

PART II:

PART II: HOW TO CREATE A PROFESSIONAL WEBSITE + LINK AN ONLINE CALENDAR

*By Chris Ngai
Written July 2, 2019*

****OPTIONAL STEP: Change the Menu Bar Color****

If you want to change the color of the Top Menu bar...

Click the green bar > Click the Paint Brush button >

Then click "Customize Design."

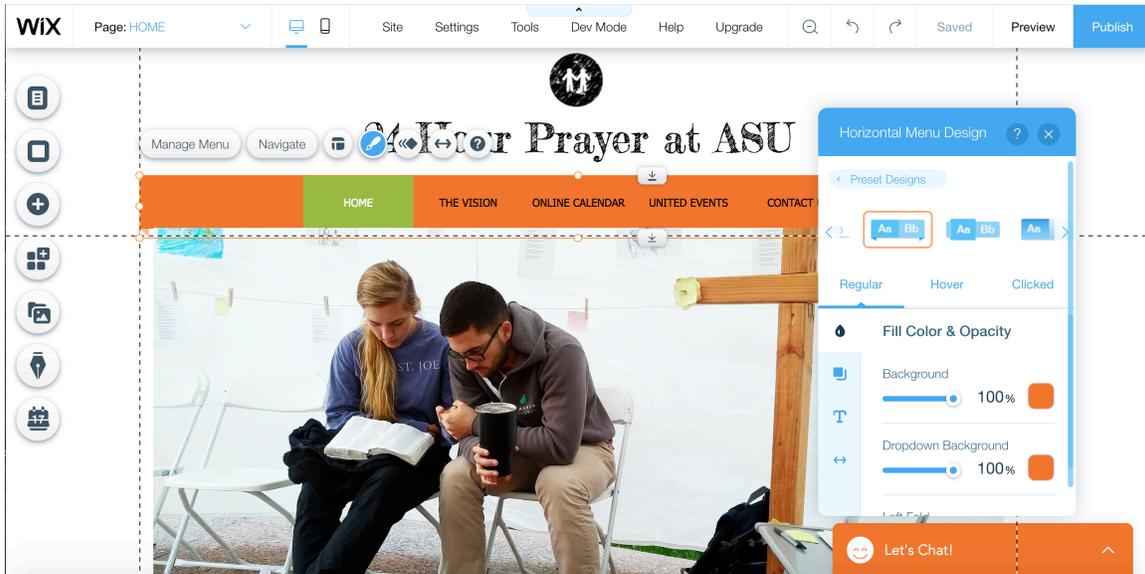
From there, click "Fill Color & Opacity"



Click the colored box to the right of each one.

You will want to make the first two items the same color – the “Background” and “Dropdown Background.”

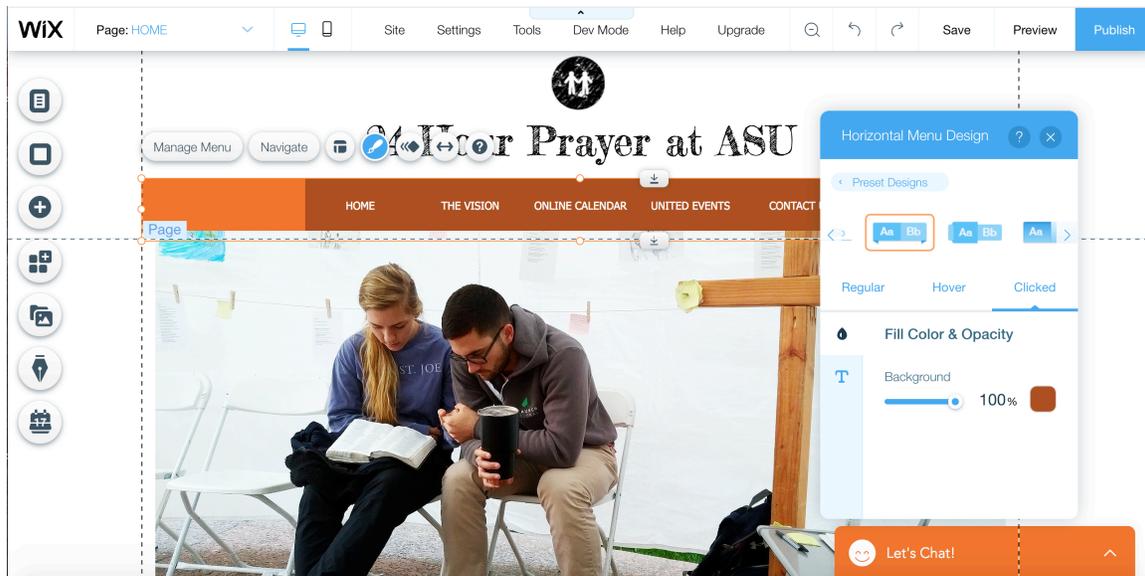
Then you will want to make the next two items a slightly lighter color (than the first two items), but the same as each other. In other words, #3 and #4 should be the same color. This is to make the banner look like it has some shades to it.



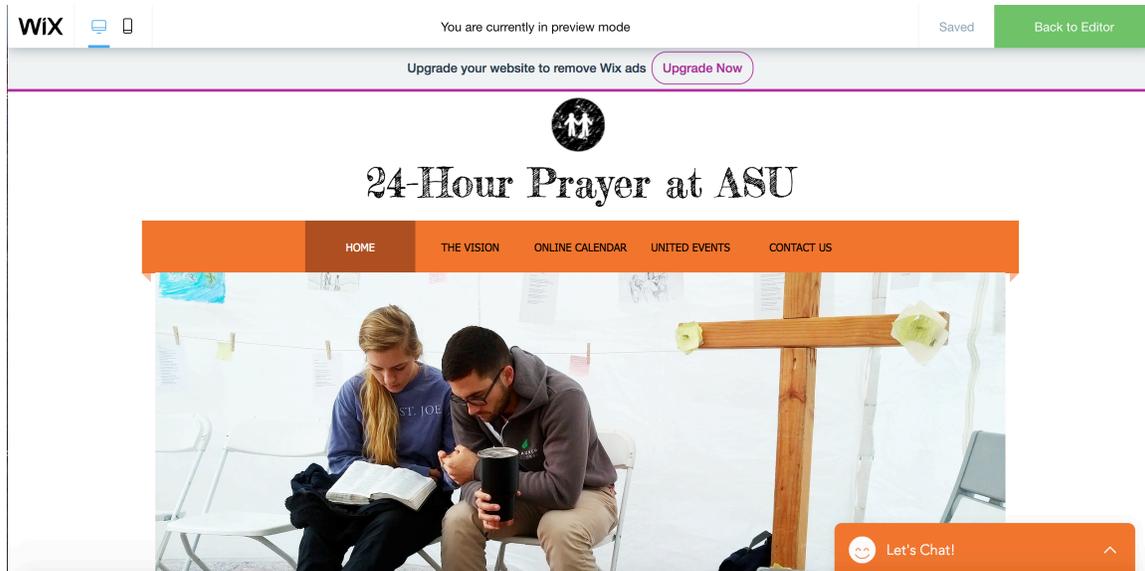
Now, we need to change the color of each Menu link, when the cursor hovers over it. Click the “Hover” heading in the blue design box on the right. Then click the color and change it to a different shade than the current menu color.



Now do the same with the “Clicked” heading in the blue design box on the right, so when someone clicks it, it’s the same color as when they hover over it.



Then click the “X” at the top right of the blue box, and you will now have a new colored menu bar! If you’d like to test it out, press “Preview” at the top right to see a demo of the page! Once you’re done, click the green button “Back to Editor” to return to editing view.



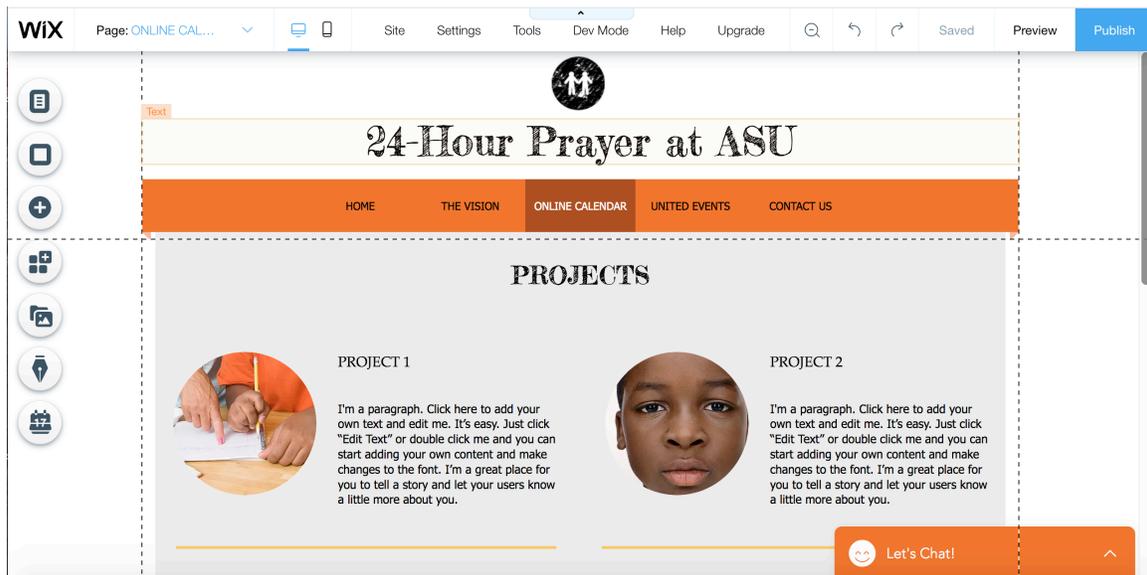
*****Be sure to save your page! Click “Save” or the checkmark button at the top right.*****

Step 5: Edit Another Page for the Online Calendar

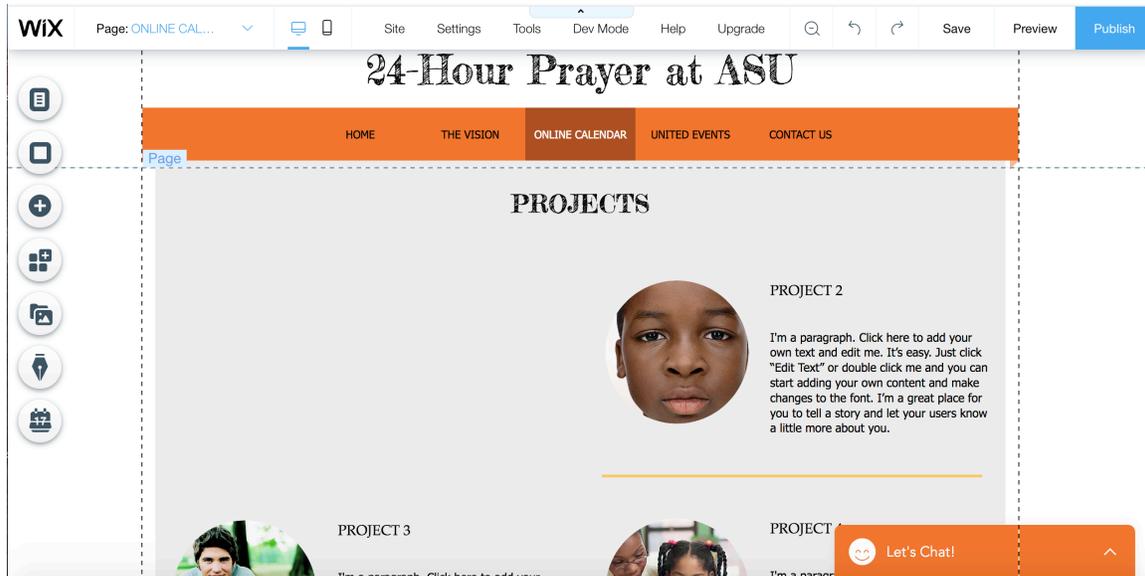
Click the top left menu arrow > a drop-down list will appear



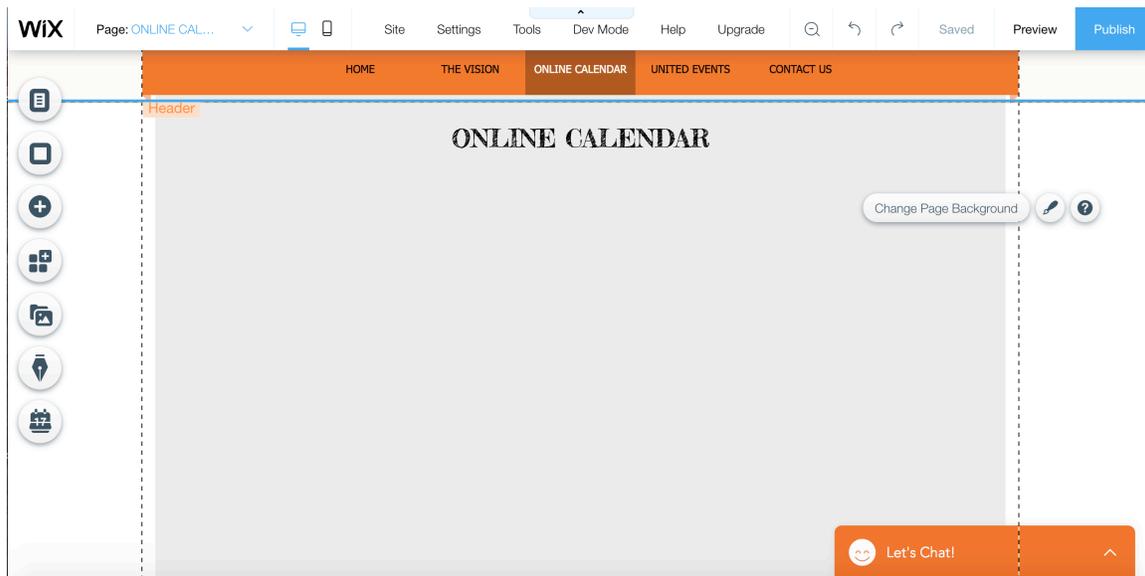
Click "Online Calendar" to go to that page



Scroll down and start deleting all the items on the page.
Click an image > Press the “Back” or “Delete” button on your keyboard.
Do the same with each text box and color bar.

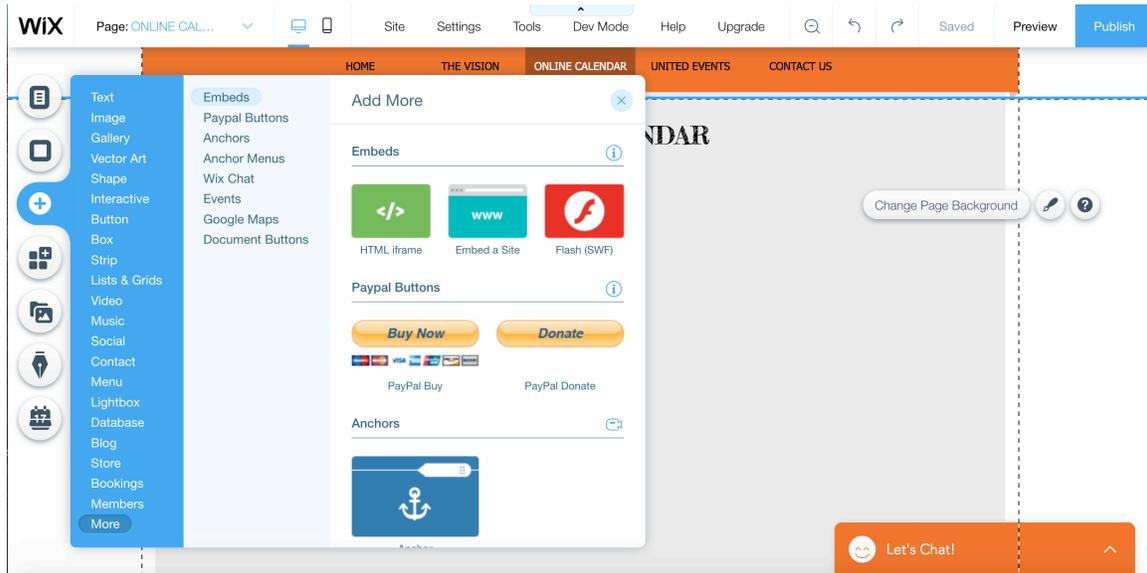


Delete all the other items, then rename the Title of the page

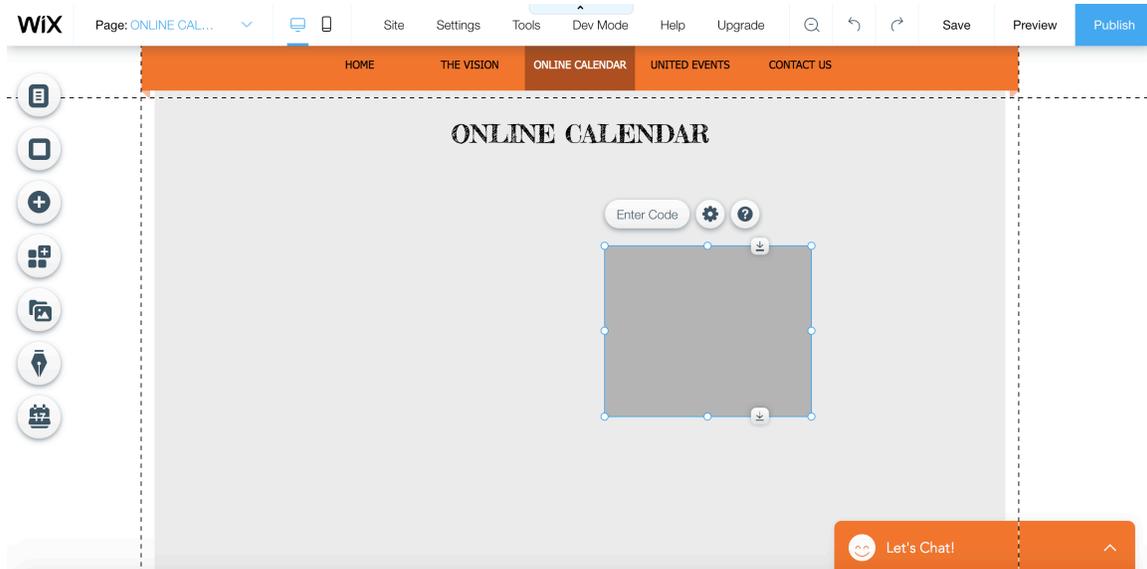


Step 6: Add a Google Calendar to the Page – Part I

*Click the “Add” (plus sign) icon on the left,
Click the “more” link at the very bottom of the list...
Then drag and drop the green “HTML iframe” into the website page.*



Once you do this, it should look something like this:

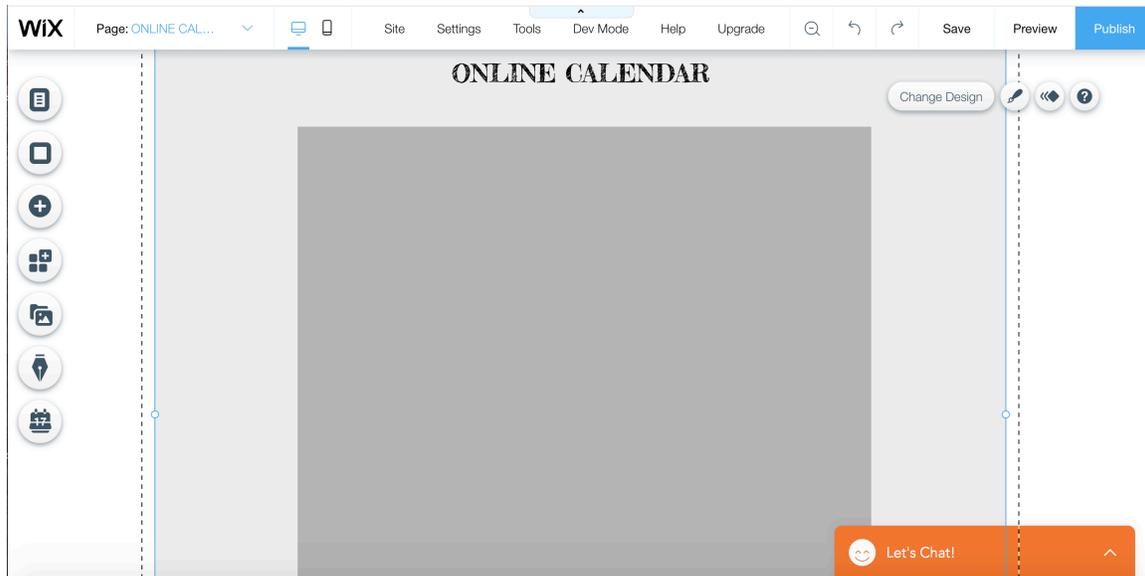


Nothing too impressive yet, but hopefully it will be soon!

Place your cursor over the top right and left corners of the dark gray box
(over the little blue and white circle at each corner)
click and drag to stretch out the box and make it bigger.

Then do the same with the bottom middle circle of the box,
drag it down to stretch it downwards.

It should look something like this now.

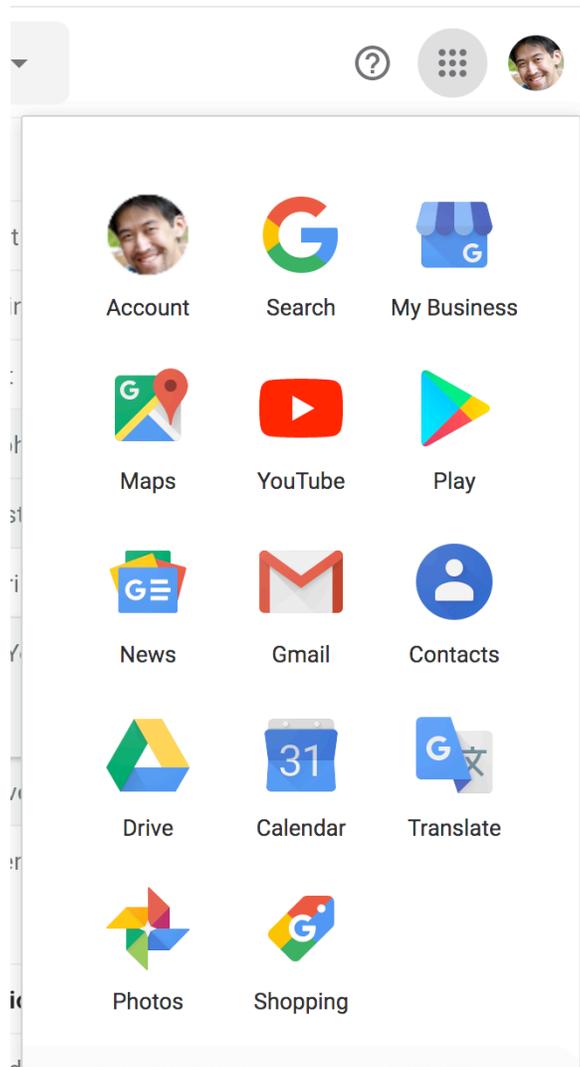


We've now prepared the way for our Google Calendar on the site!

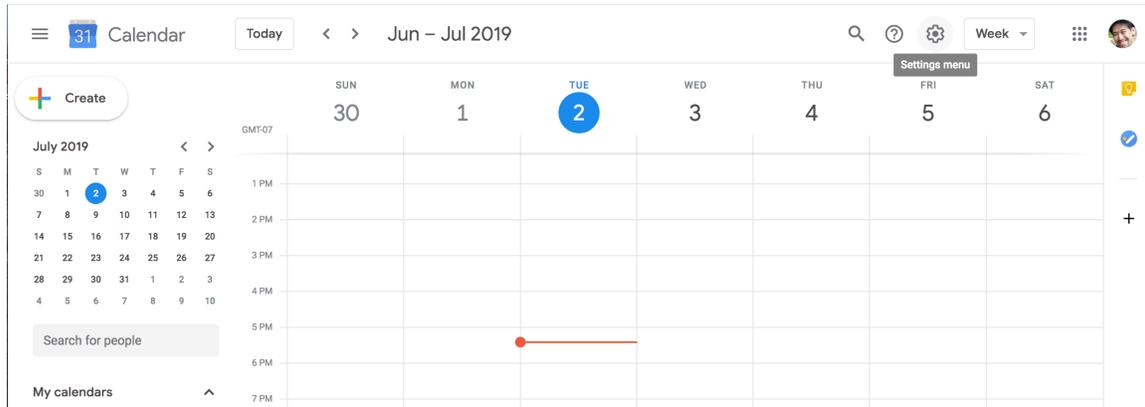
Step 7: Add a Google Calendar to the Page – Part II

Next, you will need a **Gmail** email address, as it comes with a lot of other features such as Google calendar. If you do not have one yet, go ahead and sign up for a free one at www.gmail.com.

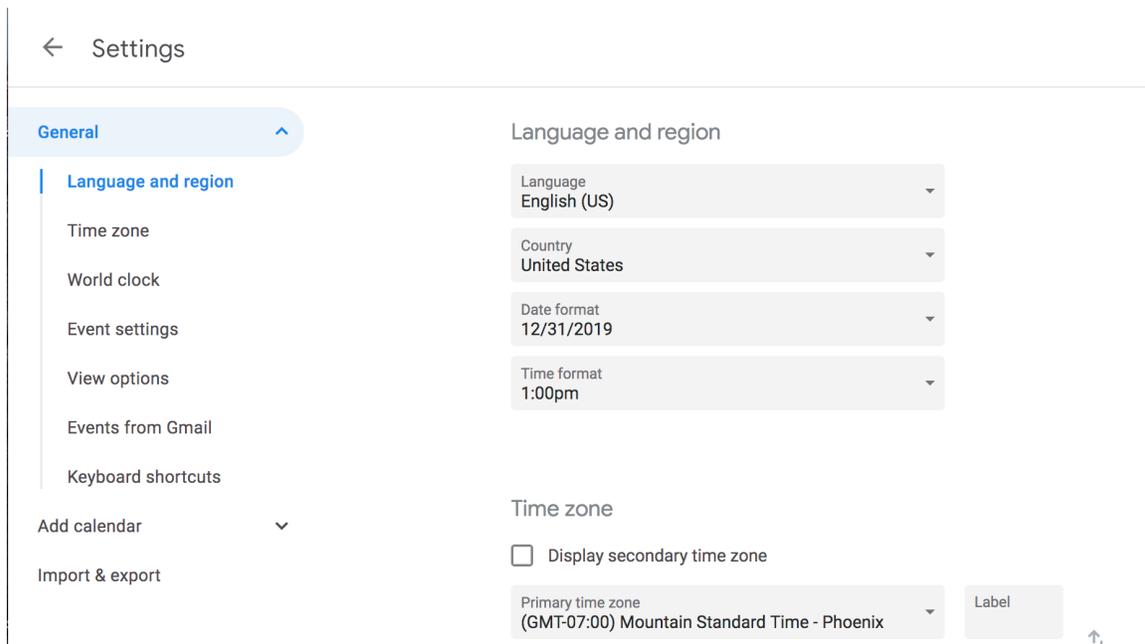
Once you're signed up, at the top right of your Gmail account, there will be a button with 9 little circles. Click that button, to see a drop-down list.



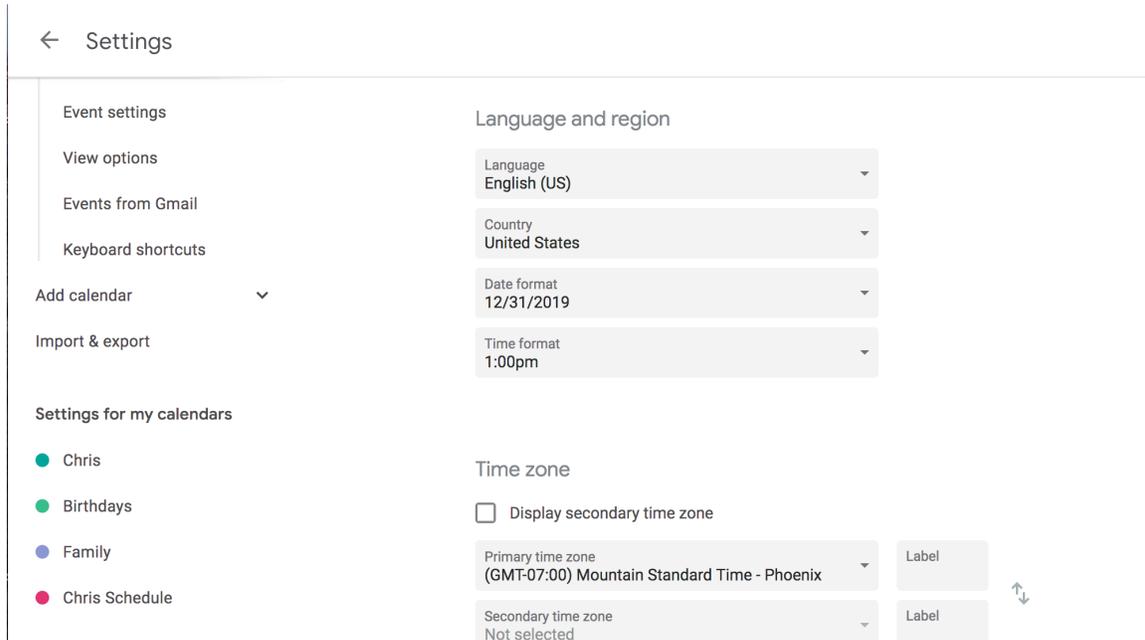
Then click the “Calendar” icon.



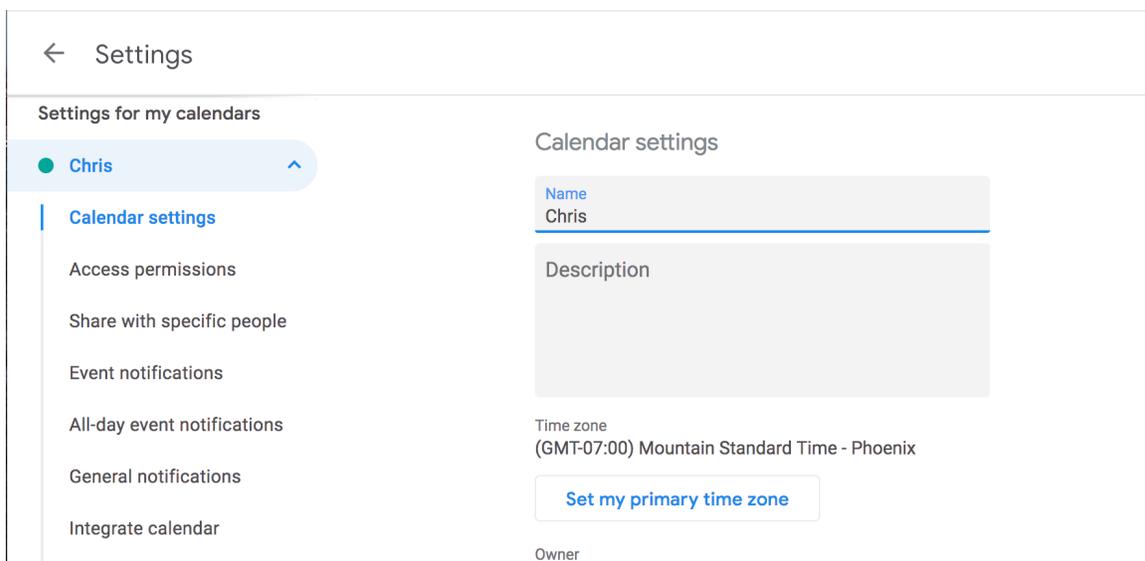
Click the Gear icon (settings menu) at the top right, to open the settings of Google Calendar.



Scroll down on the left menu to “Settings for my calendars” ...



Click the calendar that you want to add to your website



Scroll down to Access Permissions
Click the checkbox that says “Make available to public”

← Settings

Settings for my calendars

Chris ^

- Calendar settings
- Access permissions
- Share with specific people
- Event notifications

Access permissions

Make available to public See all event details ▾

[Get shareable link](#)

Learn more about [sharing your calendar](#)

Scroll down to “Integrate Calendar” and click the Customize Button

Integrate calendar

- Remove calendar
- Birthdays
- Family
- Chris Schedule

Use this URL to access this calendar from a web browser.

Embed code
`<iframe src="https://calendar.google.com/calendar/embed?src=clistafa%40gmail.com&ctz=Am"`

Use this code to embed this calendar in a web page.
You can customize the code or embed multiple calendars.

[Customize](#)

You will need to change the “Default view” (bottom left, drop-down list)
To determine what you want your calendar to look like on the website.

The image shows a configuration interface for a calendar. On the left, there are several settings:

- Calendar title:** A text input field.
- Show:** A list of checkboxes, all of which are checked:
 - Title
 - Navigation buttons
 - Date
 - Print icon
 - Tabs
 - Calendar list
 - Time zone
- Width:** A dropdown menu showing "800".
- Height:** A dropdown menu showing "600".
- Background color:** A grid of 20 color swatches. A checkmark icon and a plus sign are below the grid.
- Border:** A checked checkbox.
- Default view:** A dropdown menu showing "Month".

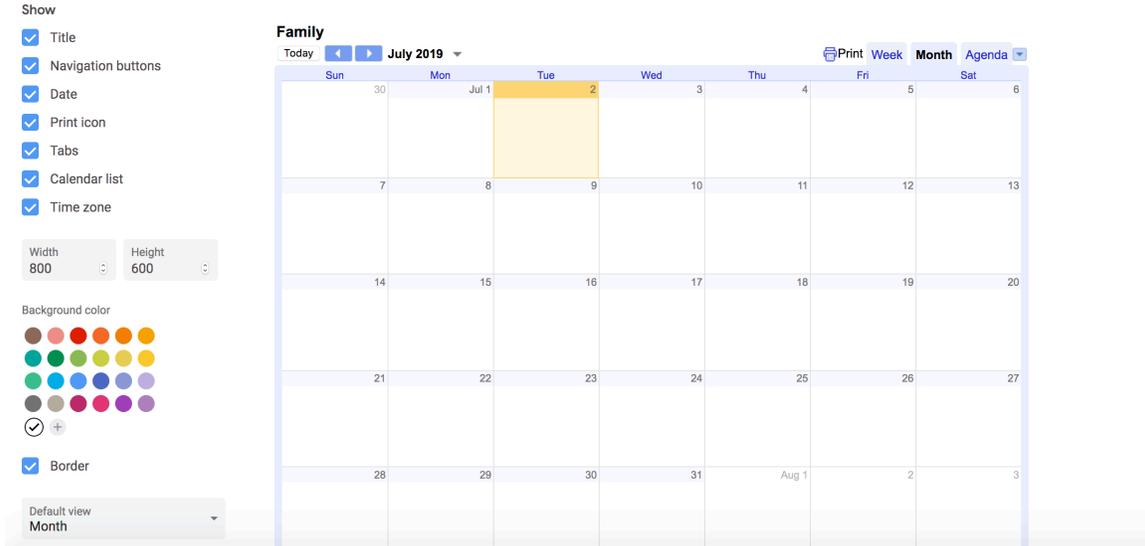
On the right side, there is a preview of the calendar:

- Embed code:** A text box containing ";23009688".
- Copy and past:** A button.
- Chris:** A title for the calendar.
- Today:** A button with a left arrow.
- Sun:** A label for the current day.
- Stay at Gl:** A green event card.
- 6:20am Flight:** A green event card.

Here are the 3 options you will have:

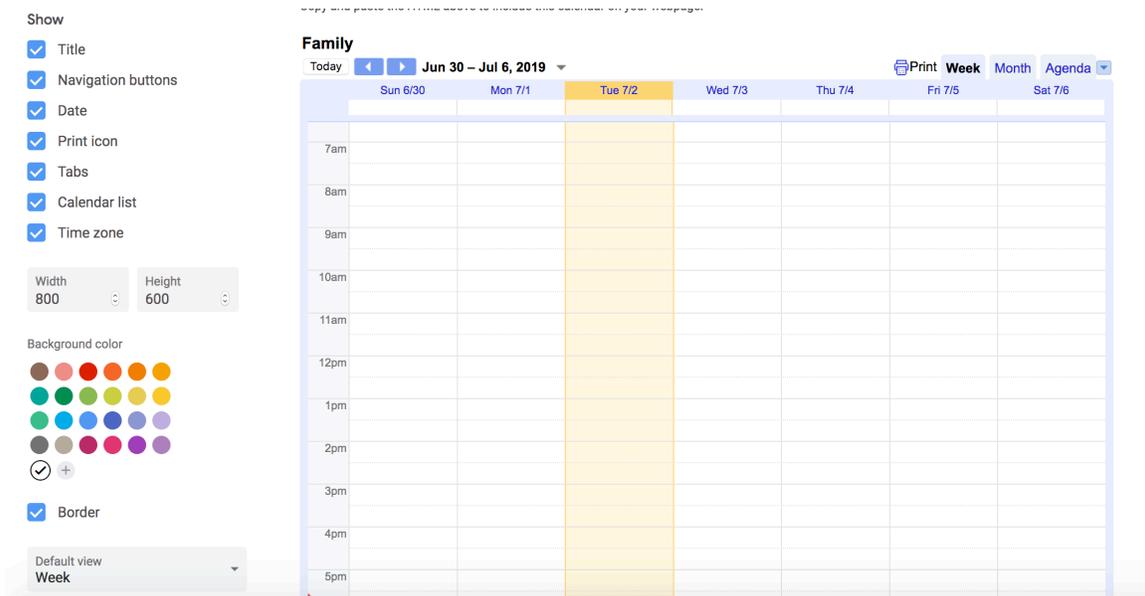
1. Month View

CON's: Not ideal for 24-hour prayer, since there will be a lot of entries under each day



2. Week View

PRO's: Easy to view whole week on a Laptop or Desktop Computer
CON's: Not easy to view on a Smart Phone, need to scroll in phone



Step 8: Copy Embed Code, Add to Website

Now, scroll back to the top of the “Customize” page for your Google Calendar, and copy the code under “Embed code”.

***Tip: You can easily do this by clicking the double square icon at the very right*

31 Calendar

Calendar title

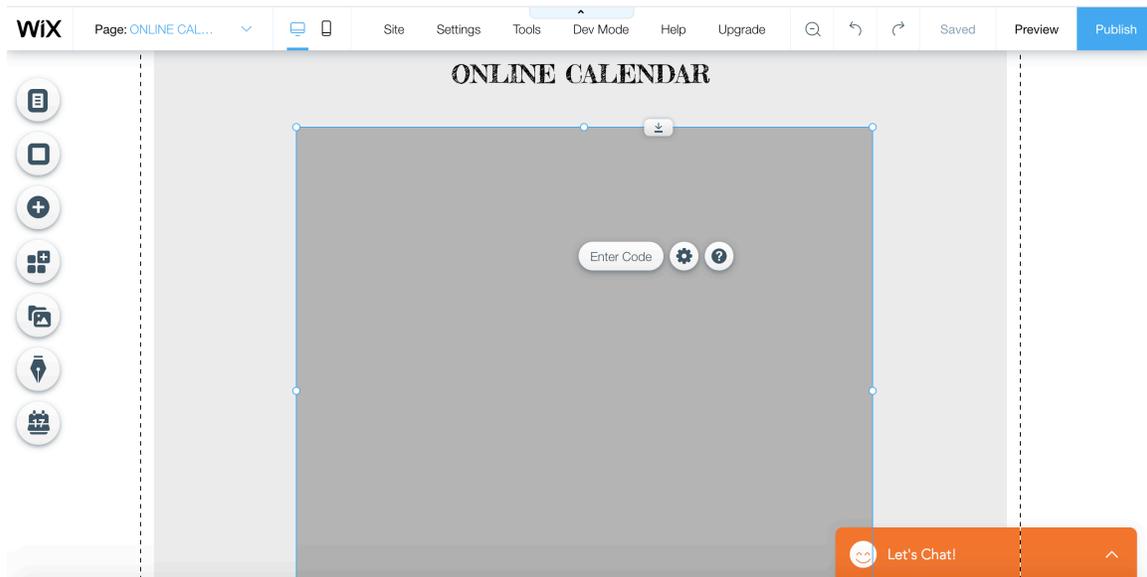
Embed code

```
src=%234285F4&amp;mode=AGENDA" style="border-width:0" width="800" height="600" frameborder="0" scrolling="no"></iframe>
```

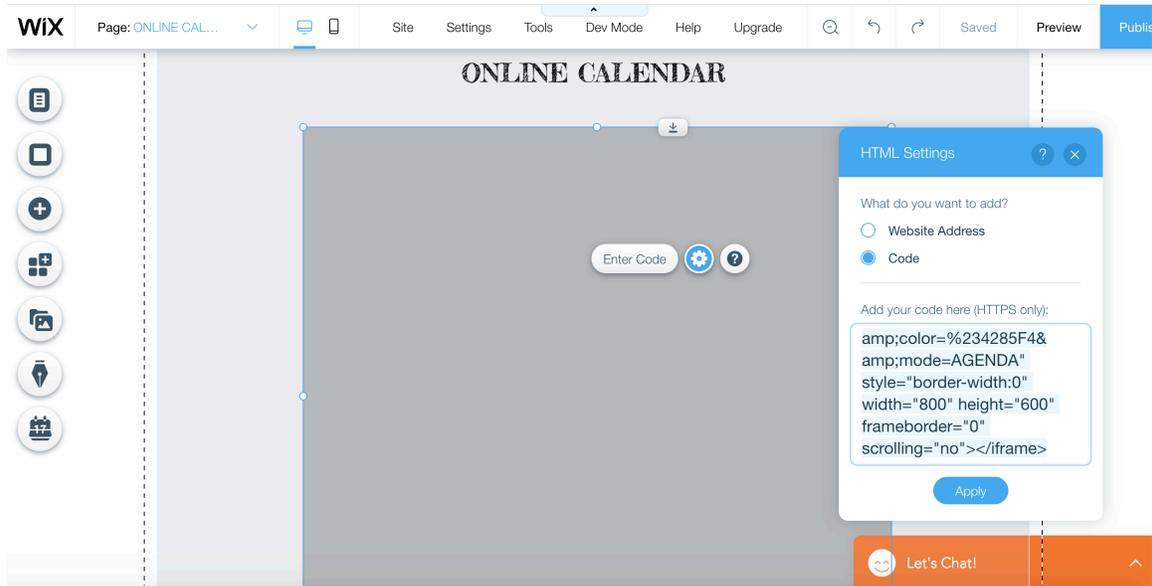


Copy and paste the HTML above to include this calendar on your webpage.

Now go back to your Wix Website Editor page, and click the dark gray box:

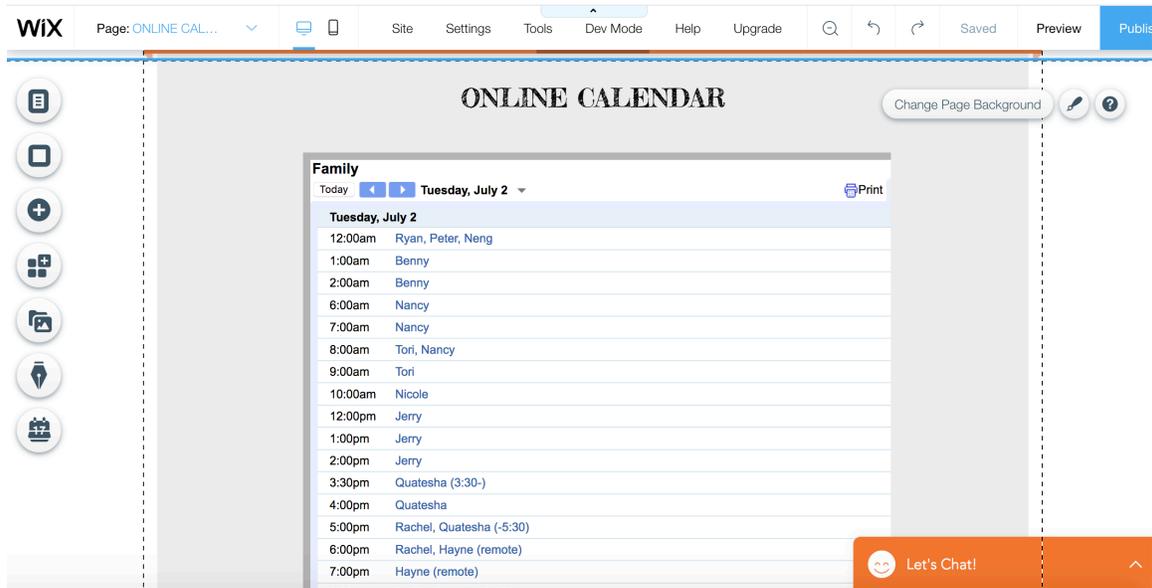


Click the button “Enter Code” that appears,
Make sure the “Code” section is highlighted,
And PASTE the code into the provided box.



When you're done, click “Apply” button.
Your Google Calendar should appear!

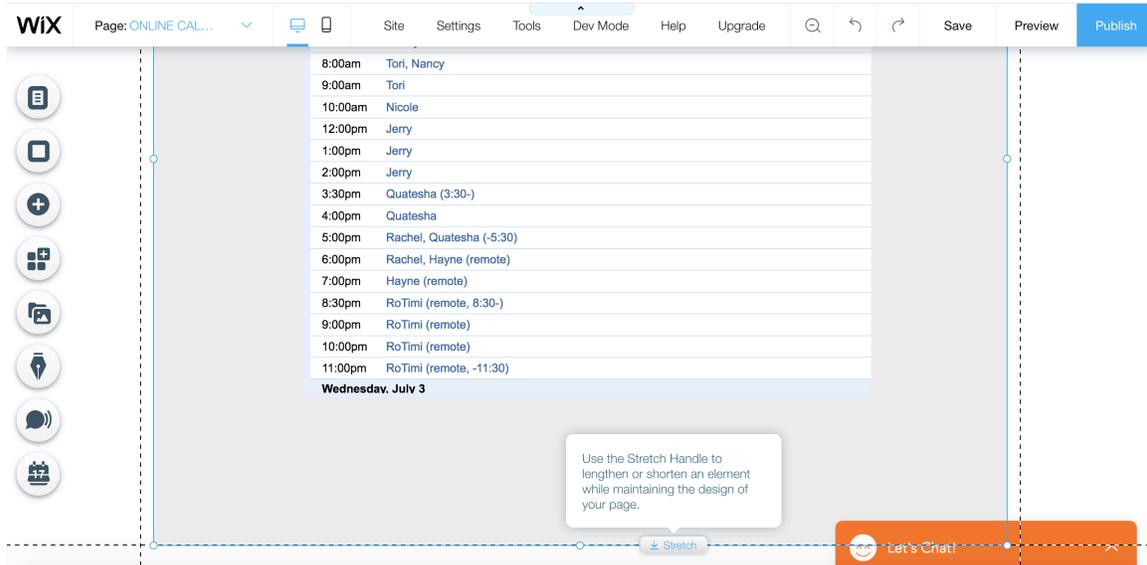
Once it does, click the “X” on the “HTML Settings” box to close it.



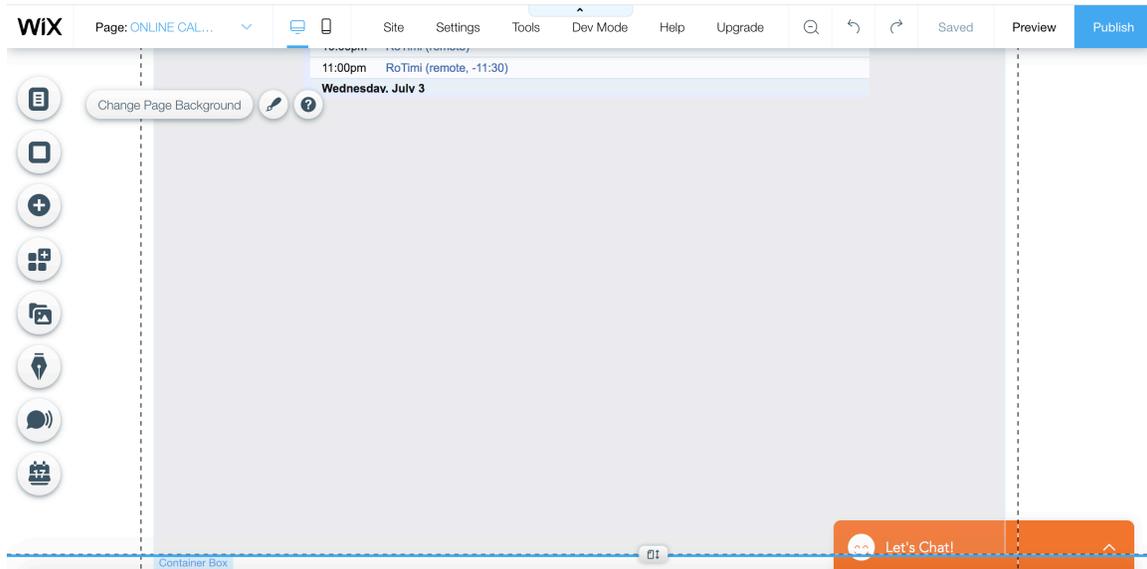
*****Be sure to click “Save” at the top right, to save all your progress!*****

Step 9: Add a Sign-Up Form

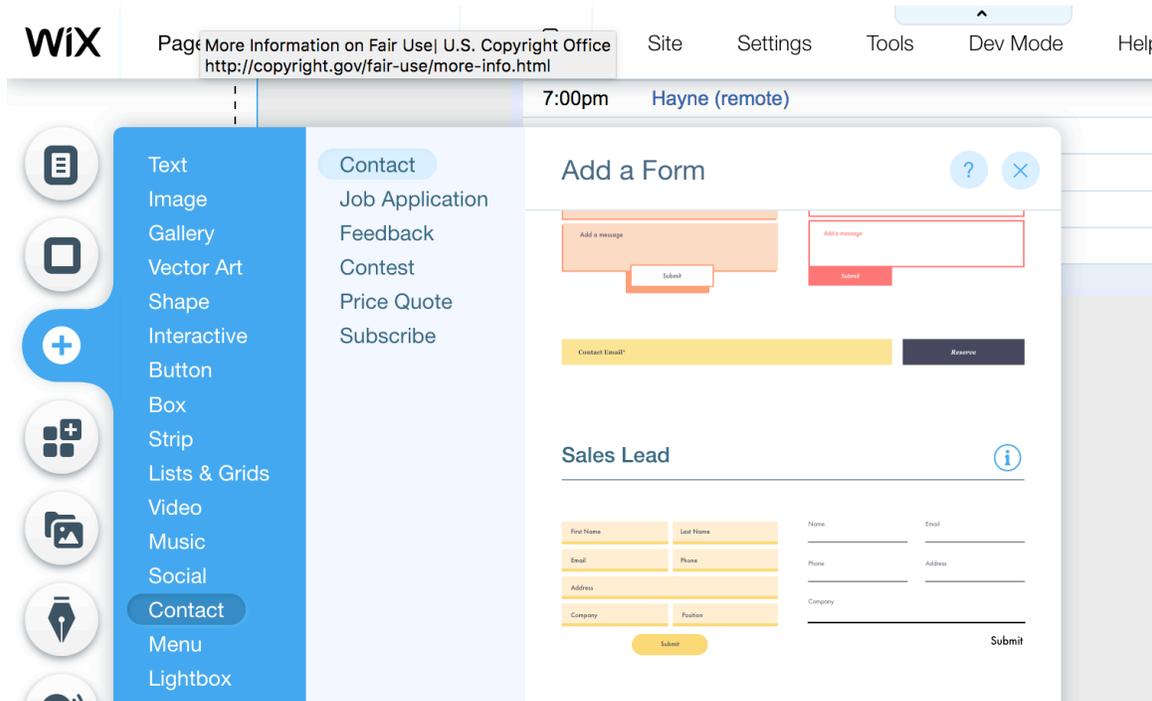
Scroll down to the bottom of the Online Calendar page, and place cursor over the button with a downward arrow, so that the word “stretch” appears as a button.



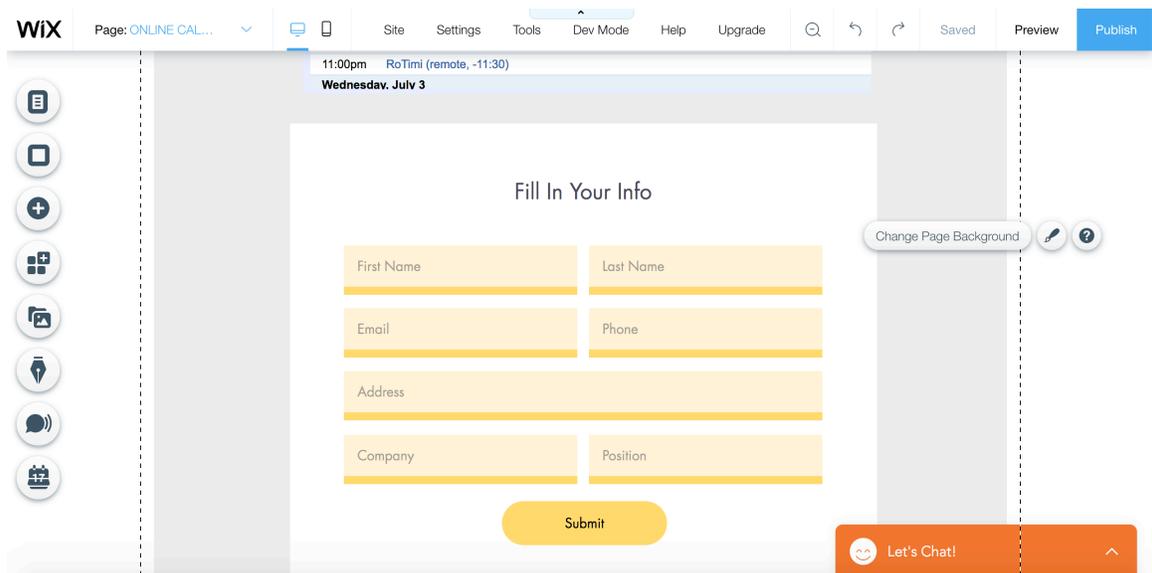
Click the “stretch” button and drag it downwards, to extend the page downwards and make room for a sign-up form.



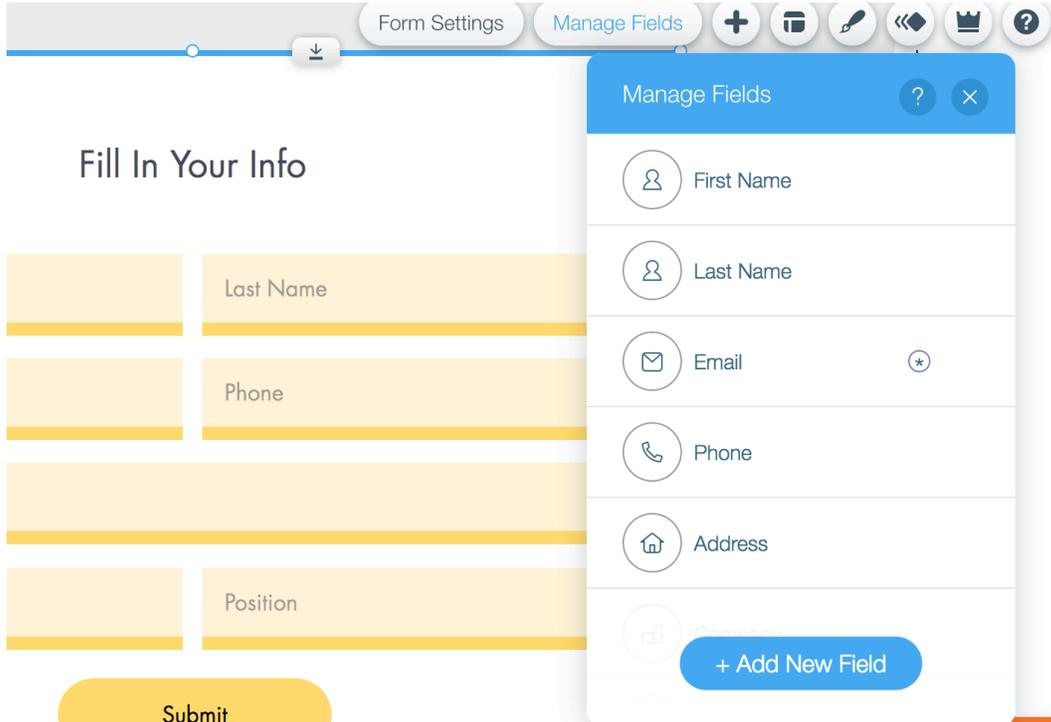
Click "Add" (plus sign button) on the left,
Click "Contact"
And go to the "Sales Lead" form that is orange.
Click and drag it over to the page, below the calendar.



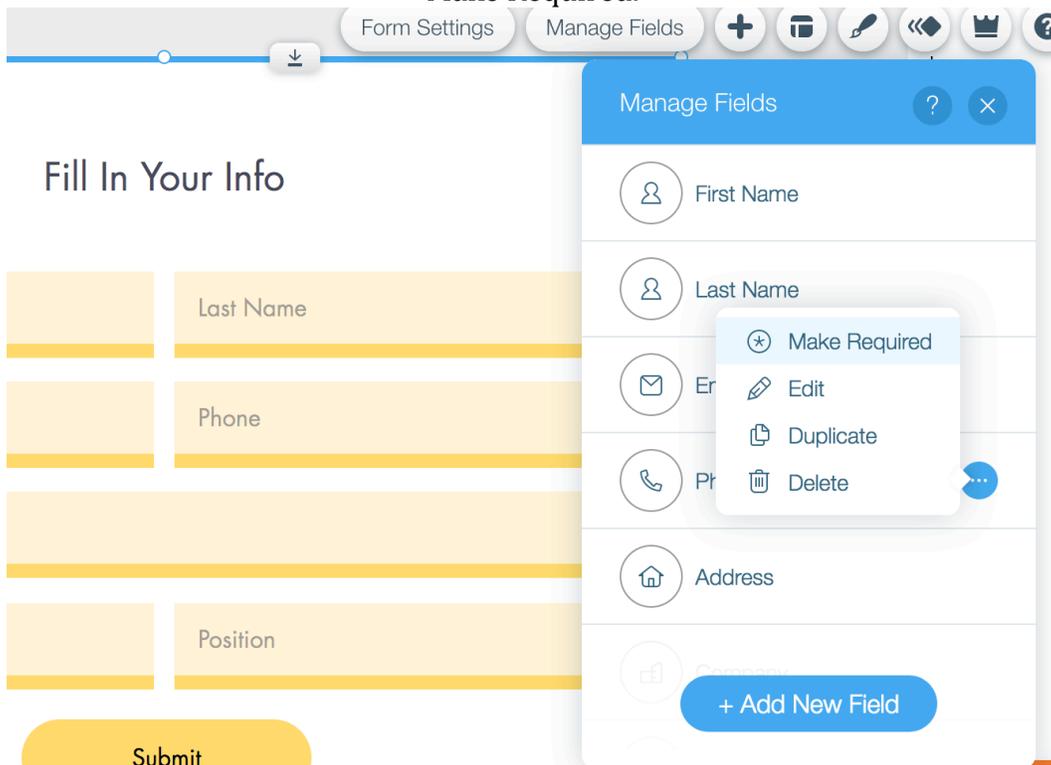
The form will look something like this on the website.



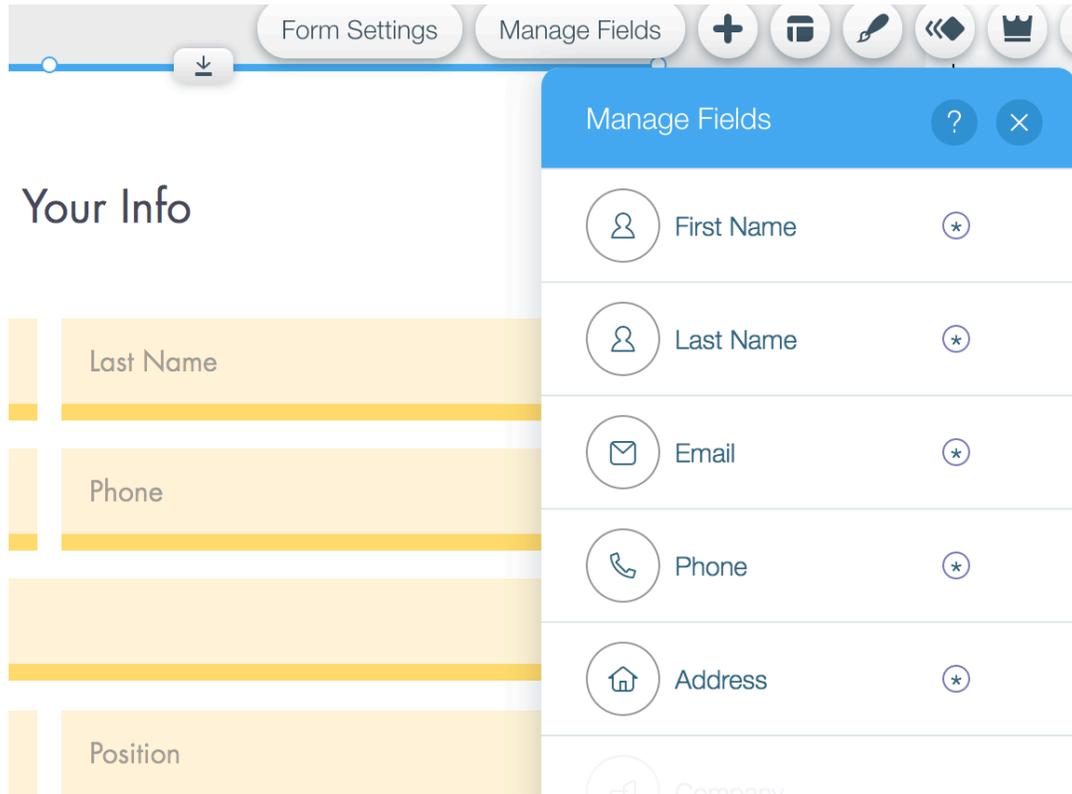
Click on the form, then click the “Manage Fields” button that appears.



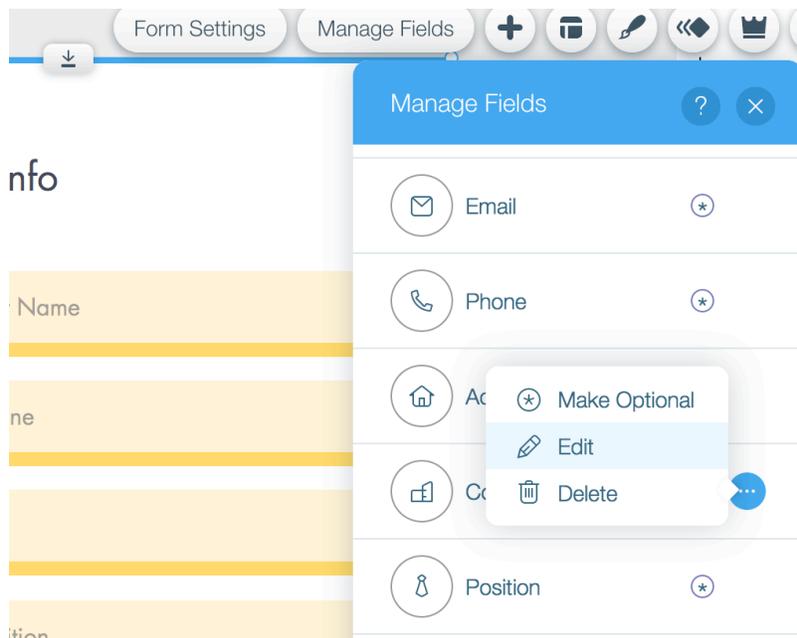
Highlight the “Phone” field in the list, go to the dots icon on the right, and click “Make Required.”

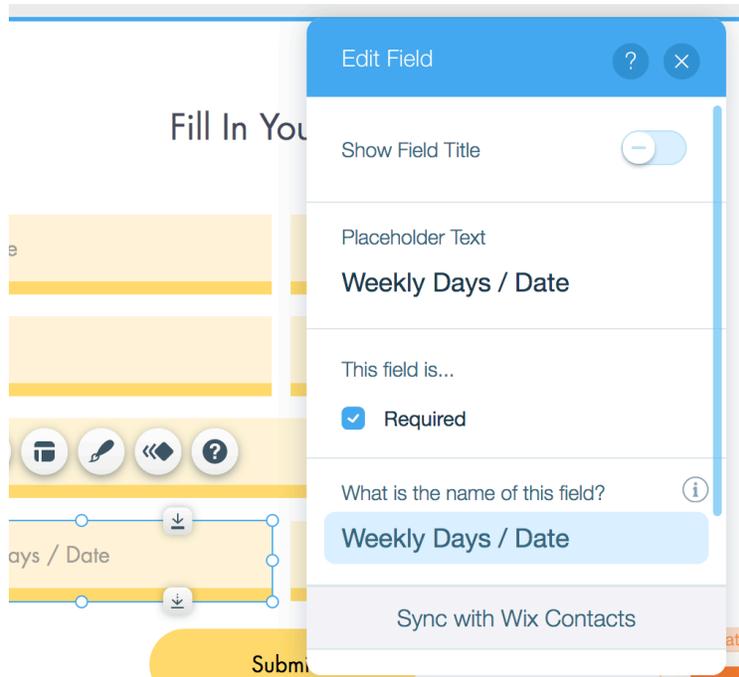


A star icon should appear next to that field. Do this with all the other fields as well!



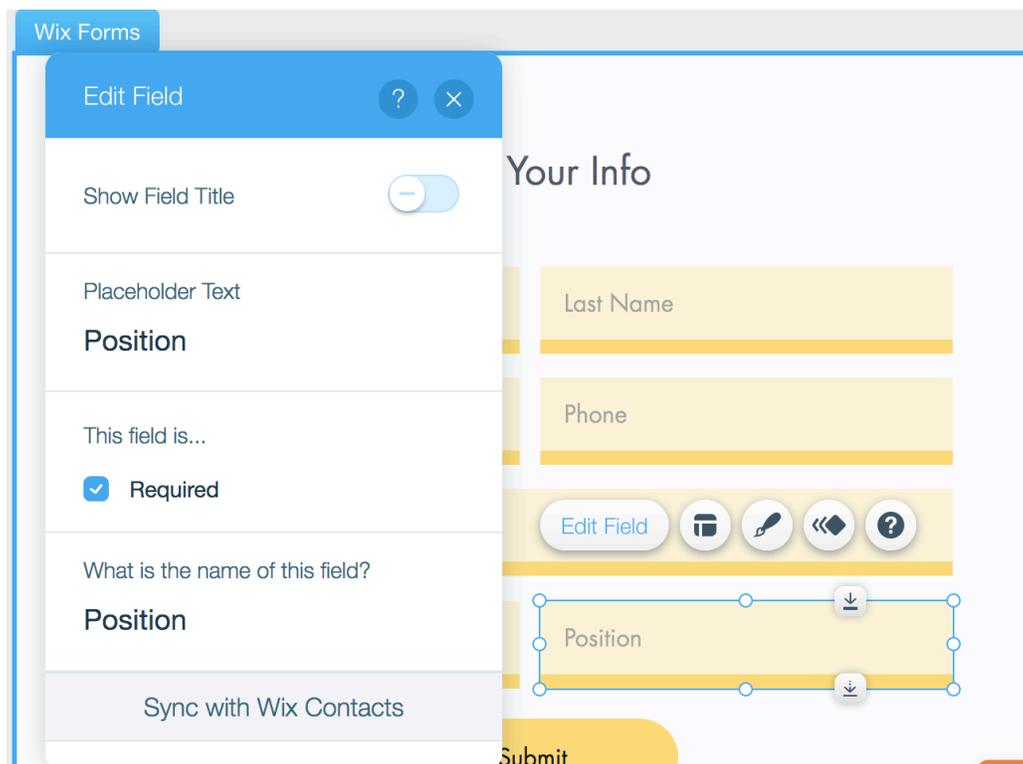
Highlight the “Company” Field, click the dots icon on the right, and click “Edit” to rename the field. Rename it to “Weekly Days / Date.”





Click “X” at the top right of “Edit Field” to close the box.

To more quickly edit other fields, click the specific box you would like to edit, then click the “Edit Field” button that appears!



Edit other fields as well, to transform it into a Sign-Up Form for 24-Hour Prayer.

- + Rename “Position” to “Time Slot (Ex: 4:00-5:00pm)”
- + Rename “Address” to “Ministry / Church”
- + Change the Title of the Form by Double-Clicking, type in “Sign Up for a Prayer Time!”

Sign Up For a Prayer Time!

First Name Last Name

Email Phone

Ministry / Church

Weekly Days / Date Time Slot (Ex: 4:00-5:00pm)

Submit

Thanks for submitting!

Click the Form, Click “Form Settings,” Click “Settings” section on the left, Change the name of the form to “Prayer Sign-Ups”

Form Settings Manage Fields + [Icons]

Wix Forms

Main

Settings

Submit Message

Automations

Support

Upgrade

What is the name of this form?

Prayer Sign-Ups

Only you will see this name in your submissions table and notifications.

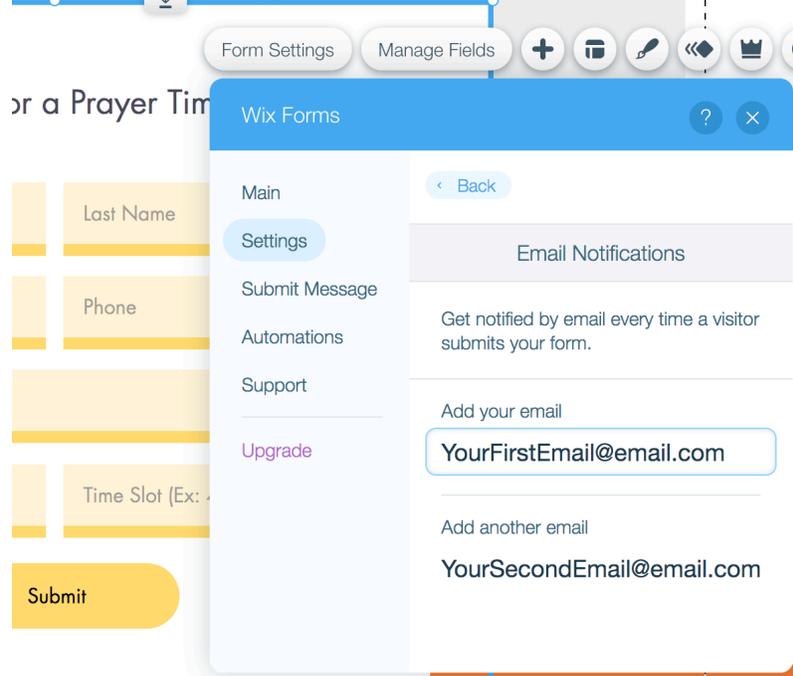
Form Settings

Email Notifications > Get notified of each form submission.

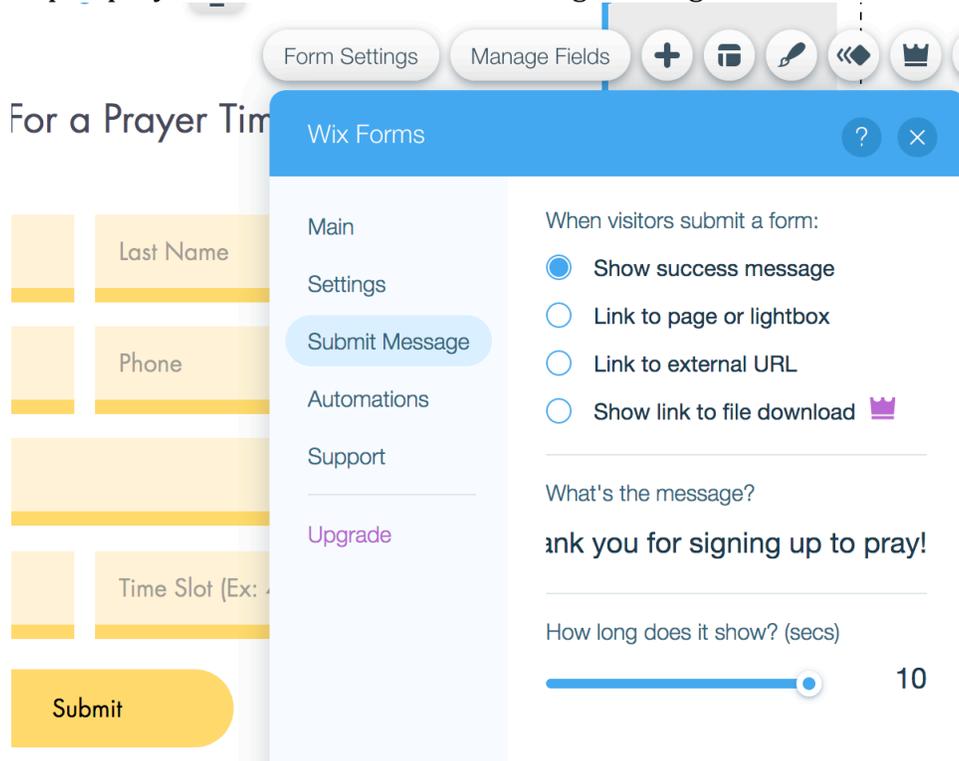
Submissions Table > View all submissions in one place.

Contact Labels > Label contacts who submit form.

Now, click “Email Notifications” just below on the right side, under “Form Settings.” Input one or two primary email addresses you want to receive the prayer sign-ups. You will need to manually type them into Google Calendar, once you receive!



Once you’ve typed these in, click “Back” button at the top. Now click “Submit Message” field on the left, and write a message that will appear when someone signs up to pray! Be sure to extend the message to longer than 3 seconds.



Click “X” to close the box, then click “Preview” at the top right to try it out. Once you fill out the form, it should send you an email with the information you filled out!

You are currently in preview mode Saved Back to Editor

Upgrade your website to remove Wix ads [Upgrade Now](#)

Sign Up For a Prayer Time!

Person	of Prayer
person@prayer.com	408 000-0000
Prayer Persons Ministry	
Tuesdays	8:00-9:00am

[Submit](#)

A thank you message should appear at the bottom after submitting the information!

You are currently in preview mode Saved Back to Editor

Upgrade your website to remove Wix ads [Upgrade Now](#)

Sign Up For a Prayer Time!

First Name	Last Name
Email	Phone
Ministry / Church	
Weekly Days / Date	Time Slot (Ex: 4:00-5:00pm)

[Submit](#)

Thank you for signing up to pray!

Let's Chat!

Check your email inbox – something like this should show up:

Person of Prayer just submitted a new Prayer Sign-Ups Form
on [24hourprayer](#)

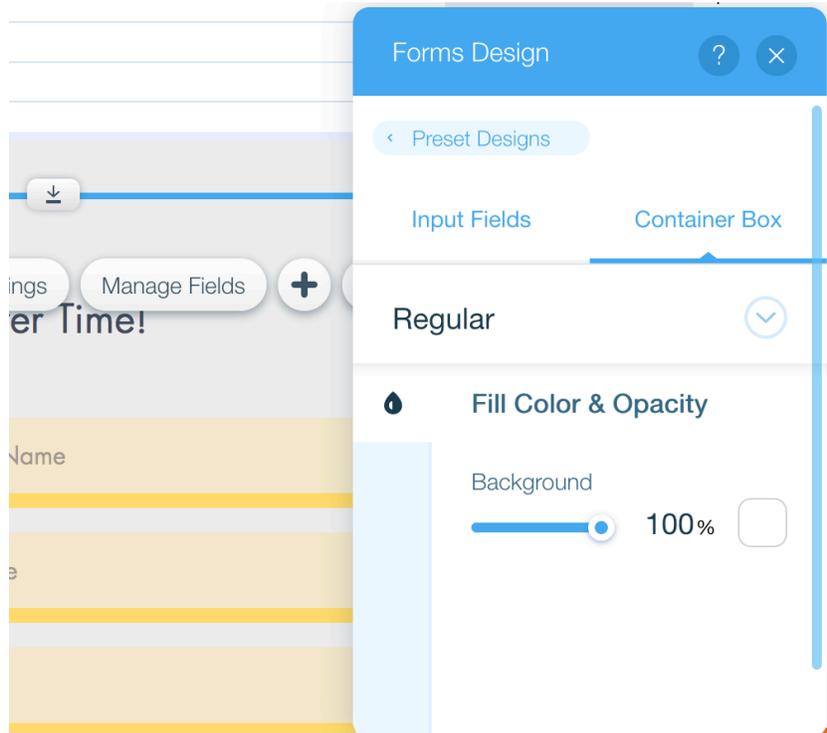
Ministry / Church: Prayer Persons Ministry
Weekly Days / Date: Tuesdays
Time Slot (Ex: 4:00-5:00pm)": 8:00-9:00am
First Name: Person
Last Name: of Prayer
Email: person@prayer.com
Phone: 408 000-0000

Respond Now

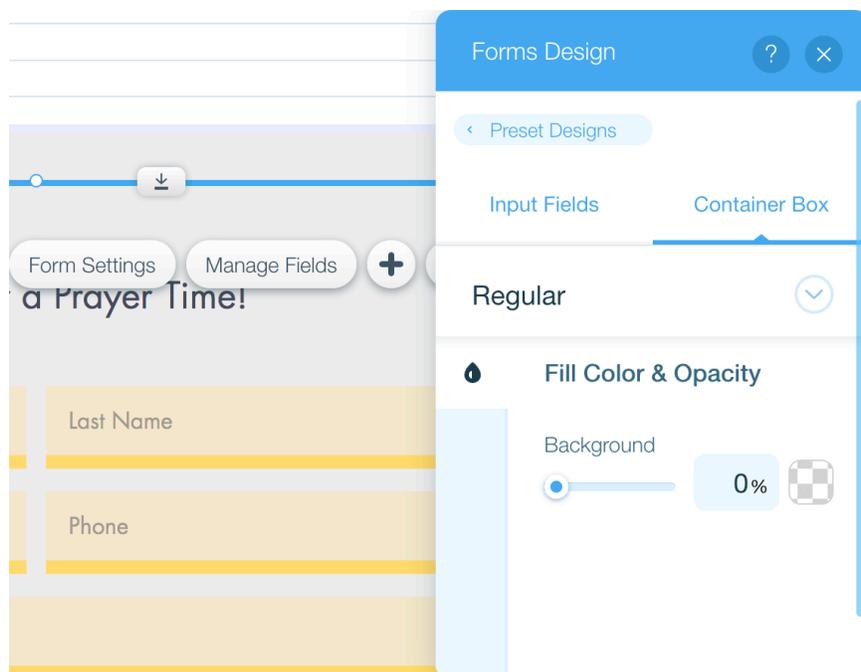
If you'd like, you can customize the design of the Sign-Up Form further. Click the Sign-Up form, click the Paintbrush icon ("Design")...

The screenshot displays the 'Forms Design' interface. On the left, a form preview is visible with fields for 'Last Name' and 'Phone'. The main area shows a 'Forms Design' panel with a 'Discover More Forms' section. This section contains three form templates: a dark blue one, a purple one, and an orange one. Each template shows a preview of the form layout with fields for 'First Name', 'Last Name', 'Email', 'Phone', and 'Product problem description', along with a 'Submit' button. A 'Customize Design' button is located at the bottom of the design panel.

Click “Customize Design” button, and under the “Container Box” heading, Click “Fill Color & Opacity.”



Drag the Background opacity down from 100% to 0%, to make the background box completely transparent.



Click "X" to close the "Forms Design" box, and now you have a form without a background box!

12:00pm Heidi
5:00pm Rachel (remote)

Wix Forms

Sign Up For a Prayer Time!

Change Design

First Name	Last Name
Email	Phone
Ministry / Church	

To change the gray background, click the background, then click the Paintbrush icon

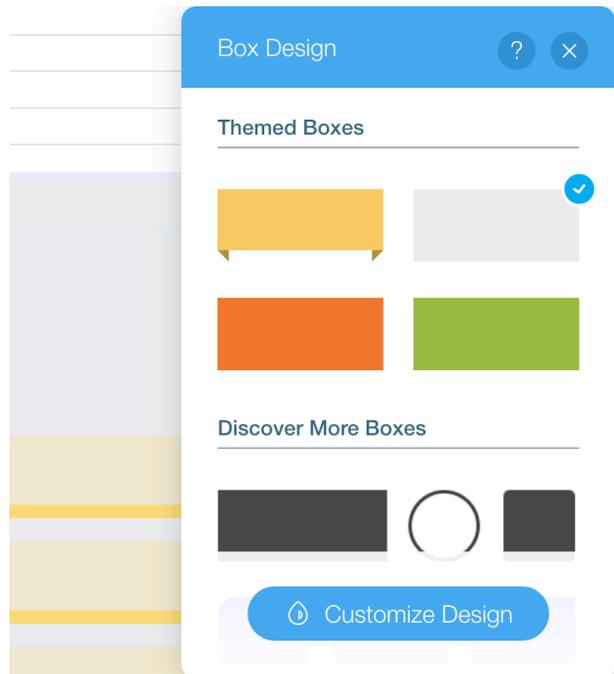
6:00am Fan the Flame
7:00am Fan the Flame
8:00am Sung
9:00am Benjamin
12:00pm Heidi
5:00pm Rachel (remote)

Design

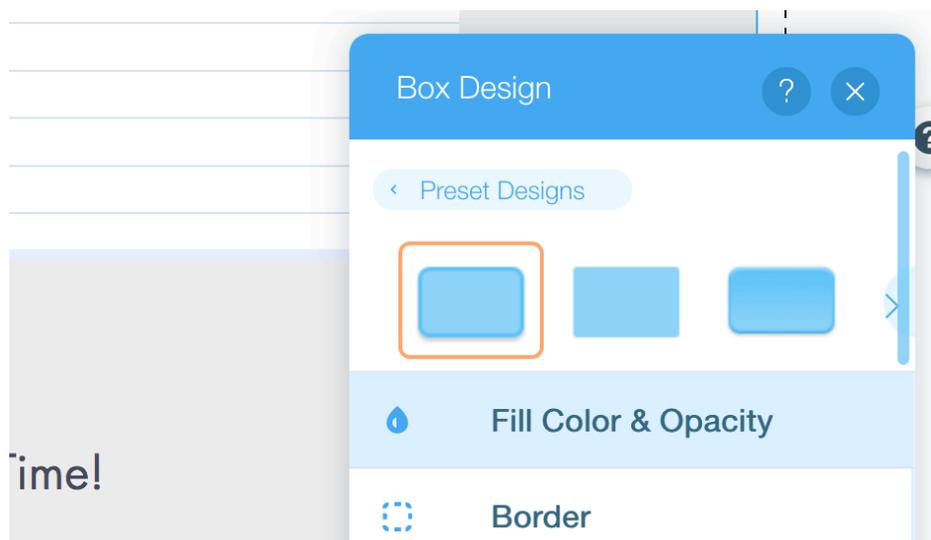
Change Design

Sign Up For a Prayer Time!

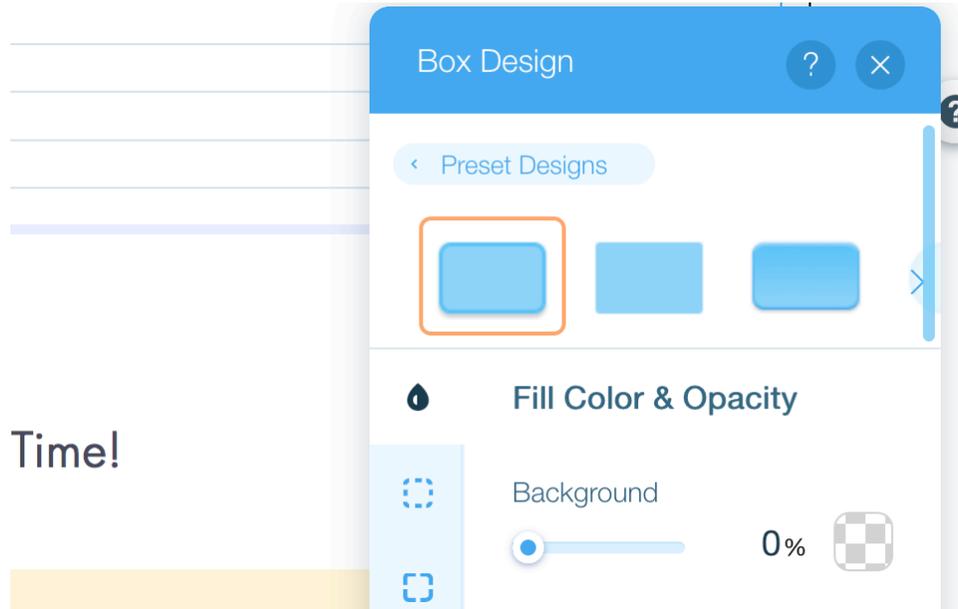
When the blue box pops up, click the “Customize Design” button...



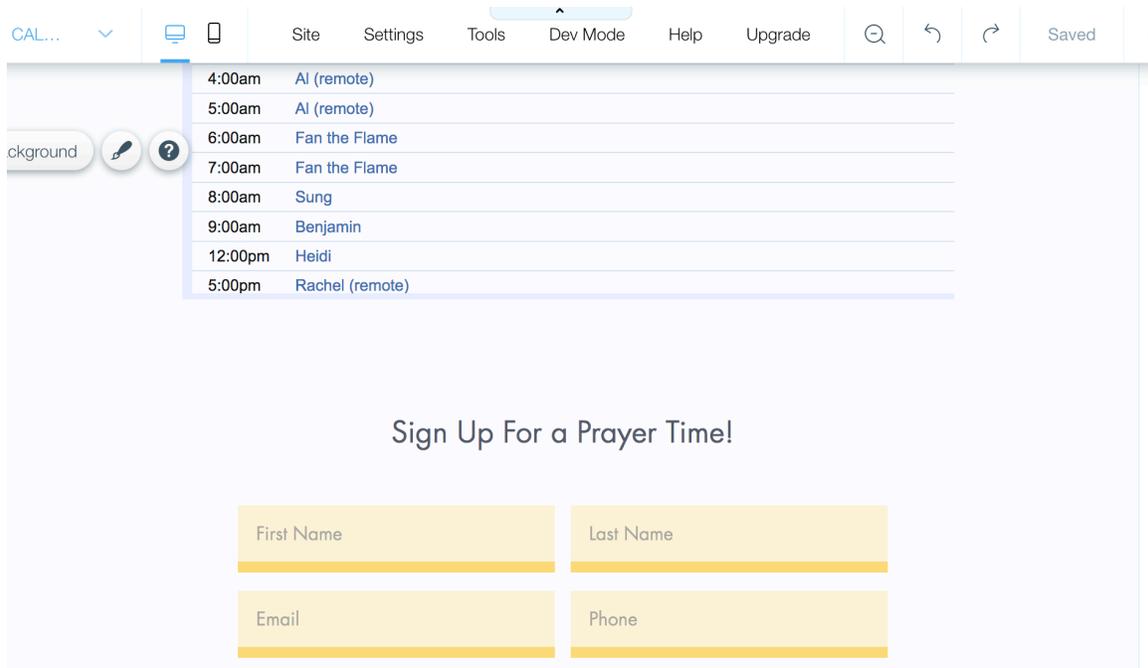
Click “Fill Color & Opacity” ...



Drag the Opacity Down to 0% - you have a white background now!



Close the box – now the background should be completely white!



Congratulations – you have just created your sign-up form!