your current email address)○ Click the Next Step button○ If you chose to use your current email address, verify your email address by clicking the link in the Google Email Verification email that was sent to you<ul style="list-style-type: none">▪ Complete your Google profile▪ Go to your Google Calendar to access to your Training Calendar
What is in my Training Calendar?	<ul style="list-style-type: none">• To view the specific details for each workout, click the workout and view the description field<ul style="list-style-type: none">○ If applicable, click the link to view the range of training paces and workout details (Note: Coach Dean may change paces or other workout details based on your workout feedback)
How can I access my Google Calendar on my computer?	<ul style="list-style-type: none">• If you are signed into Google, click the Calendar link on the Google page OR• If you are not currently signed into Google, click the following link: https://accounts.google.com/Login<ul style="list-style-type: none">○ Sign in using your email address and password○ Click the Calendar link• Note: You can choose how many of your Calendars you want to display at once<ul style="list-style-type: none">○ To turn off/on the display of a calendar, click the Calendar's name on the left side○ Your Training Calendar is under Other Calendars on the left side
What can I edit/record in my Training Calendar?	<ul style="list-style-type: none">• You can move any workout to a different day or time as desired.• You can record workout notes in each workout as feedback for Coach Dean (example: workout was too easy/too tough/ good).
Can I print a copy of my Training Calendar?	<ul style="list-style-type: none">• You can change the Calendar view to "Month" and then print a hard copy for yourself.



Google Calendar Access on iPhone or iPad	
<p>How can I access (sync) my Training Calendar to my iPhone or iPad?</p>	<ul style="list-style-type: none">• To sync your Google Calendar with your iPhone or iPad:<ul style="list-style-type: none">○ Open the Settings application○ Open Mail, Contacts, Calendars<ul style="list-style-type: none">▪ Select Add Account...▪ If you use a Gmail address to access your Google Calendar:<ul style="list-style-type: none">• Select Gmail• Enter your account information:<ul style="list-style-type: none">○ In the Name field, enter your name as you'd like it to appear to others○ In the Email field, enter your full Gmail address○ In the Password field, enter your Gmail password○ In the Description field, enter a description of the calendar (e.g. "Personal Calendar")○ Select Next at the top of your screen○ Make sure the Calendars option is turned on▪ If you use your current email address to access your Google Calendar:<ul style="list-style-type: none">• Select Other• Select Add CalDAV Account<ul style="list-style-type: none">○ In the Server field, enter google.com○ In the Email field, enter your current email address○ In the Password field, enter your password○ In the Description field, enter a description of the calendar (e.g. "Personal Calendar")○ Select Next at the top of your screen• After you've completed setup, open the Calendar app. Syncing will automatically begin.• By default, only your primary calendar is synced. If your Training Calendar is not visible, enter one of the following links: https://www.google.com/calendar/syncselect OR www.google.com/calendar/iphoneselect<ul style="list-style-type: none">○ Under Shared Calendars, select the box next to your Training Calendar○ Select the Save button
<p>Can I select which calendars I want to view?</p>	<ul style="list-style-type: none">• You can choose how many of your Calendars you want to display at once<ul style="list-style-type: none">○ To turn off/on the display of a calendar, select Calendar button in top left corner○ Select the name of the Calendar you want to turn off/on



Google Calendar Access on Windows Phone or Tablet

How can I access (sync) my Training Calendar to my Windows Phone or Tablet?

- Go to Settings menu on your phone or tablet
- Select Email & Accounts
- Select Google
- Within your Google email account settings menu, select Calendar
- Select the circular button with a check mark to sync your Google calendar
- If your Training Calendar is not visible, go to the following link:
m.google.com/sync/settings/iconfig/
 - Under Shared Calendars, select the box next to your Training Calendar
 - Click the Save button

Google Calendar Access on Android Phone or Tablet

How can I access (sync) my Training Calendar to my Android Phone or Tablet?

- The instructions for accessing your calendar depend on your Android version:
- Go to your Training Calendar on your computer
 - Click the Settings icon (wheel on right side)
 - Click Sync with Mobile Device
 - Click Sync Google Calendar with Android device
 - Select the applicable Android version and follow the instructions