



## ADDING THE ASPEN ACADEMY CALENDAR TO YOUR CALENDAR

**Step 1.** Visit <https://www.aspenacademy.org/about/calendar>

**Step 2.** In the upper right of the calendar, click the RSS feed icon (light grey)  
**Aspen Academy Calendar**

[View the full 2019/2020 School Calendar](#)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	<b>Megan McKnight's Birthday</b> Aspen Academy				<b>Farmer's Market in South Lot</b> 10:00 AM - 2:00 PM	
7	<b>Nicole Witcher's Birthday</b> Aspen Academy				<b>Farmer's Market in South Lot</b> 10:00 AM - 2:00 PM	

**Step 3. A "Calendar Feeds" box with pop up.** Select "All Public" or the individual calendars you're interested in. Hover over the "ICAL" button in green and you'll see options for Get Standard iCal URL, Get Standard Google Cal URL, or Add to Default Calendar App. Click these for the URL to add to your device.

**Calendar Feeds**

Hover over the ICAL icons for subscription options.

Copy the following URL for the feed:

- All Public calendars on this page. **ICAL**
- Academics **ICAL**
- Administration **ICAL**
- Admissions Calendar **ICAL**
- AEI **ICAL**
- All School **ICAL**
- All Tandem Events **ICAL**
- Arts **ICAL**
- Athletics **ICAL**
- Birthdays **ICAL**
- Early Dismissals & Days Off **ICAL**

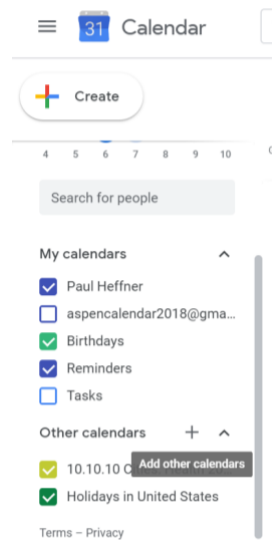
## ADDING TO iCAL GOOGLE CALENDAR (On iPhone)

**Step 1. Select “Add to Default Calendar App”**

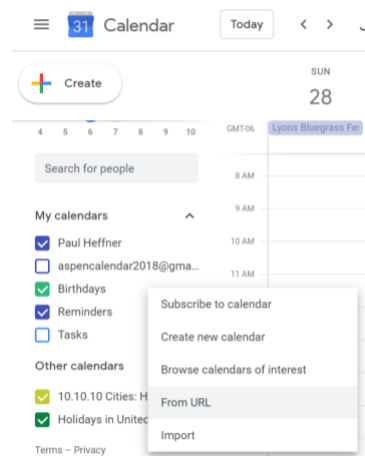
**Step 2. Select “Subscribe”**

## ADDING TO A GOOGLE CALENDAR (On Computer)

**Step 1. Open Google calendar. On the left click + “add other calendars”**



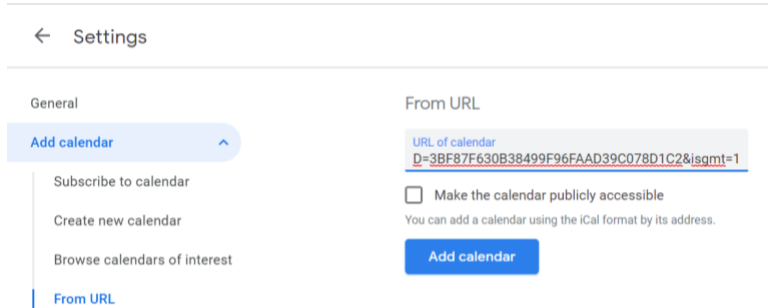
**Step 2. Select “From URL”**



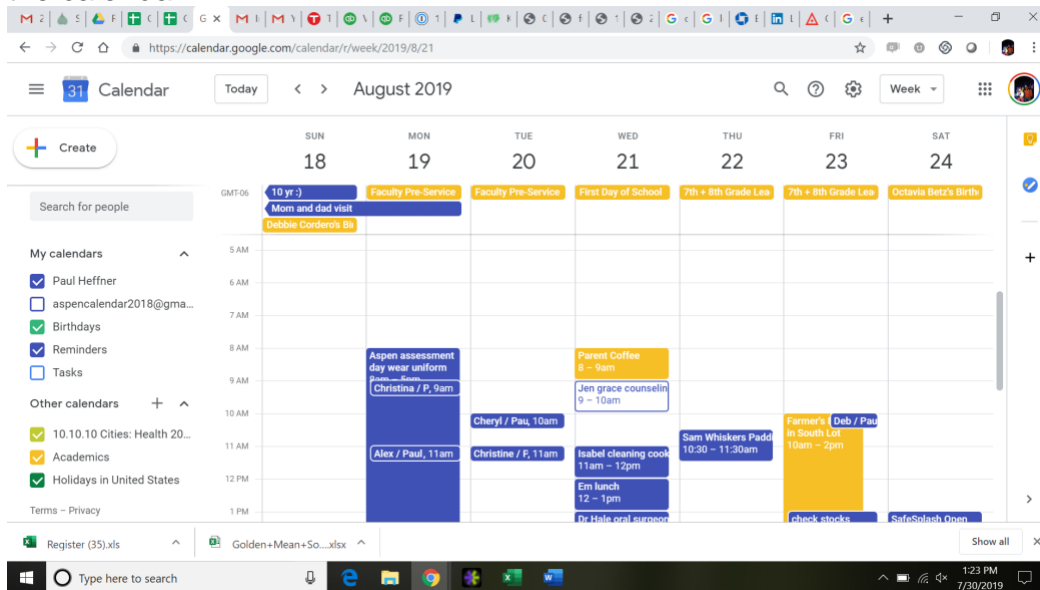
**Step 3. Enter URL =**

[https://www.aspenacademy.org/cf\\_calendar/feed.cfm?type=ical&feedID=3BF87F630B38499F96FAAD39C078D1C2&isgmt=1](https://www.aspenacademy.org/cf_calendar/feed.cfm?type=ical&feedID=3BF87F630B38499F96FAAD39C078D1C2&isgmt=1)

Click “Add calendar” button.



It will show up as Academics Calendar that you can check or uncheck to view or unview the calendar.



## ADDING TO AN OUTLOOK CALENDAR (On Computer)

**Step 1.** From computer, select “Add to Default Calendar App.” Outlook Calendar will open up on computer.

**Step 2.** In Outlook, click “Yes” when prompted to “Add this Internet Calendar to Outlook and subscribe to updates?”

