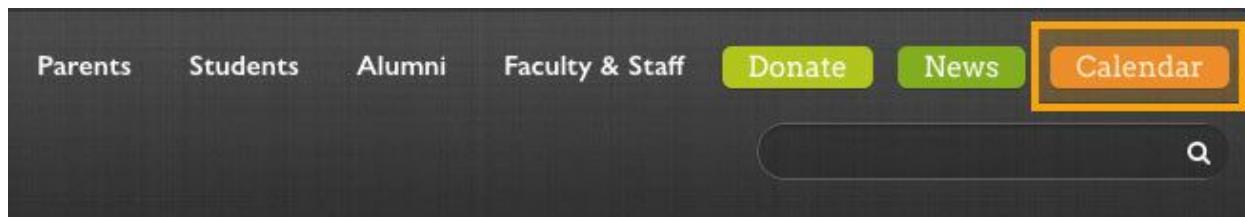


Add School Website Calendars to your Personal Calendar

Step 1

Select the **Calendar** button in the website header.



Step 2

Use the **Calendar** tabs to select a calendar.

Calendar



Step 3

Select the **RSS** icon.





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Step 4 Choose Calendar Type and Follow Applicable Instructions

Hover over the ICAL button for All Public calendars on this page and select the option: [Get Standard iCal URL](#) | [Get Google ical URL](#) | [Add to Default Calendar App \(Outlook 2k7, Apple iCal, etc\)](#) for your personal calendar system. By adding the All Public calendar, you will see All School Events and the other Form calendars at the same time. This is recommended.

Please note: You can also add individual calendars separately but we strongly recommend that all parents add the All School Events calendar to ensure you don't miss relevant events. If an event involves more than one Division or Form, it will default to the All School Events calendar and will not be listed on individual Form calendars.

Adding a Standard ICAL Calendar

Select Get Standard iCal URL.

Calendar Feeds

Hover over the ICAL icons for subscription options.

Copy the following URL for the feed:

All Public calendars on this page.	ICAL
All School Events	Get Standard iCal URL
High School Events	Get Google iCal URL
Lower Form Events	Add to Default Calendar App (Outlook 2k7, Apple iCal, etc)
Middle Form Events	ICAL

Close

Copy the link that appears at the top of the window.

Calendar Feeds

Hover over the ICAL icons for subscription options.

Copy the following URL for the All Calendars feed:
http://www.sacredsf.org/cf_calendar/feed.cfm?type=ical&cals=0,364,

All **Public** calendars on this page. ICAL

All School Events ICAL

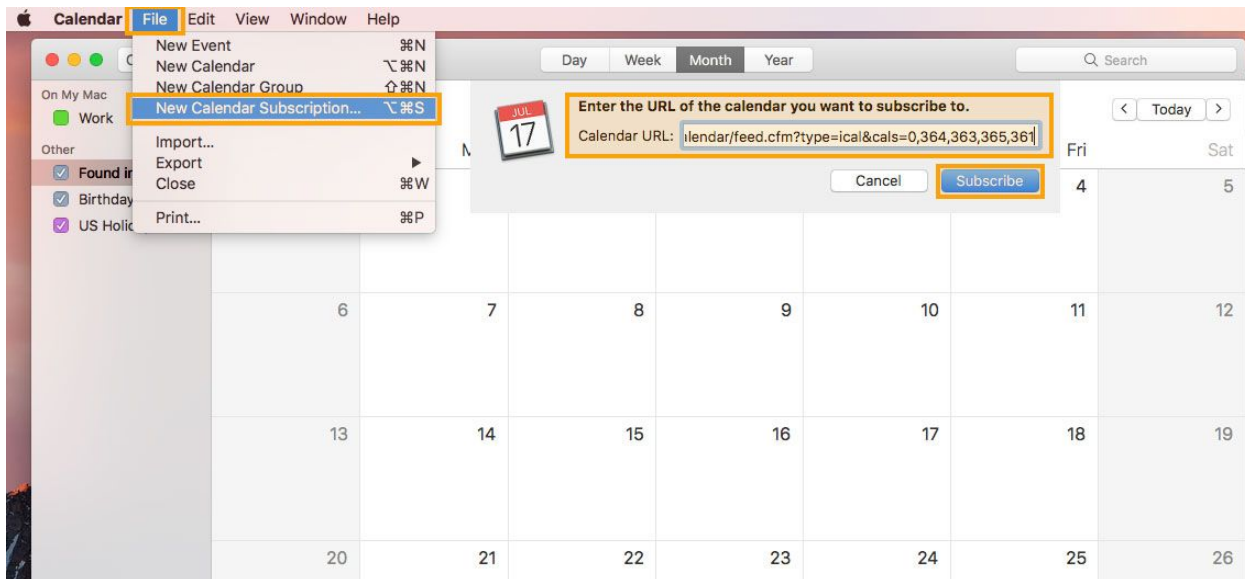
High School Events ICAL

Lower Form Events ICAL

Middle Form Events ICAL

Close

In iCAL under **File** select **New Calendar Subscription**. In the popup that appears paste the link and click **Subscribe**.



The screenshot shows the Apple Calendar application interface. The 'File' menu is open, and 'New Calendar Subscription...' is highlighted. A dialog box is displayed in the center, titled 'Enter the URL of the calendar you want to subscribe to.' The 'Calendar URL:' field contains the URL: `alendar/feed.cfm?type=ical&cals=0,364,363,365,361`. The 'Subscribe' button is highlighted in blue. The background shows a calendar grid for the month of July, with the date 17 visible.



Adding a Google Calendar

Select **Get Google iCal URL**.

Calendar Feeds

Hover over the ICAL icons for subscription options.

Copy the following URL for the feed:

All Public calendars on this page.	ICAL
All School Events	Get Standard iCal URL
High School Events	Get Google iCal URL
Lower Form Events	Add to Default Calendar App (Outlook 2k7, Apple iCal, etc)
Middle Form Events	ICAL

Close

Copy the link that appears at the top of the window.

Calendar Feeds

Hover over the ICAL icons for subscription options.

Copy the following URL for the All Calendars feed:
http://www.sacredsf.org/cf_calendar/feed.cfm?type=ical&cals=0,364,

All Public calendars on this page.	ICAL
All School Events	ICAL
High School Events	ICAL
Lower Form Events	ICAL
Middle Form Events	ICAL

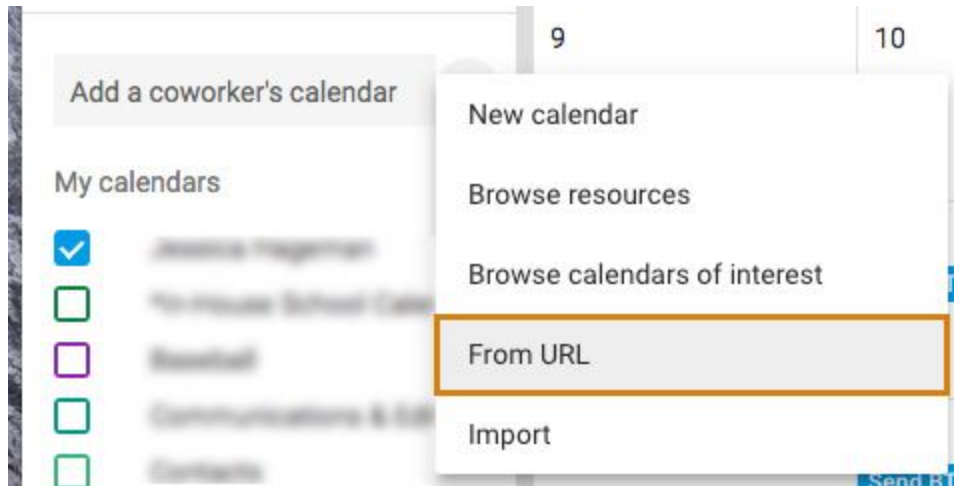
Close



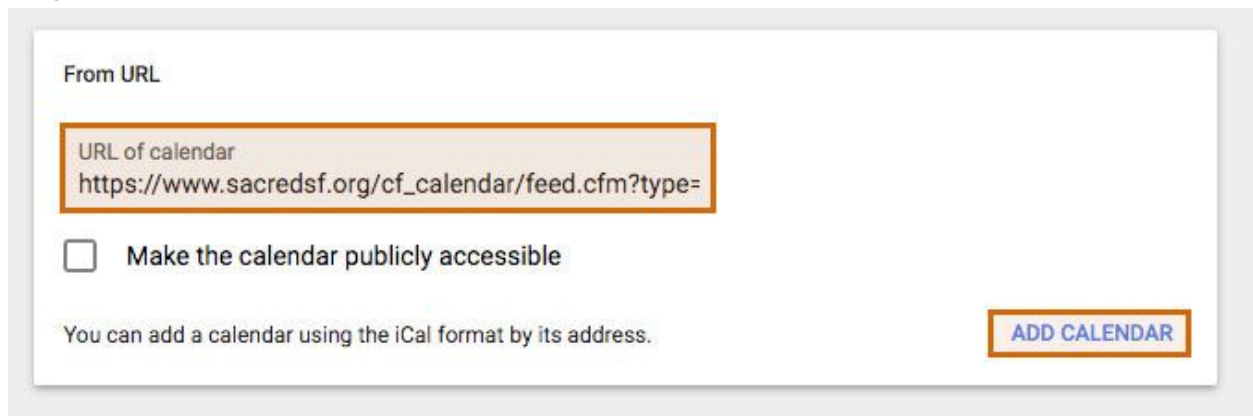
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In your **Google Calendar** tab navigate to **Other calendars**, select the down arrow and select **Add by URL**.



Paste the URL into the pop-up window and click **Add Calendar**. The calendar should show up right away.





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Adding Website Calendar to Your Default Calendar App

Select Add to Default Calendar App (Outlook 2k7, Apple iCal, etc).

Calendar Feeds


Hover over the ICAL icons for subscription options.

Copy the following URL for the feed:

All Public calendars on this page.	ICAL
All School Events	Get Standard iCal URL
High School Events	Get Google iCal URL
Lower Form Events	Add to Default Calendar App (Outlook 2k7, Apple iCal, etc)
Middle Form Events	ICAL

Close

Select **Open Calendar**. Selecting the Open Calendar option will automatically open your **Default Calendar App** and ask you to add it.



Open Calendar?

Remember my choice for Calendar links

Don't open **Open Calendar**



Optional: Schedule Calendar Alerts

This system allows you to receive phone and/or email notifications for a [single calendar](#) event or an [entire calendar](#).

Setting up an alert for a *single* calendar event

Select the **Scheduled Alerts** icon next to a single event and log in with your username (primary email address on file with the school) and password.



Choose to receive alerts to **Email** and/or **Phone** and **Update Settings**.

First Name Last Name: Parent

MANAGE CALENDAR SUBSCRIPTION

[← Back](#)

Sign up to receive a reminder for this event! When finished click the "Update" button.

Event Info:

Title: High School Faculty Orientation

Date: 08/16/17

Time: N/A

ALERT SETTINGS:

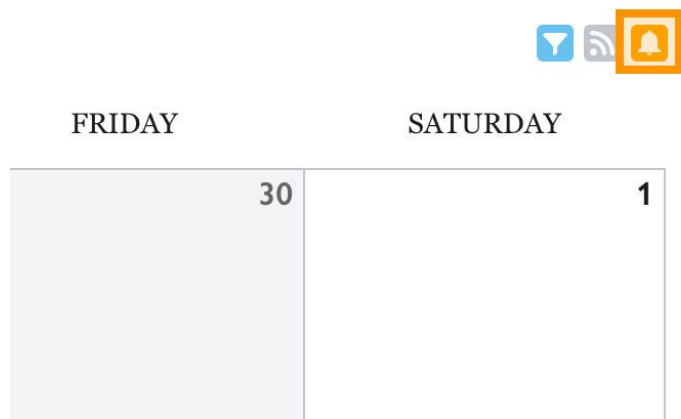
Send To: Email	Phone
<input checked="" type="checkbox"/> youremail@email.com	<input type="checkbox"/> (XXX) XXX-XXXX

Reminder: 18 Hours Before

[Update Settings](#)

Setting up an alert for an *entire* calendar

Select the **Scheduled Alerts** icon in the upper right hand corner of the calendar and log in with your username (primary email address on file with the school) and password.



Select the **Calendars** you wish to subscribe to and choose to receive alerts to **Email** and/or **Phone** and **Update Settings**.

First Name Last Name : Parent

MANAGE CALENDAR SUBSCRIPTION [← Back](#)

Sign up to receive a reminder for this event! When finished click the "Update" button.

CALENDAR INFO:

Calendars: [select all](#) [deselect all](#)

- All School Events
- High School Events
- Lower Form Events
- Middle Form Events

ALERT SETTINGS:

Send To: **Email** you@email.com **Phone** (XXX) XXX-XXXX

Reminder: 18 Hours Before

[Update Settings](#)