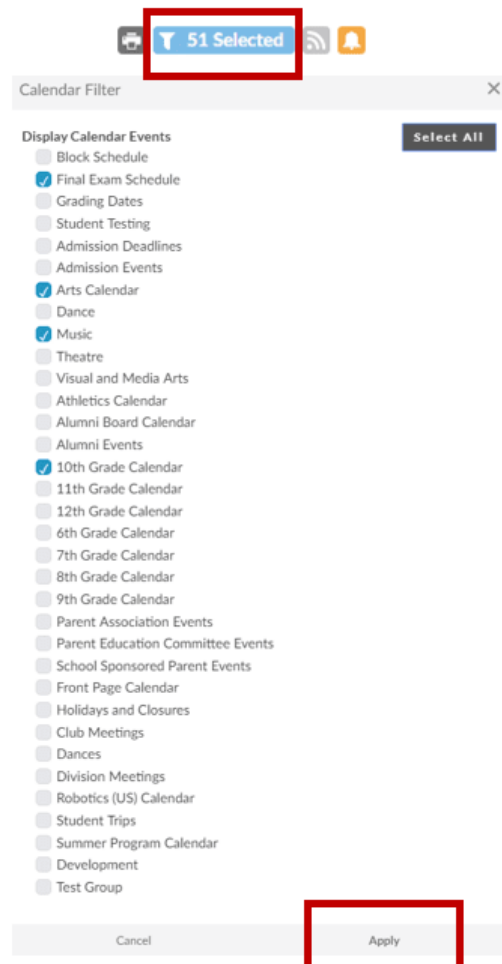


Detailed Instructions on how to subscribe to the Calendars:

*this will specifically show adding this to your Google Calendar. Details for other calendars might be different. Reach out to [Andrew Spitzer](#) if you need help!

Group Calendar Subscription Steps:

- 1) Go to: www.seattleacademy.org
- 2) Visit the Calendar page (Public Calendars) or Sign in to theFaMILIES Portal(top left) and scroll to Calendar.
- 3) Click on the blue funnel icon in the top right corner of the calendar to filter by your preferred calendar(s).
- 4) Click Apply- *Your Calendar view is now filtered by Your Selected calendars.*
- 5) To subscribe to "your selected Group" iCal feed on your personal web-based calendar click on the grey RSS icon.



Calendar Feeds - Google Chrome
Secure | https://www.seattleacademy.org/cf_calendar/cms_calendar_feeds.cfm?el...

Calendar Feeds

Hover over the ICAL icons for subscription options.
Copy the following URL for the feed:

All **Public** calendars on this page

All selected Public calendars

- 10th Grade Calendar
- 11th Grade Calendar
- 12th Grade Calendar
- 6th Grade Calendar
- 7th Grade Calendar
- 8th Grade Calendar
- 9th Grade Calendar
- Admission Deadlines
- Admission Events

Close

4 Selected

SUNDAY 26 2 9

SATURDAY 31 1 7 8 14 15

VIEW THE 2018-19 OVERVIEW CALENDAR

- 6) On the Calendar Feeds pop up window select **All selected Public Calendars** by clicking the Green ICAL Button
- 7) Select *get Google Calendar* (Highlighted Above)
- 8) Copy the URL at the top of the page



Calendar Feeds

Hover over the ICAL icons for subscription options.

Copy the following URL for the All Calendars feed:

https://www.seattleacademy.org/cf_calendar/feed.cfm?type=ical&feedID=D

All **Public** calendars on this page.

ICAL

All selected **Public** calendars

ICAL

10th Grade Calendar

ICAL

11th Grade Calendar

ICAL

12th Grade Calendar

ICAL

6th Grade Calendar

ICAL

7th Grade Calendar

ICAL

8th Grade Calendar

ICAL

9th Grade Calendar

ICAL

Admission Deadlines

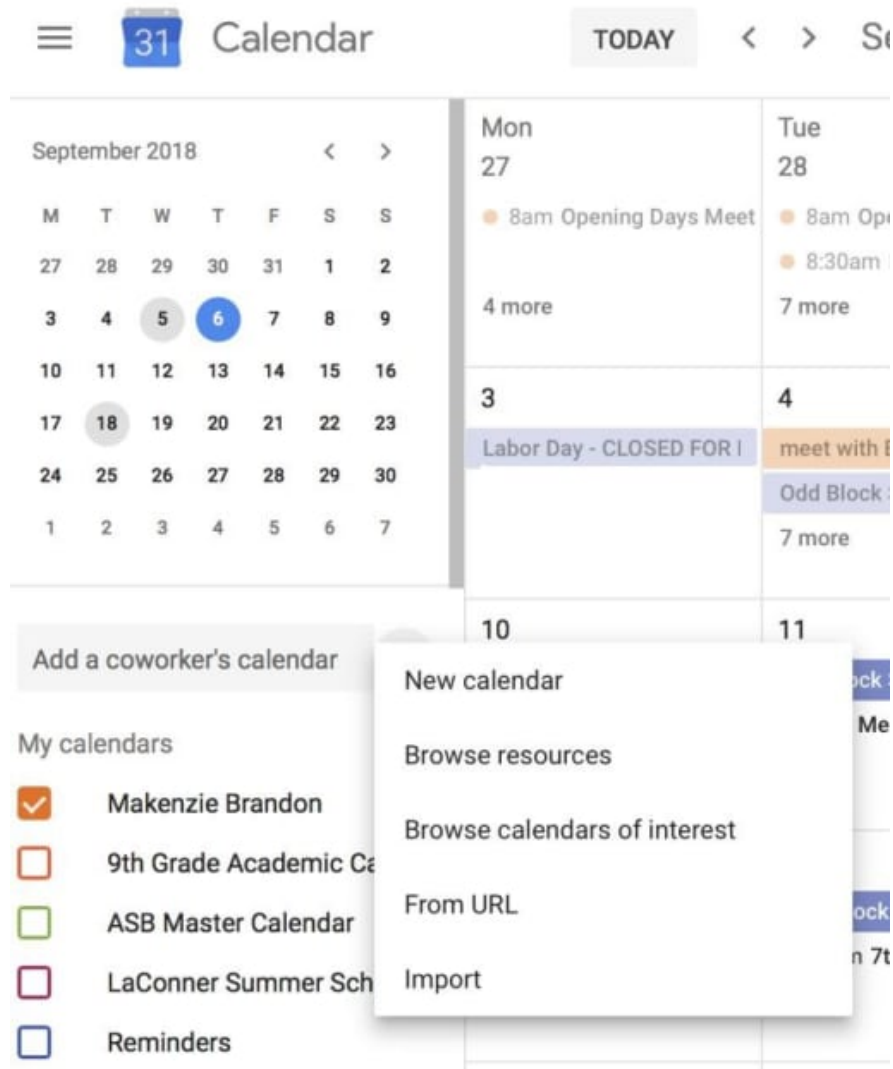
ICAL

Admission Events

ICAL

Close

9) Go-to your Calendar (in this case, Google Calendar). And click the “+” sign to add new Calendar. On the drop-down, select “From URL.”



10) Paste in the copied URL from the “iCAL” link on the webpage

11) Click Add Calendar (bottom right). You’re done!

Single Calendar Subscription Steps:

1) Go to: www.seattleacademy.org

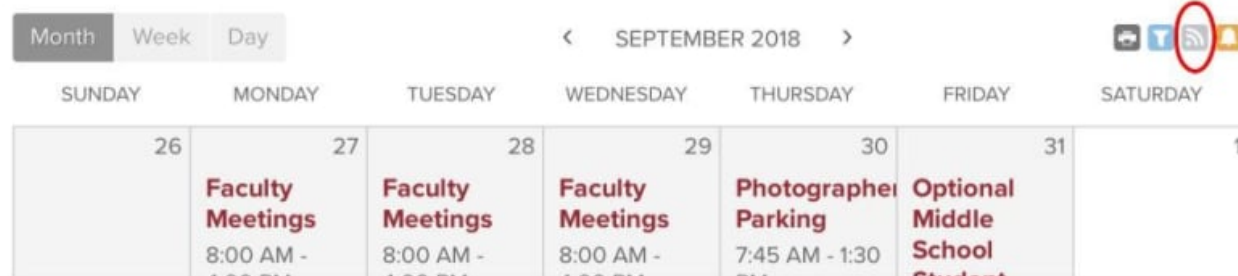
2) Sign in to theFaMILIES Portal(top left)

3) Scroll down on the FAMILIES Portal home page until you see the calendar

Calendar

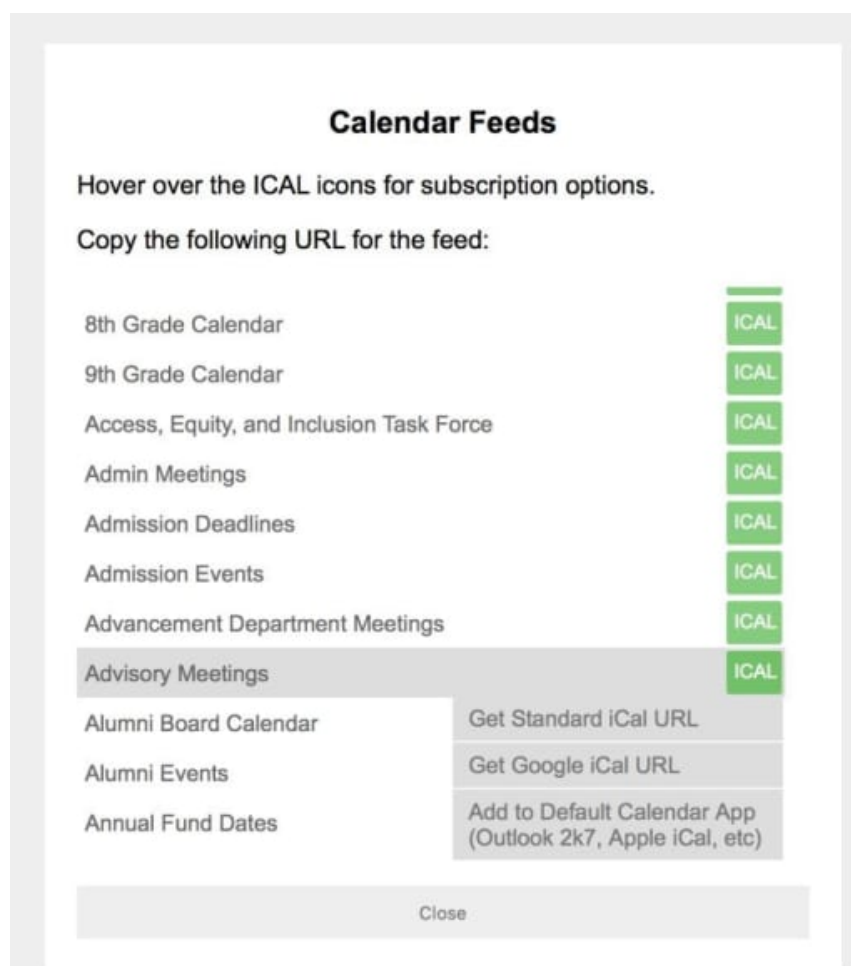
We've changed our calendar setup to provide an easier-to-use experience for you. For example:

- All athletic events have been moved to the **athletics calendar**.
- Click on the **blue funnel icon** in the top right corner of the calendar to filter by your preferred calendar(s).
- Subscribe to an iCal feed which gives you real-time updates on your personal web-based calendar click on the **grey RSS icon**.
- Sign up for email or text alerts for the calendar(s) displayed click on the **orange bell icon**.
- Please direct questions, comments, or concerns to webservices@seattleacademy.org.



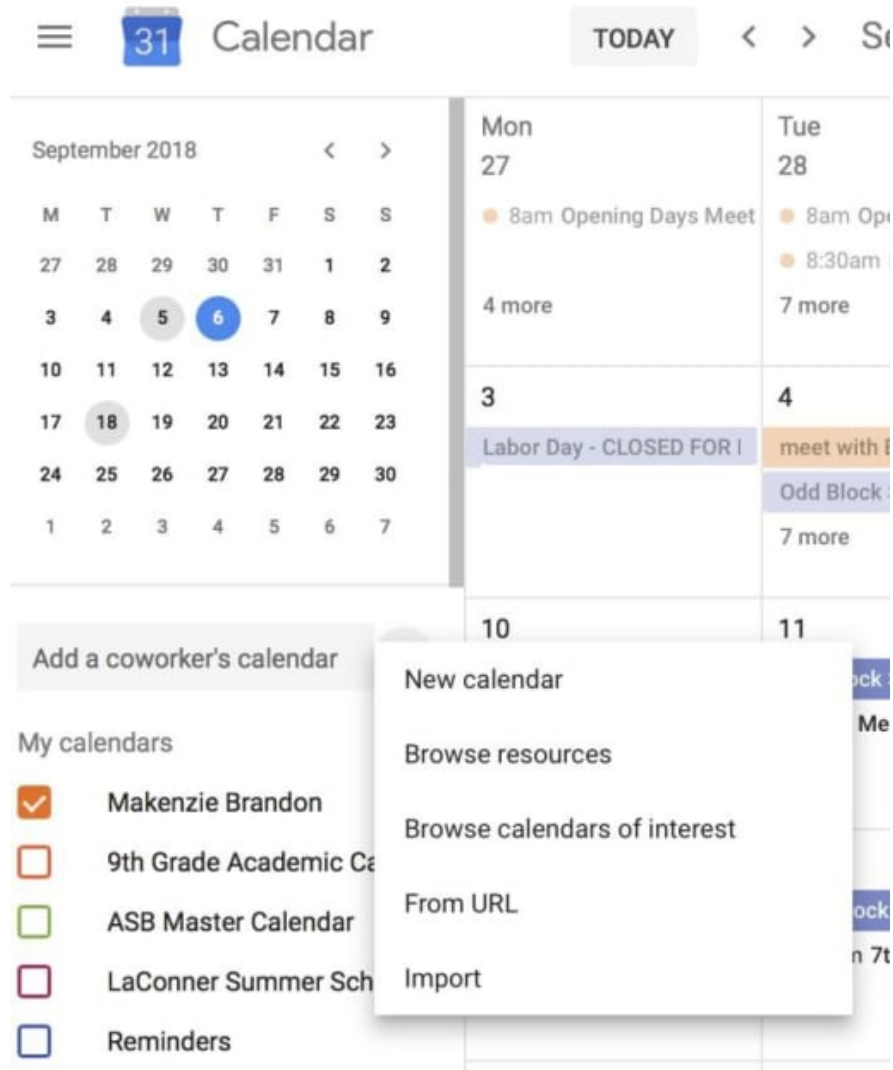
4) Click the grey icon on the top left of the calendar (circled in Red above).

The following image will appear. Go to the calendar you want and hover over the "iCAL" link next to it. Select your Calendar type you would like to add it to.

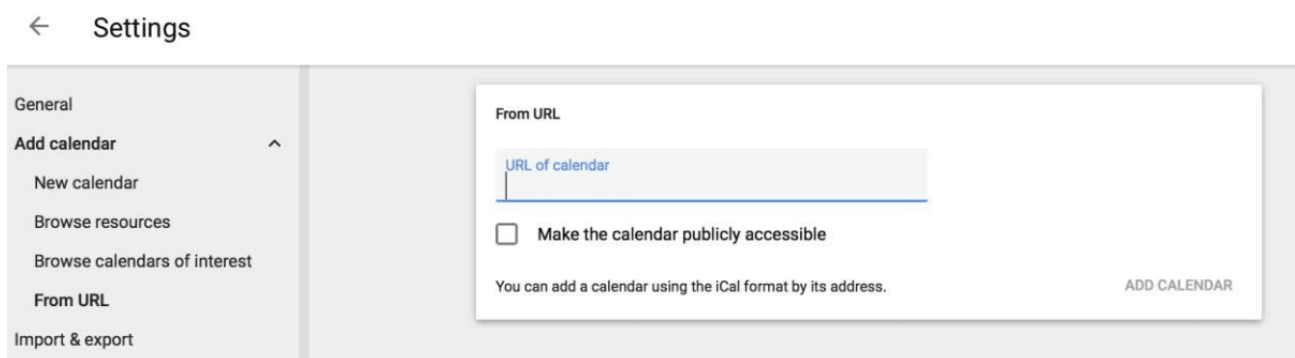


5) Copy the URL.

6) Go-to your Calendar (in this case, Google Calendar). And click the “+” sign to add new Calendar. On the drop-down, select “From URL.”



7) Paste in the copied URL from the “iCAL” link on the webpage



8) Click Add Calendar (bottom right). You’re done!

