NEW EVENT SUBMISSION

Step	Interface	Document Name	Action	Result
1	Google Form	Add New Event	Person submits event information = <event data>	Information passed to step 2
2	Google Spreadsheet	CalPush_repro2020	<event data> is added to new row	Trigger step 3 & 4
3	Integromat	Tweet new events	Tweets the details of the event (@OpenResearchCal), adds tweet ID to spreadsheet	Tweet sent
4	Google Spreadsheet SCRIPT	CalPush_repro2020 - PushToCal_UKRNRepro2020	Pushes all new event details to Google Calendar every minute	Event added to calendar

COMMUNITY SPOTS MISTAKE / INAPPROPRIATE CONTENT

Step	Interface	Document Name	Action	Result
1	Twitter	Bio of @OpenResearchCal	Person clicks link to Report Issue form	Opens Report Issue form
2	Google Form	Report Issue	Person fills out form, selecting which event is the issue and providing details	Trigger step 3
3	Google Spreadsheet	Issue Reports	Information added to spreadsheet, event ID is located.	Event ID passed to step 4
4	Integromat	Remove reported event	Gets details from step 3, removes event from Spreadsheet and from Calendar. Deletes tweet. Marks event and tweet as deleted on Issue Reports Spreadsheet.	Trigger step 5
5	Gaggle Mail	Admin.openrescal	Forwards email to all self-subscribed admins. [admin.openrescal@gaggle.email]	Admins get email and admins decide course of action