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 then 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.

	Page: ONLINE C	OAL	E Sile	Settings	Tools Dev Wode	Help Obí	grade Q	,	(3	Saved Flevi	ew Pu
			HOME	THE VISION	ONLINE CALENDAR	UNITED EVENTS	CONTACT US				
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			Buy N	low	Donate						
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			Anchors	Бцу							
	Blog Store Bookings Members		។								
	Wore										

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 <u>www.gmail.com</u>.

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.

=	≡ 31 Calendar Today							Today	< > Jı	un – Jul 2019	Q	Q ⑦ 🔅 Week → 🗰				
C	┢	Cr	eate)				GMT-07	sun 30	мон 1	2	wed 3	тни 4	FRI 5	sat 6	0
•	July	201	9			<	>									V
	S	м	т	W	т	F	S	1 PM								
4	30	1	2	3	4	5	6									
	7	8	9	10	11	12	13	2 PM								+
	14 21	15 22	16 23	17 24	18 25	19 26	20 27	3 PM								
:	28 4	29 5	30 6	31 7	1 8	2 9	3 10	4 PM								
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								6 PM								
1	۸y	cale	ndar	5			^	7 PM								

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

← Settings				
General ^	Language and region			
Language and region	Language English (US)	*		
Time zone	Country United States	•		
Event settings	Date format 12/31/2019	Ŧ		
View options	Time format 1:00pm	-		
Events from Gmail				
Keyboard shortcuts				
Add calendar 🗸 🗸	Time zone			
Import & export	Display secondary time zone			
	Primary time zone (GMT-07:00) Mountain Standard Time - Phoenix	•	Label	*
A A				TL.

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

← Settings				
Event settings	Language and region			
View options	Language	•		
Events from Gmail				
Keyboard shortcuts	Country United States	*		
Add calendar 🗸	Date format 12/31/2019	-		
Import & export	Time format 1:00pm	•		
Settings for my calendars				
Chris	Time zone			
 Birthdays 	Display secondary time zone			
Family	Primary time zone (GMT-07:00) Mountain Standard Time - Phoenix	•	Label	•
Chris Schedule	Secondary time zone Not selected	-	Label	Ψ

Click the calendar that you want to add to your website

← Settings	
Settings for my calendars	
Chris	Calendar settings
Calendar settings	Name Chris
Access permissions	Description
Share with specific people	
Event notifications	
All-day event notifications	Time zone (GMT-07:00) Mountain Standard Time - Phoenix
General notifications	Set my primary time zone
Integrate calendar	
	Owner

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

← S	ettings		
Settings	for my calendars	Access permissions	
• Chri	s ^	Make available to public	See all event details 👻
Cale	ndar settings		
Acce	ess permissions	Get shareable link	
Shar	e with specific people	Learn more about sharing your calendar	
Ever	t notifications		

Scroll down to "Integrate Calendar" and click the Customize Button

	Integrate calendar	Use this URL to access this calendar from a web browser.
	Remove calendar	Embed code <iframe src="https://calendar.google.com/calendar/embed?src=clistafa%40gmail.com&ctz=Am</th>
	Birthdays	Use this code to embed this calendar in a web page. You can customize the code or embed multiple calendars.
•	Chris Schedule	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.

Calendar title	Embed code
Show	Copy and past
 Title Navigation buttons Date Print icon Tabs Calendar list Time zone 	Chris Today (Sun
WidthHeight800Image: Constraint of the second se	
Background color	Stay at Gl
Border	6:20am Flight
Default view • • • • • • • • • • • • • • • • • • •	0.20an r ngm

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

Show								
V Title	Family							
Navigation buttons	Today	🔹 🕞 Jun 3	i0 – Jul 6, 2019 👻				Print Week	Month Agenda 💌
✓ Date		Sun 6/30	Mon 7/1	Tue 7/2	Wed 7/3	Thu 7/4	Fri 7/5	Sat 7/6
Print icon	7.000							
✓ Tabs	ram							
Calendar list	8am							
V Time zone	9am							
Width Height 800 0 600 0	10am							
	11am							
Background color	12pm							
	1pm							
	2pm							
Border	3pm							
	4pm							
Veek	5pm							

3. Agenda View

PRO's: Easiest to view on a Smart Phone, automatically makes it mobile-friendly. Many people view websites from their phones these days. **CON's**: Can't view the whole week at one glance.

Show	copy and paste the FTTML above to include this calendar on your webpage.	
✓ Title	Family	
Navigation buttons	Today 🔨 ▶ Tuesday, July 2 👻	Print Week Month Agenda
	Tuesday, July 2	
✓ Date	12:00am Ryan, Peter, Neng	
Print icon	1:00am Benny	
🔽 Tabs	2:00am Benny	
Calendar list	6:00am Nancy	
Time zone	7:00am Nancy	
	8:00am Tori, Nancy	
Width	9:00am Tori	
800 © 600 ©	10:00am Nicole	
	12:00pm Jerry	
Background color	1:00pm Jerry	
	2:00pm Jerry	
	3:30pm Quatesha (3:30-)	
	4:00pm Quatesha	
	5:00pm Rachel, Quatesha (-5:30)	
(✓) +	6:00pm Rachel, Hayne (remote)	
	7:00pm Hayne (remote)	
✓ Border	8:30pm RoTimi (remote, 8:30-)	
	9:00pm RoTimi (remote)	
Default view Agenda	10:00pm RoTimi (remote)	

Possible Solution:

If you feel that both are important, you could actually make two pages on your website...

One with the Agenda view (for mobile devices)One with the Week View (for laptop/desktop computers)

For now, we will choose **Agenda View**.

By choosing this in the drop-down menu at the bottom left of the "Customize" page, It changes the embed code – so that's how it will show up on your webpage!

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



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.

WiX	Page: ONLINE CAL	~		Site	Settings	Tools	A Dev Mode	Help	Upgrade	Q	5	Ċ	Saved	Preview	Publi
					ON	LINE	CALE	NDAI	R						
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•							Entry Or				What	do you v Nebsite	want to add? Address		
							Enter Co		U		Add y	our cod	e here (HTTPS	only):	
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												(Apply		
											(<u></u>) Let's	Chat!		^

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.

WiX	Page: ONLINE CAL V		Site	Settings	Tools	A Dev Mode	Help	Upgrade	Q	5	¢	Saved	Preview	Publis
				ON	LINE	CALE	NDAH	₹		Ç	Change	Page Backgro	und	0
		Family	ТРТ	uesdav. July 2	2 -				ē	Print				
Ð		Tuesd	ay, July 2											
:0		12:00a	n Benny	Peter, Neng										
		6:00an	n Benny n Nancy	((,										
		8:00an	n Tori, N	lancy										
V		10:00a	im Nicole)										
		1:00pn	n Jerry											
		3:30pn	n Quate	sha (3:30-)										
		4:00pn	n Quate	isha										
		5:00pn	n Rache	el, Quatesha (-	5:30)									
		6:00pn 7:00pn	n Rache n Hayne	e (remote)	ote)					2	Let's	Chat!		
	1													

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.

WiX	Page: ONLINE CAL V	<u> </u>		Site	Settings	Tools	A Dev Mode	Help	Upgrade	Q	5	Ċ	Save	Preview	Publish
			8:00am	Tori, N	ancy										
	1		9:00am	Tori											
U			10:00am	Nicole											
			12:00pm	Jerry											
			1:00pm	Jerry											
			2:00pm	Jerry											
•			3:30pm	Quates	sha (3:30-)										
			4:00pm	Quates	sha										
			5:00pm	Rache	, Quatesha (-5	5:30)									
			6:00pm	Rache	l, Hayne (remo	ote)									
\sim			7:00pm	Hayne	(remote)										
			8:30pm	RoTim	i (remote, 8:30	-)									
			9:00pm	RoTim	i (remote)										
			10:00pm	RoTim	i (remote)										
			11:00pm	RoTim	i (remote, -11:	30)									
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\smile															
**							Use the St	retch Hand	le to a element						
-							while main	taining the	design of						
							your page.								
							-		_						
								± Stretch			C	Let's	Chat!		~

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

WiX	Page: ONLINE CAL	~ ⊑		Site	Settings	Tools	Dev Mode	Help	Upgrade	Q	5	C	Saved	Preview	Publish
	Change Page Backgrou	ind	11:00pm Wednese	RoTim RoTim	(remote, -11:3)	30)									
	Container Boy	<					(01			0	Let's	Chat!	Ц	

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.

							^	
WiX	Page More Informa http://copyrig	ation on Fair Use U.S. Copy ght.gov/fair-use/more-info.l	right Office	Site	Settings	Tools	Dev Mode	Help
			7:00pm	Hayne (remote)			
	I							
	Text	Contact	Add a	a Form			? ×	
	Image	Job Application						
	Gallery	Feedback	Add a message		Add a	i message		
	Vector Art	Contest		Submit		Submit		
	Shape	Price Quote						
(A	Interactive	Subscribe	Contact Enail?				Recent	
	Button		CORRECTION					
	Box							
	Strip		Salos	ead				
	Lists & Grids		Jales	Leau				
	Video				Nove	Fm		
'	Music		First Name	Last Name				
\sim	Social		Address	Phone	Phone	Ad		
$(\bar{0})$	Contact		Сотралу	Position	Compony			
V	Menu			Submit			Submit	
	Lightbox							

The form will look something like this on the website.

WiX	Page: ONLINE CAL V	<u> </u>	Site	Settings	Tools	A Dev Mode	Help	Upgrade	Q	5	¢	Saved	Preview	Publish
		11:00 Wed	Dpm RoTim nesdav. Julv	ii (remote, -11:3 3	30)									
					Fill I	n Your Inf	C							
•							5			C	Change	Page Backgro	ound	0
			First Name	•		Last No	ime							
			Email			Phone								
			Address											
			Company			Position	1							
						Submit				.	Let's	Chat!		~

Form Setting	Manage Fields + T / (*) (*)
	Manage Fields ? 🗙
Fill In Your Info	A First Name
Last Name	A Last Name
Phone	Email
	C Phone
	Address
Position	Campony
Submit	+ Add New Field

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."

Form Settings Mar	nage Fields + 🖬 🖋 🖇 🔟 3
	Manage Fields ? X
Fill In Your Info	A First Name
Last Name	A Last Name
Phone	Er & Edit
Position	
Submit	+ Add New Field



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."



	Edit Field ? ×
Fill In You	Show Field Title
e	Placeholder Text
	Weekly Days / Date
	This field is
	Required
	What is the name of this field? (i)
ays / Date	Weekly Days / Date
	Sync with Wix Contacts
Submi	

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!

Wix Forms	
Edit Field ? ×	
Show Field Title	Your Info
Placeholder Text Position	Last Name
This field is	Phone
What is the name of this field? Position	Position
Sync with Wix Contacts	Submit

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 c	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"

	C	Form Settings Man	age Fields 🕂 🖬 🖋 👒					
or a	Prayer Tim	Wix Forms		×				
	Last Name	Main	What is the name of this form?					
	Last Name	Settings	Prayer Sign-Ups					
	Phone	Submit Message	Only you will see this name in your submissions table and notifications.					
	_	Automations	Form Settings					
_	_	Upgrade	Email Notifications Get notified of each form submission.	>				
	Time Slot (Ex: 4		Submissions Table View all submissions in one place.	>				
Subr	nit		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!

		Form Settings Mar	nage Fields + 🖬 🖋 👾 🗑
or a f	Prayer Tim	Wix Forms	? ×
	Last Name	Main	< Back
- 1	_	Settings	Email Notifications
_	Phone	Submit Message Automations	Get notified by email every time a visitor submits your form.
		Support	Add your email
		Upgrade	YourFirstEmail@email.com
	Time Slot (Ex: 4		Add another email YourSecondEmail@email.com
Subm	it		

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 previe	w mode		Saved	Back to Editor				
Upgrade your website to remove Wix ads Upgrade Now								
Sign Up For a								
Person	of Prayer							
person@prayer.com	408 000-0000							
Prayer Persons Ministry								
Tuesdays	8:00-9:00am							
Sub	pmit							

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

You are currently in previe	Saved	Back to Editor	
Upgrade your website to remove			
Sign Up For a			
First Name	Last Name		
Email	Phone		
Ministry / Church			
Weekly Days / Date	Time Slot (Ex: 4:00-5:00pm)		
Sub			
Thank you for sig	Chatl		

Person of Prayer just submitted a new Prayer Sign- Ups Form on <u>24hourprayer</u>	
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: <u>person@prayer.com</u>	
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")...

	Forms Design	? ×			
m Settings Manage Fields + Prayer Time!	Discover More Form	IS Northere Last New Ernest Piece Product produce decorption Subwest			
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Last Name	Parales periodes desception	President problem dereciption			
Phone	Frighter Set Now Brid Four Total point research	For Heres See Sec.			
	Oustomize Design				

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

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

	For	ms Design	? ×			
	< Pr	eset Designs				
<u> </u>	In	put Fields	Container Box			
ings Manage Fields + er Time!	Re	gular	\odot			
	٥	Fill Color 8	& Opacity			
Jame		Background	. 100%			
e						

Drag the Background opacity down from 100T 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!

12:0 5:00 Wix Form	00pm Heidi 0pm Rachel (remote) s							
	Sign Up For a Prayer Time!							
	First Name	Last Name	Change Desiç					
	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	Design
8:00am	Sung	
9:00am	Benjamin	Change Design 🥜 帐 😮
12:00pm	Heidi	
5:00pm	Rachel (remote)	
	Sian Up For a Prayer Time!	
	eigh op for a frayer fine.	

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!

CAL ~		Site	Settings	Tools	^ Dev Mode	Help	Upgrade	Q	5	Ċ	Saved	F
	4:00am Al (remote)											
	5:00am	Al (rem	ote)									
	6:00am	Fan the	e Flame									
	7:00am Fan the Flame											
	8:00am	Sung										
	9:00am	Benjam	nin									
	12:00pm	Heidi										
	5:00pm	Rachel	(remote)									
Sign Up For a Prayer Time!												
	First Name		Last No	ime		_						
Email		Phone										

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