

# Camp Metal Clay Certification Program

## Google Calendar Instructions

Welcome to the Camp Metal Clay Certification Program! Use the Camp Metal Clay Google Calendar to list your certification classes so they appear automatically on the website calendar.

### 1. Request Access to the Calendar

Email [metals@sawtooth.org](mailto:metals@sawtooth.org) and request access to the Camp Metal Clay Course Calendar. Include the email address you will use.

Example: Please grant me access to the Camp Metal Clay Calendar using this email address: [exampleartist@gmail.com](mailto:exampleartist@gmail.com)

You will receive an invitation to join the [campmetalclaycertification@gmail.com](mailto:campmetalclaycertification@gmail.com) Google Calendar. Accept the invitation and open the calendar.

To confirm you are viewing the correct calendar, scroll back a few months to see other instructors' courses.

### 2. Add Your Class

Your classes will automatically appear on the calendar at [www.campmetalclay.com](http://www.campmetalclay.com) once they are added to the Google Calendar.

- Click Create
- Select Event

### 3. Event Title Format (Required)

Use this format for the event title: State/Country abbreviation (or ONLINE) + Course number – Instructor name

Example: [NC 101 – Carrie Story](#)

### 4. Event Details

Fill in the following:

- Date(s) of the class
- Location
- Description

Start the description with a link to your registration page, followed by a brief description of the class. Keep descriptions short; long text may not display on the website.

### 5. Check Your Listing

After saving the event, visit [www.campmetalclay.com](http://www.campmetalclay.com) and confirm that your class appears on the calendar. You may edit or update your listing at any time.

**Important:** Only Camp Metal Clay Certification classes should be listed on this calendar.

Questions? email [metals@sawtooth.org](mailto:metals@sawtooth.org)