



Convent & Stuart Hall

Schools of the Sacred Heart San Francisco

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**.



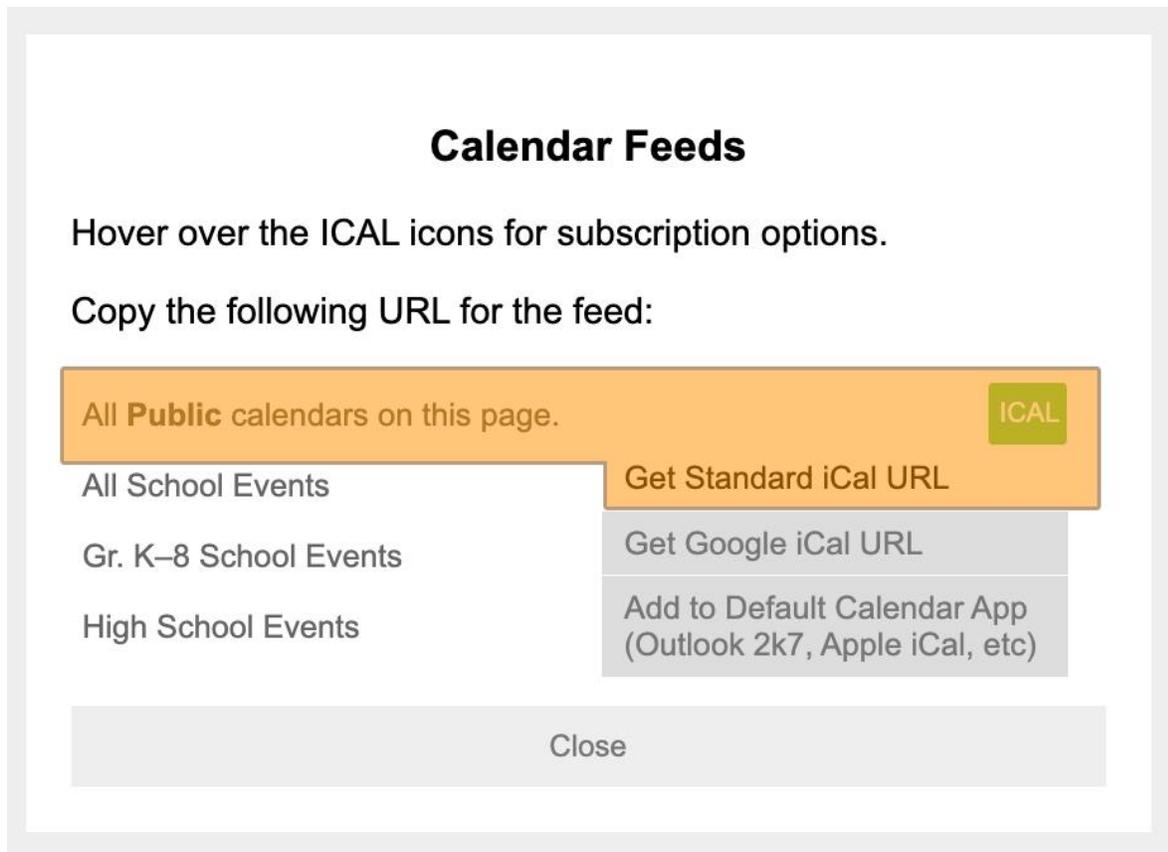
Step 4 Choose Calendar Type and Follow Applicable Instructions

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**.



The screenshot shows a dialog box titled "Calendar Feeds". Inside, there is a header "Calendar Feeds" and a sub-header "All Public calendars on this page." with an "ICAL" button. Below this, there are three rows of calendar options, each with a corresponding "Get Standard iCal URL" button. The first row is "All School Events", the second is "Gr. K-8 School Events", and the third is "High School Events". At the bottom of the dialog is a "Close" button.

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
Gr. K-8 School Events	Get Google iCal URL
High School Events	Add to Default Calendar App (Outlook 2k7, Apple iCal, etc)

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:

https://www.sacredsfs.org/cf_calendar/feed.cfm?type=ical&feedID=AD0A10I

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

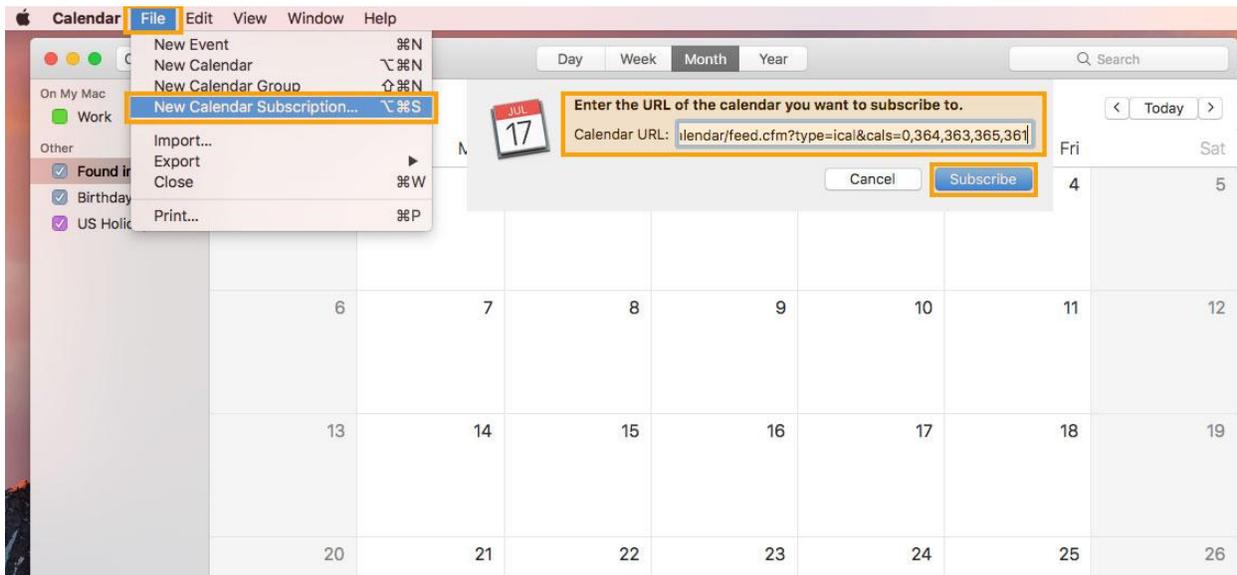
All School Events ICAL

Gr. K–8 School Events ICAL

High School Events ICAL

Close

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



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
Gr. K–8 School Events	Get Google iCal URL
High School Events	Add to Default Calendar App (Outlook 2k7, Apple iCal, etc)

Close

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

Calendar Feeds

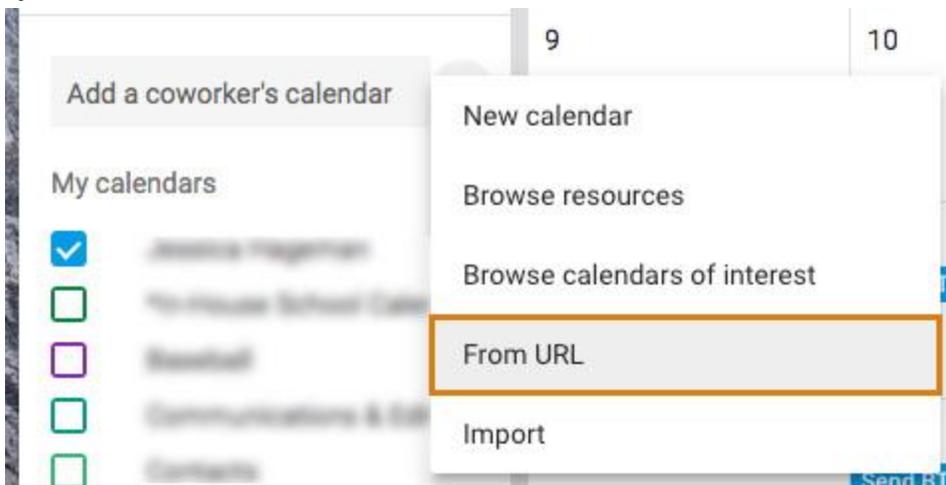
Hover over the ICAL icons for subscription options.

Copy the following URL for the All Calendars feed:
https://www.sacredsfs.org/cf_calendar/feed.cfm?type=ical&feedID=AD0A10I

All Public calendars on this page.	ICAL
All School Events	ICAL
Gr. K–8 School Events	ICAL
High School Events	ICAL

Close

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



The screenshot shows the Google Calendar interface. On the left, there is a sidebar with 'My calendars' and a list of existing calendars. The main area shows a calendar view for the 9th and 10th. A dropdown menu is open over the 'Add a calendar' button, listing options: 'New calendar', 'Browse resources', 'Browse calendars of interest', 'From URL' (highlighted with a blue border), and 'Import'.

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

From URL

URL of calendar
https://www.sacredsfc.org/cf_calendar/feed.cfm?type=

Make the calendar publicly accessible

You can add a calendar using the iCal format by its address.

[ADD CALENDAR](#)

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	
Gr. K–8 School Events	Get Google iCal URL	
High School Events	Add to Default Calendar App (Outlook 2k7, Apple iCal, etc)	
Close		

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

