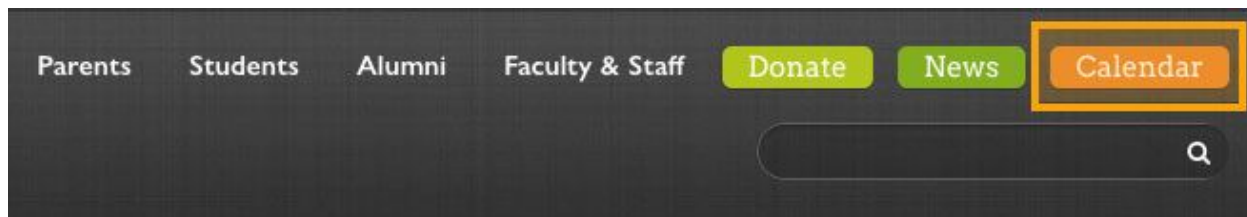


## Add School Website Calendars to your Personal Calendar

### Step 1

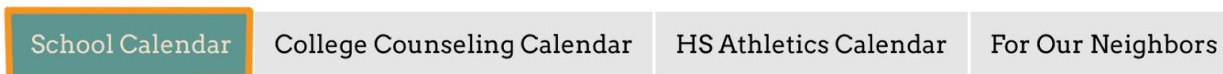
Select the **Calendar** button in the website header.



### 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 <b>Public</b> calendars on this page.	ICAL
All School Events	Get Standard iCal URL
Gr. 5–8 Events	Get Google iCal URL
Gr. K–4 Events	Add to Default Calendar App (Outlook 2k7, Apple iCal, etc)
High School Events	ICAL

Close



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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=A6C6](https://www.sacredsfs.org/cf_calendar/feed.cfm?type=ical&feedID=A6C6)

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

All School Events ICAL

Gr. 5–8 Events ICAL

Gr. K–4 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**.

The screenshot shows the iCalendar application interface. The 'File' menu is open, and 'New Calendar Subscription...' is highlighted. A dialog box titled 'Enter the URL of the calendar you want to subscribe to.' is displayed, with the URL 'https://www.sacredsfs.org/cf\_calendar/feed.cfm?type=ical&feedID=A6C6' pasted into the 'Calendar URL:' field. The 'Subscribe' button is highlighted in blue. The background shows a calendar grid for the month of July.



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## 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 <b>Public</b> calendars on this page.	ICAL
All School Events	Get Standard iCal URL
Gr. 5–8 Events	Get Google iCal URL
Gr. K–4 Events	Add to Default Calendar App (Outlook 2k7, Apple iCal, etc)
High School Events	ICAL

Close

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



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### Calendar Feeds

Hover over the ICAL icons for subscription options.

Copy the following URL for the All Calendars feed:  
[https://www.sacredsf.org/cf\\_calendar/feed.cfm?type=ical&feedID=A6C6](https://www.sacredsf.org/cf_calendar/feed.cfm?type=ical&feedID=A6C6)

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

All School Events ICAL

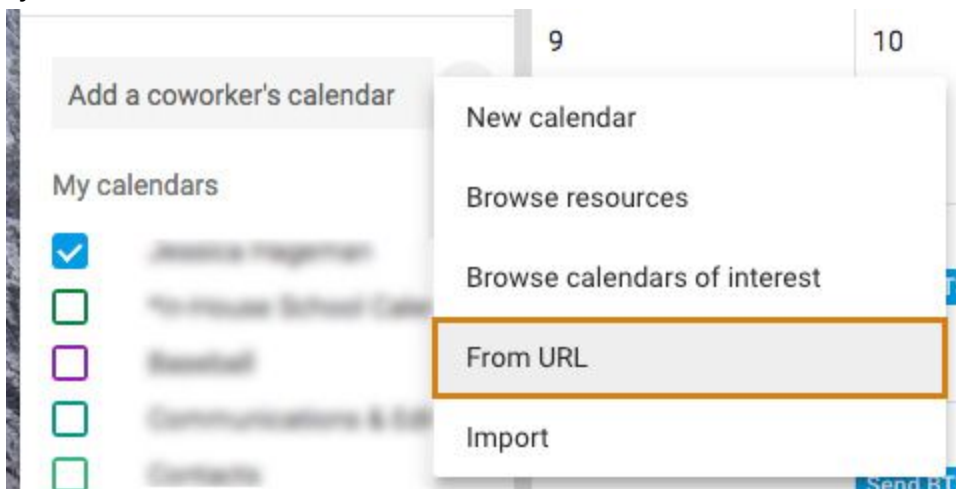
Gr. 5–8 Events ICAL

Gr. K–4 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**.



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



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From URL

URL of calendar  
`https://www.sacredsfr.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 <b>Public</b> calendars on this page.	ICAL
All School Events	Get Standard iCal URL
Gr. 5–8 Events	Get Google iCal URL
Gr. K–4 Events	Add to Default Calendar App (Outlook 2k7, Apple iCal, etc)
High School Events	ICAL

Close

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



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