

Ecal Guide: OWLS Motor Club trials events in your personal calendar.

The step-by-step guide below is intended to help (or reassure) with the process. Don't worry, it only needs to be done once. Although you could carry this out from a PC/Mac, it's probably best done on your smart phone or tablet. Start by either following the link or scanning the QR code with your camera (may require a QR code reading app on older phones). My apologies but I can't provide Apple product screen shots but they should be very similar:

Step 1

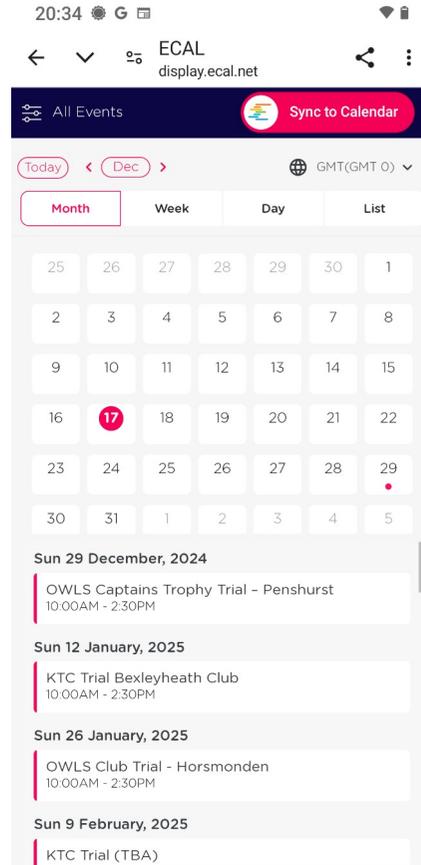
Scan the QR code:



Or use this link:

<https://ql.e-c.al/4aa2UJu>

This should take you to a screen similar to the one shown here >



Step 2

Click on the "Sync to Calendar" button

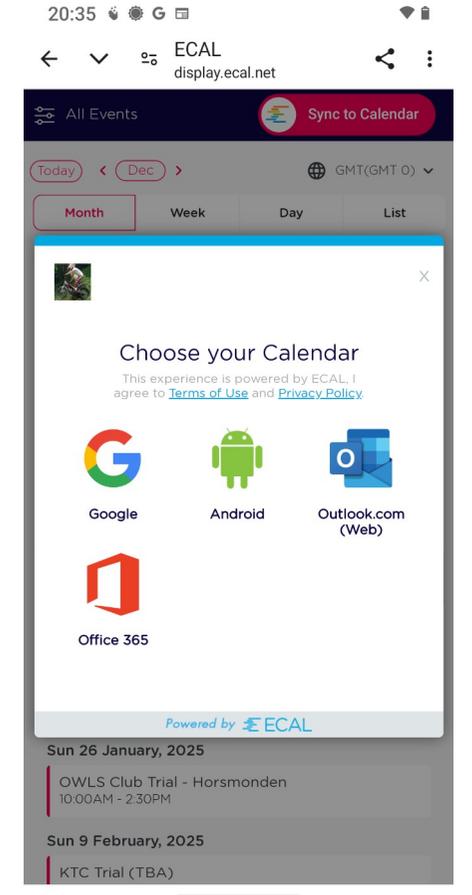


Your next option is "Choose you Calendar".

For those using an Android phone, click on Android.

For those using Apple iPhone products, there will be another calendar option "Apple Calendar". Click on that.

If you use a non standard email client (app) e.g. Outlook, or Thunderbird, then choose the preferred calendar.



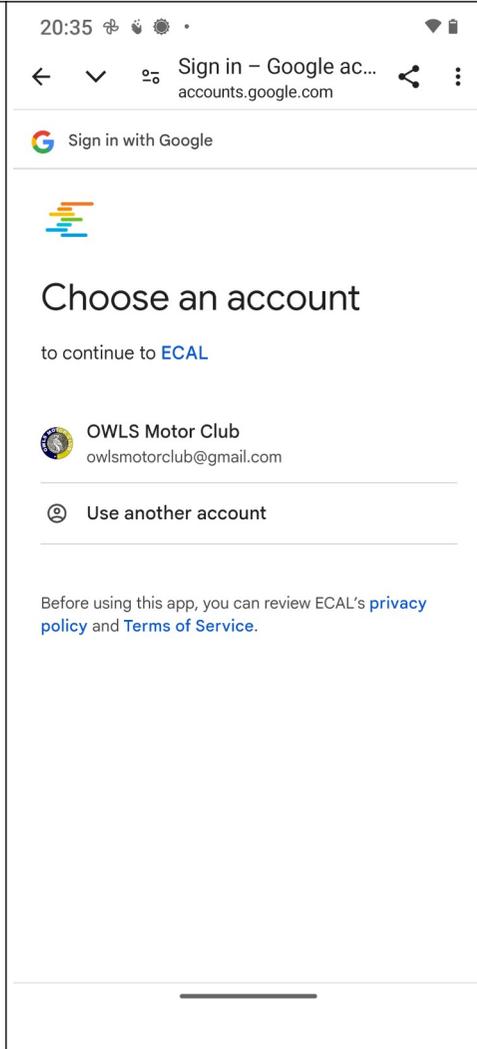
Step 3

You will now be asked which account you wish the subscription to apply to.

Normally there will only be one account shown, which will be your normal email address (for that device).

But if you run more than one account (maybe a work email account and a social account) then both will be shown and you need to choose which you wish the calendar entries to be associated with.

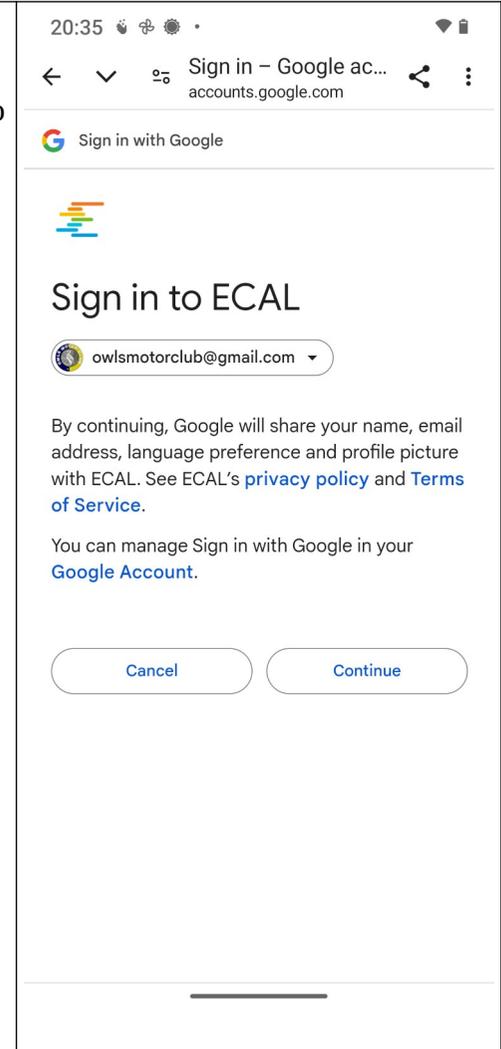
N.B. where the OWLS Motor Club account is shown (example to the right) you can expect to see your email address.



Step 4

The next screen simply needs you to "sign in" by pressing continue.

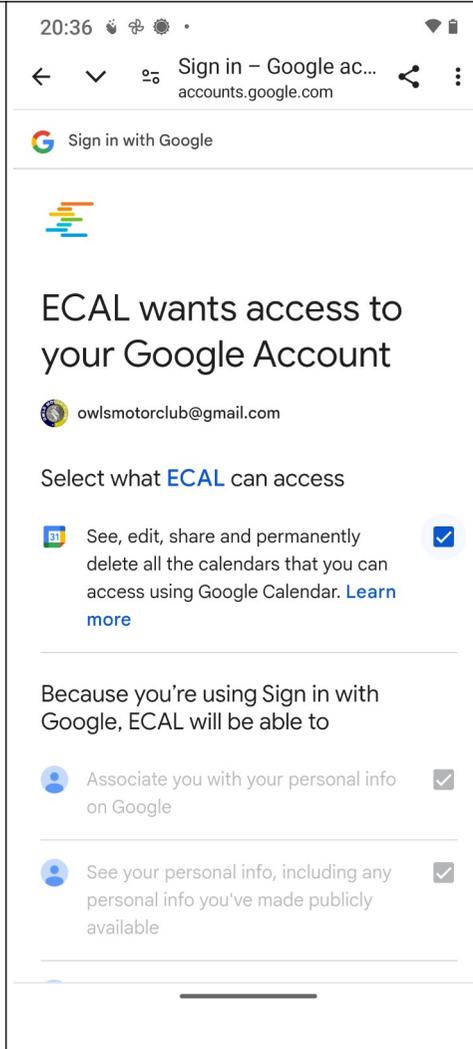
N.B. Again, the OWLS Motor Club account is shown (example to the right) you can expect to see your email address instead.



Step 5

By ticking the “Select what Ecal can access” button allows changes to be made centrally (by OWLS admin) and everybody receives the changes automatically.

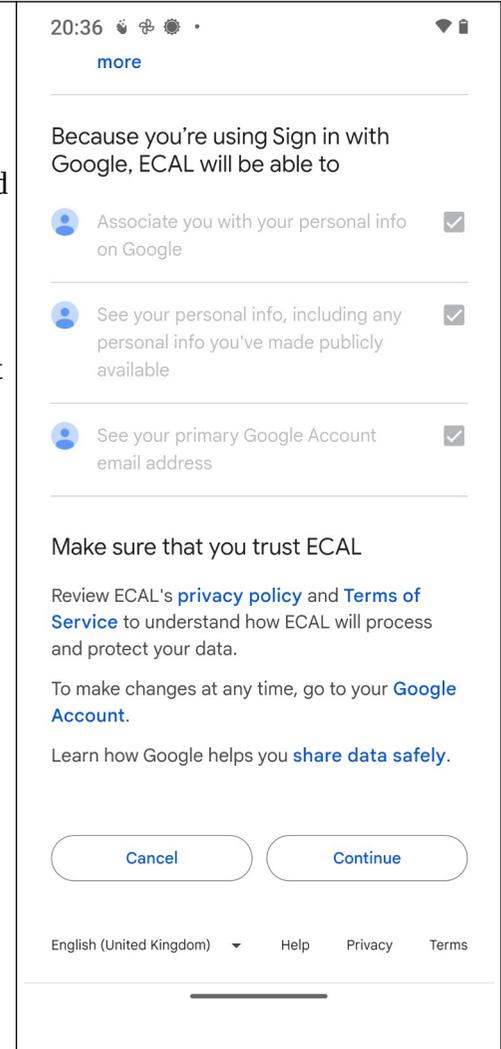
This does NOT allow Ecal to “see” your private calendar entries.



Step 6

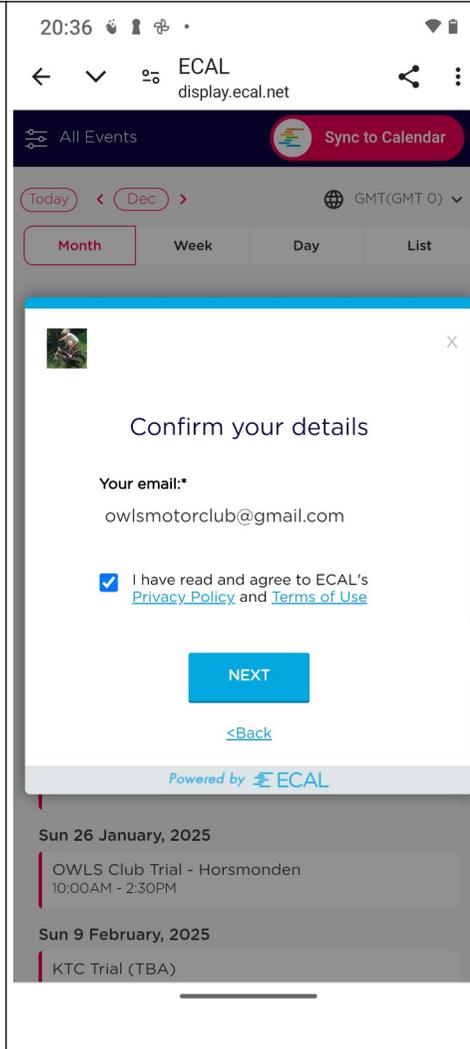
Whilst Ecal is a reputable business, used by many large organisations (e.g. Premier League football, World Rugby etc.), you have the opportunity to review the T&Cs if you wish.

You can visit Ecals website for a list of major sports companies that use ecal here:
<https://ecal.com/sports/>



Step 7

Click to agree, then Next.



Step 8

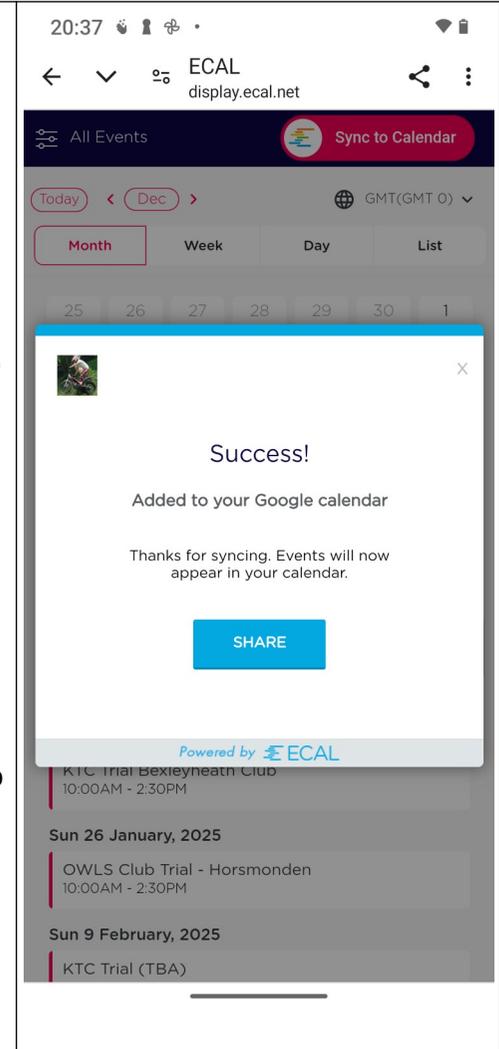
And you should be up and ready.

Your calendar will not update immediately, it depends on various “push/pull” settings (I couldn’t resist putting some meaningless IT babble in) so it could take up to 15 Mins before any events land in your calendar.

Most trials happen on Saturdays (obviously – except those at the Weald) so there should be at least two Saturday’s, each month, with new events in (club and KTC trials).

Each event will cause a notification/reminder 5 days prior to an event and 1 day.

Should changes or cancellations occur, notifications will be “forced” more immediately, to make you aware.

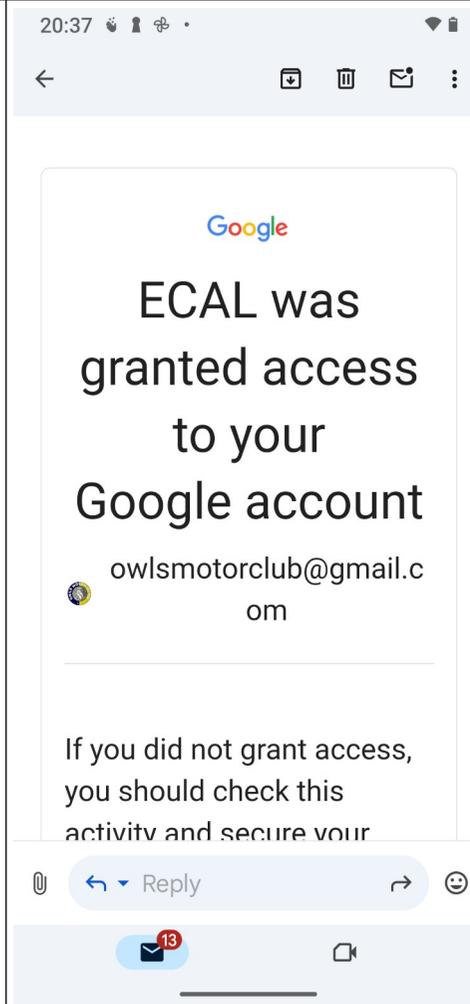


Step 9

Android users will receive an email as a security warning, that access has been granted.

You may well be prompted to reply “Yes, it was me” as part of Google’s security policy.

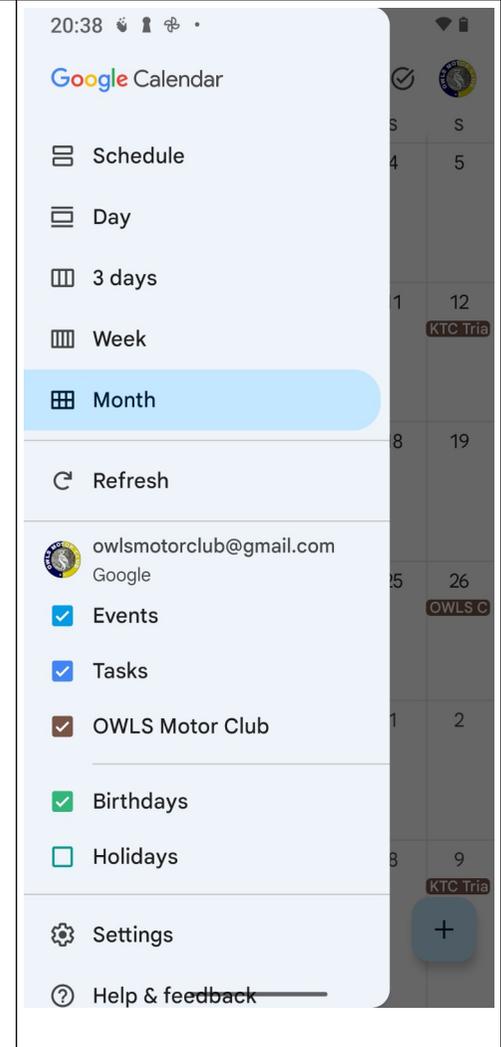
Apple user may also get something similar.



Step 10

In your Google calendar, in the menu area (e.g. click on the three bars, top left of your calendar app), you will see the additional calendar “OWLS Motor Club”

In “settings” (towards the bottom of the menu section) it is possible to change the default colour of OWLS events, so that they stand out from your private events (if you wish to change it).



Step 11

A typical event entry will look like this example. Generally there will be:

Description, date/time, and location (google calendar will link directly into google maps, for navigation). Extra links to OWLS website, the location via what3words (if you use this navigation app) and Sport80 registration (for KTC trials) will also be provided for ease of access.

There is also a link “Manage my Ecal”. This allows you to unsubscribe from trials events. Please note, this will unsubscribe you completely for all calendar invites, and not just the one entry.

Only do this if you are no longer interested in receiving trials events. ALL trials events will be removed from your calendar.

It IS possible to delete specific events from your calendar using the calendar “delete entry” function.

20:39

×

✎ ⋮

■ OWLS Captains Trophy Trial – Penshurst

Sunday, 29 Dec • 10:00–14:30

📍 Bowens Farm, Poundsbridge Ln, Penshurst, Tonbridge TN11 8AJ

🔔 1 day before
5 days before

☰ Location using What3Words /// pancakes.materials.preparing

OWLS Website
<https://ecal.ai/f/rWGsf/2SwjZ>

Manage my ECAL
<https://ecal.ai/f/rWGsh/2SwjZ>

🔒 Available

Step 12

This is another example of a Google security confirmation. Which shows the confirmation “Yes, it was me”

20:40

← Google Account

3 minutes ago **New**

ECAL was granted access to your Google Account

👤 owlsmotorclub@gmail.com

If you didn't grant access, someone else could be using your account.

ECAL
Has access to Google Calendar

Activity completed from

Motorola moto g(8) plus

📍 This phone

Do you recognise this activity?

✓ Yes, it was me

✗ No, secure account