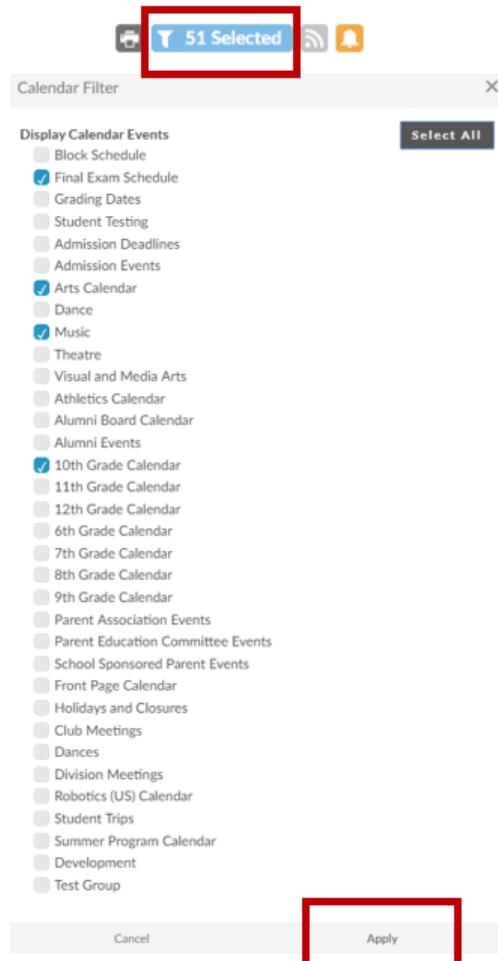


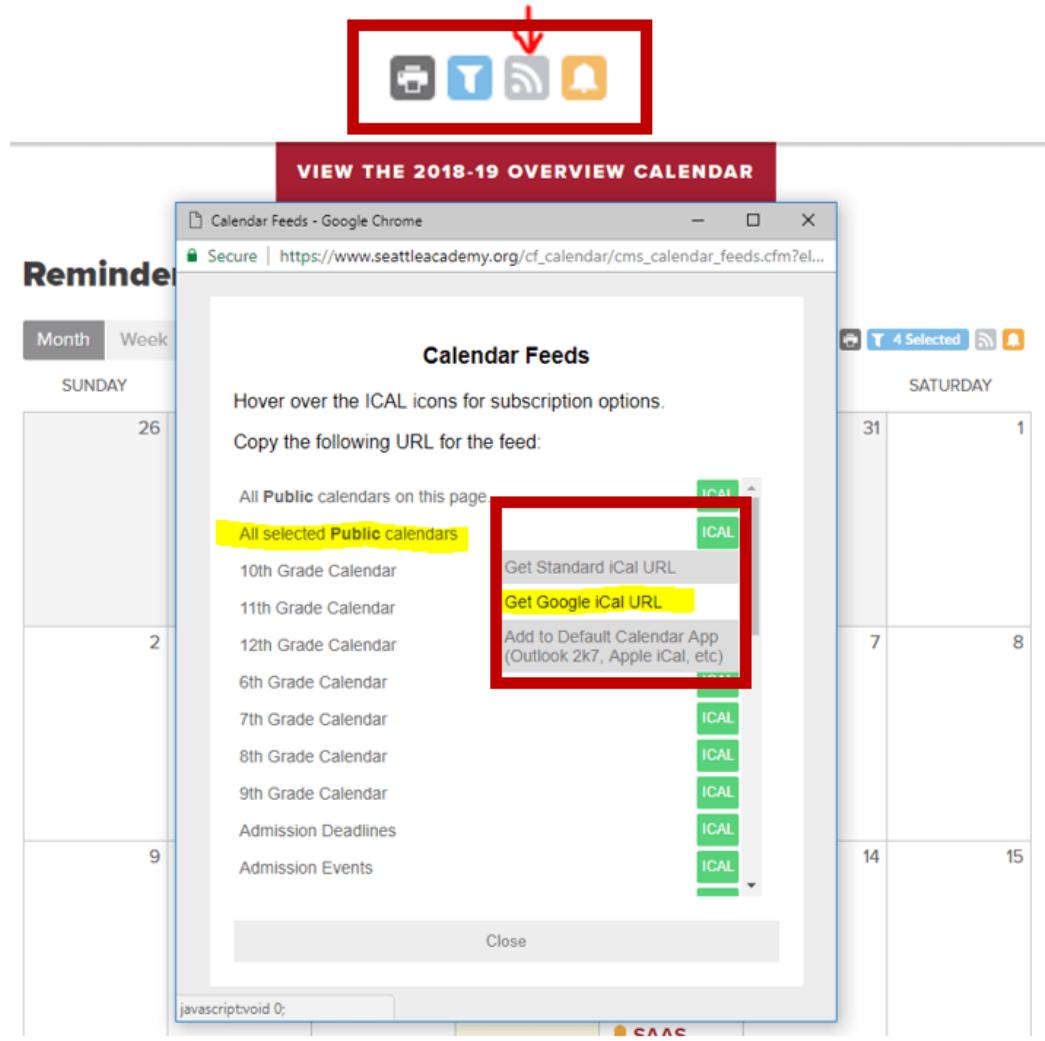
## Detailed Instructions on how to subscribe to the Calendars:

\*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](http://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.





- 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](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."

# 31 Calendar

TODAY

<

>

Se

September 2018

| M  | T  | W  | T  | F  | S  | S  |
|----|----|----|----|----|----|----|
| 27 | 28 | 29 | 30 | 31 | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |

Mon 27

Tue 28

8am Opening Days Meet

8am Op

8:30am

4 more

7 more

3

4

Labor Day - CLOSED FOR I

meet with I

Odd Block

7 more

10

11

Add a coworker's calendar

New calendar

Browse resources

Browse calendars of interest

From URL

Import

My calendars

- Makenzie Brandon
- 9th Grade Academic Ca
- ASB Master Calendar
- LaConner Summer Sch
- Reminders

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

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

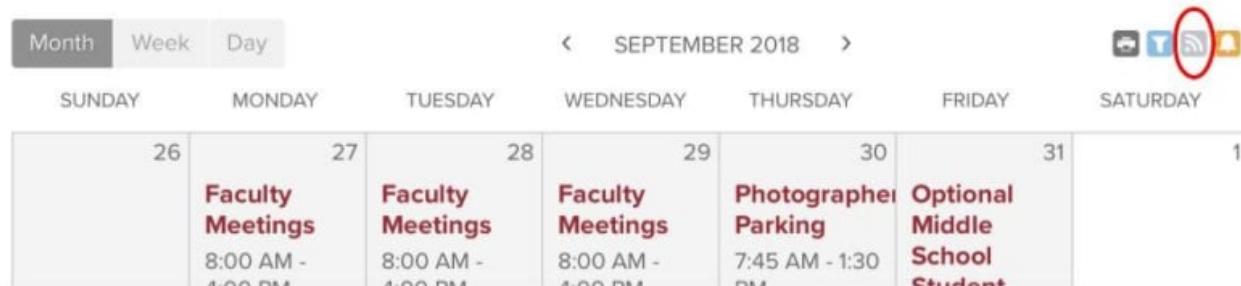
## Single Calendar Subscription Steps:

- 1) Go to: [www.seattleacademy.org](http://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](mailto: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.

**Calendar Feeds**

Hover over the ICAL icons for subscription options.

Copy the following URL for the feed:

|  |   |
|--|---|
| 8th Grade Calendar                       | ICAL  |
| 9th Grade Calendar                       | ICAL  |
| Access, Equity, and Inclusion Task Force | ICAL  |
| Admin Meetings                           | ICAL  |
| Admission Deadlines                      | ICAL  |
| Admission Events                         | ICAL  |
| Advancement Department Meetings          | ICAL  |
| <b>Advisory Meetings</b>                 | <b>ICAL</b>   |
| Alumni Board Calendar                    | Get Standard iCal URL   |
| Alumni Events                            | Get Google iCal URL   |
| Annual Fund Dates                        | Add to Default Calendar App<br>(Outlook 2k7, Apple iCal, etc) |

**Close**

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.”

The screenshot shows a calendar interface for September 2018. The date 31 is highlighted in blue. A dropdown menu is open at the bottom right of the calendar area, listing options: "Add a coworker's calendar", "My calendars", "New calendar", "Browse resources", "Browse calendars of interest", "From URL", and "Import". The "From URL" option is highlighted.

September 2018

| M  | T  | W  | T  | F  | S  | S  |
|----|----|----|----|----|----|----|
| 27 | 28 | 29 | 30 | 31 | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |

Mon 27 Tue 28

8am Opening Days Meet 8am Op  
8:30am 7 more

4 more

3 4

Labor Day - CLOSED FOR I meet with I  
Odd Block 7 more

10 11

Add a coworker's calendar

My calendars

- Makenzie Brandon
- 9th Grade Academic Ca
- ASB Master Calendar
- LaConner Summer Sch
- Reminders

New calendar

Browse resources

Browse calendars of interest

From URL

Import

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

The screenshot shows the "Add calendar" settings page in Google Calendar. The left sidebar has sections for General, Add calendar (with sub-options New calendar, Browse resources, Browse calendars of interest, From URL, and Import & export), and a collapsed section for "From URL". The main area is titled "From URL" and contains a "URL of calendar" input field with a placeholder "https://www.google.com/calendar/ical/...". There is also a checkbox for "Make the calendar publicly accessible" and a note: "You can add a calendar using the iCal format by its address." At the bottom right is a "ADD CALENDAR" button.

General

Add calendar

New calendar

Browse resources

Browse calendars of interest

From URL

Import & export

From URL

URL of calendar

Make the calendar publicly accessible

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

ADD CALENDAR

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

