We have created a new shared NBER staff calendar to record time off. The calendar is called **“Staff Time Off”** and is available within the NBER google domain. It can be added to your personal google calendar within the NBER domain.

Two options to record your time off:

**Enter a new event directly on the calendar**

Click an empty time in your calendar

1. On your computer, open [Google Calendar](https://calendar.google.com/).
2. Optional: If you want to add guests to your event, on the left click Search for people and start typing the names of your guests.
3. Click any time on the calendar that doesn't already have an event scheduled.
4. Add a title to the event, and any event details.
5. Click Save.

Tip: To create a longer event, drag your mouse down the page while you're selecting the time.

Click the Create button

1. On your computer, open [Google Calendar](https://calendar.google.com/).
2. Optional: If you want to add guests to your event, on the left click Search for people and start typing the names of your guests.
3. In the top left corner, click Create Add.
4. Add a title to the event, and any event details.
5. At the top of the page, click Save.

Quickly create an event

You can quickly create an event for a specific time if you see "Add title and time" in the text box.

1. On your computer, open [Google Calendar](https://calendar.google.com/).
2. Click the space next to date you want to add an event to.
3. Add a title and time for your event.
4. Click Save. Calendar will automatically create an event at the time you set.

Examples:

* Tennis practice at 5pm
* Dinner at 7pm

Tip: You can use the keyboard shortcut Shift + C to quickly create an event in any view

**Automated sharing**

Enter an event on your personal calendar and set the permissions to public\*. The shared calendar is set up to automatically populate based on the individual calendars of each person on the team. When you record time off by adding an event to your personal Google Calendar use one of the following keywords in the event title.

vacation

ooo

PTO

ET

The script runs hourly, scanning the public calendars of all the members in a Google Group and syncing appropriate events to the shared calendar.

## \* Change the privacy settings for an event

If your calendar isn't shared with anyone, you might not see these settings.

1. On your computer, open [Google Calendar](https://calendar.google.com/).
2. Open the event you want to update.
3. Click Default visibility and choose the privacy setting “Public” for the event.
4. Click Save.