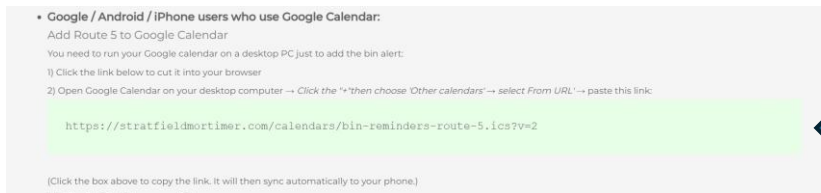
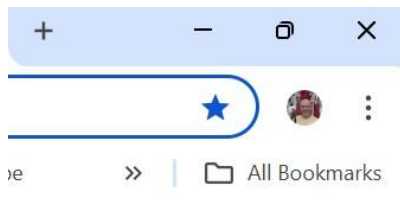


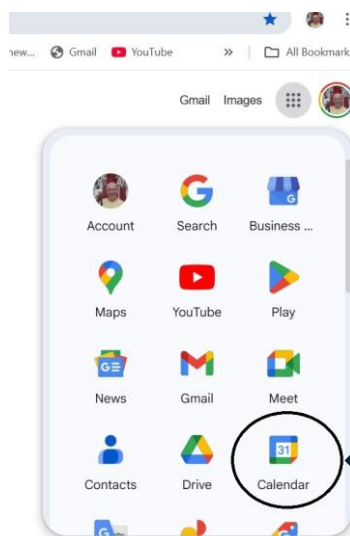
Adding Bin Reminders to a Google calendar



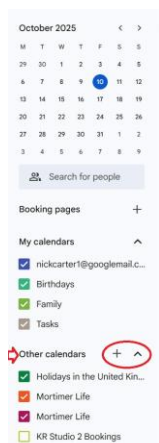
Step 1: Click on the relevant Google calendar number for your address (example shows calendar 5) to copy it. URL will highlight green denoting it is copied



Step 2: Access Google Apps on desktop



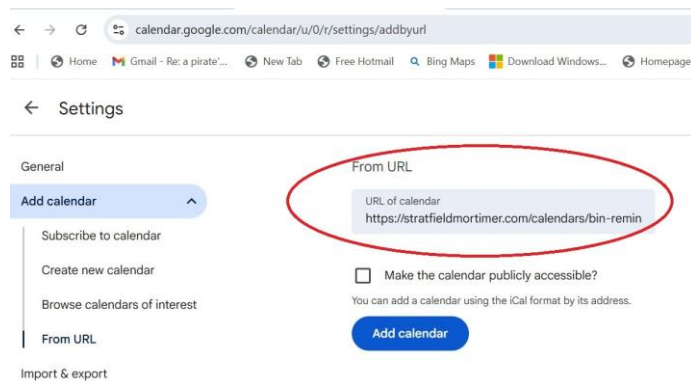
Step 3: Open Google calendar



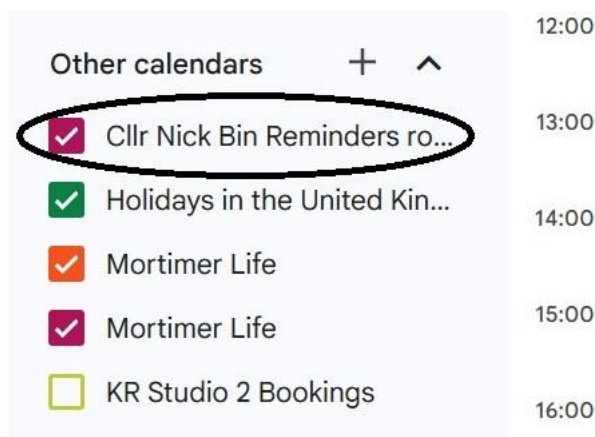
Step 4: Go to calendar and select "+" to add a calendar subscription

Adding Bin Reminders to a Google calendar

Step 5: Paste the URL that you cut at Step 1 into the “URL of calendar” box



Step 6: Check that “Cllr Nick Bin Reminderss..” is now in your calendar list



Your bin reminder subscription should now be visible in your **Google calendar**, on your desktop and phone