

## Accurate Schedule Information from the Website

Our new W-H website can sync with your calendar, to keep you up-to-date with Wardlaw-Hartridge events (including athletic contests). Your calendar will adjust with any subsequent changes to the schedule, because it is a live feed.

### I. Syncing your digital calendar with the W-H website:

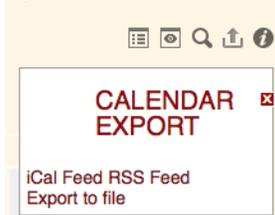
#### **a. From an athletic team schedule,**

1. Go to [www.whschool.org](http://www.whschool.org)
2. Click on the “Athletics” tab on the top bar
3. On the left hand side, click the “teams and schedules” tab.
4. Select the team for which you wish to obtain the schedule
5. Click “team schedule” on the top of the page
6. On the top, right hand side of the page you will see a red box that says “iCal.” Highlight this box and click “get standard iCal URL.”



7. A URL will open on your screen. Highlight this URL and paste it into your calendar.
8. For Mac users, open your calendar application.
9. Go to File , Click “new calendar subscription”
10. Paste the URL from the website into this box.
11. For all other users, paste the URL into your subscription box on the calendar.

b. **In any calendar on the W-H website**, click on the  icon; when you see the following



click on “iCal Feed”

choose “get standard iCal url”. Next, copy that url. Go to your calendar and find the menu for adding a subscription. In the Mac calendar, you would go to “File” and click on “New Calendar Subscription” . Simply paste the url into the box that appears. (For Google Calendar and other systems, paste the URL into your subscription box on the calendar).

***You will notice other ways (some of them detailed in the Finals site instruction manual copied below) to add this information to make this calendar/schedule information available digitally. However, we were advised that the most reliable live feed, ensuring quick updates to your calendar, involves the process explained above.***

## Appendix:

Below are instructions from Finals site’s online resources:

# HOW CAN I USE ICAL FEEDS TO SYNCHRONIZE MY CALENDAR SYSTEMS?

iCal feeds are a great way to move calendar information back and forth between finals site and other software, such as Outlook, Google Calendar and Apple iCal. An iCal feed is essentially nothing more than a web address, or URL.

By copying that URL from finalsites to your own calendar (or vice-versa), the schedule items you enter into one system can be shared with and displayed on another system.

It's important to distinguish between incoming and outgoing iCal feeds. Incoming feeds originate from outside finalsites, and allow your finalsites calendars to display information entered into Outlook, Google Calendars, etc.

Outgoing feeds are just the opposite: these are feeds generated by finalsites that you can enter into an outside system so that the events in your finalsites calendars can be displayed elsewhere.

## OUTGOING FEEDS

You can find an outgoing feed from a finalsites calendar by opening that calendar in Calendar Manager:

**Calendar Manager**

[VIEW EVENTS](#) | [RIGHTS](#) | [CLONE](#) | [DELETE](#)

**Calendar Settings**

Calendar Type: Normal

Calendar Title: Faculty Calendar

Group: --

Allow site visitors to post requested events.

Key: 411FCB

Icon:  [Browse](#)

**Category Management**

Name	Color Key	Icon
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

[Cancel](#) [Update](#)

**Feeds**

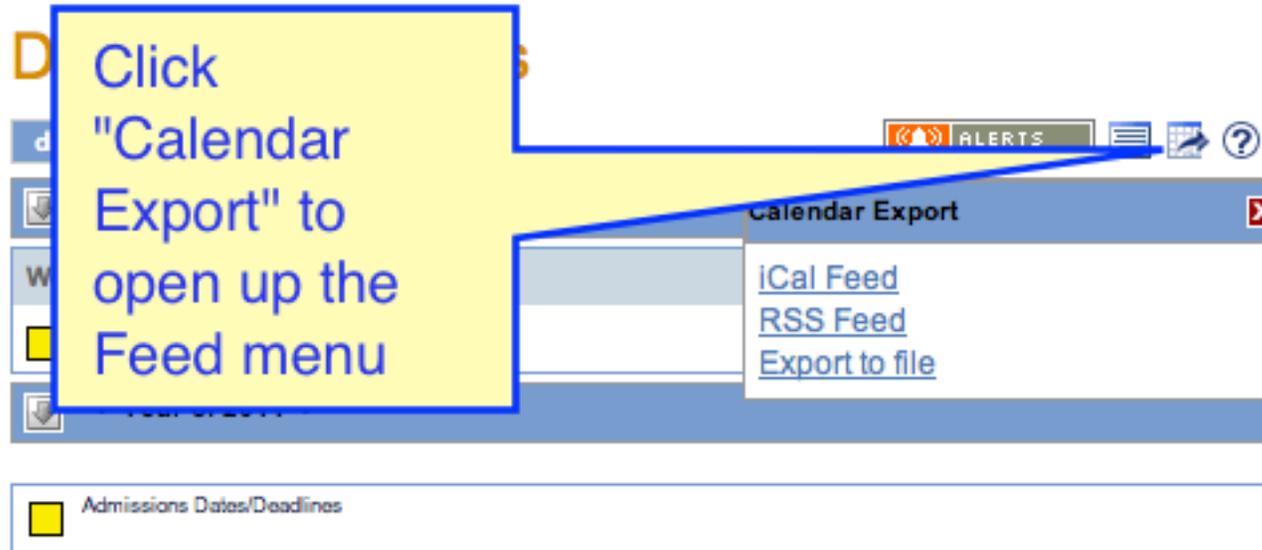
RSS: [http://demo.finalsites.com/finalsites3/calendar/calendar\\_118.rss](http://demo.finalsites.com/finalsites3/calendar/calendar_118.rss) [View RSS](#)

iCal: [http://demo.finalsites.com/finalsites3/calendar/calendar\\_118.ics](http://demo.finalsites.com/finalsites3/calendar/calendar_118.ics) [View iCal](#)

iCal GMT: [http://demo.finalsites.com/finalsites3/calendar/calendar\\_118\\_gmt.ics](http://demo.finalsites.com/finalsites3/calendar/calendar_118_gmt.ics) [View iCal GMT](#)

or by viewing the calendar on the site and clicking the "Calendar Export" icon to bring up the feed menu, and

selecting "iCal Feed:"



From the Calendar Feeds window, you can choose what information on the current calendar you wish to send to your outside calendar software:

### Calendar Feeds

Hover over the RSS/XML and ICAL icons for subscription options.

All <b>Public</b> Calendars on this Page	<a href="#">XML</a>	<a href="#">ICAL</a>
Admissions Dates/Deadlines	<a href="#">XML</a>	<a href="#">ICAL</a>
Open House Dates	<a href="#">XML</a>	<a href="#">ICAL</a>

Click the green "ICAL" button corresponding to the calendar you want to export. You'll see a list of custom iCal feed options allowing you to pick a feed URL that's tailored to the software you want to use. If you don't see your calendar software listed, select "Get Standard iCal URL," otherwise, choose the option that matches the calendar software you use.

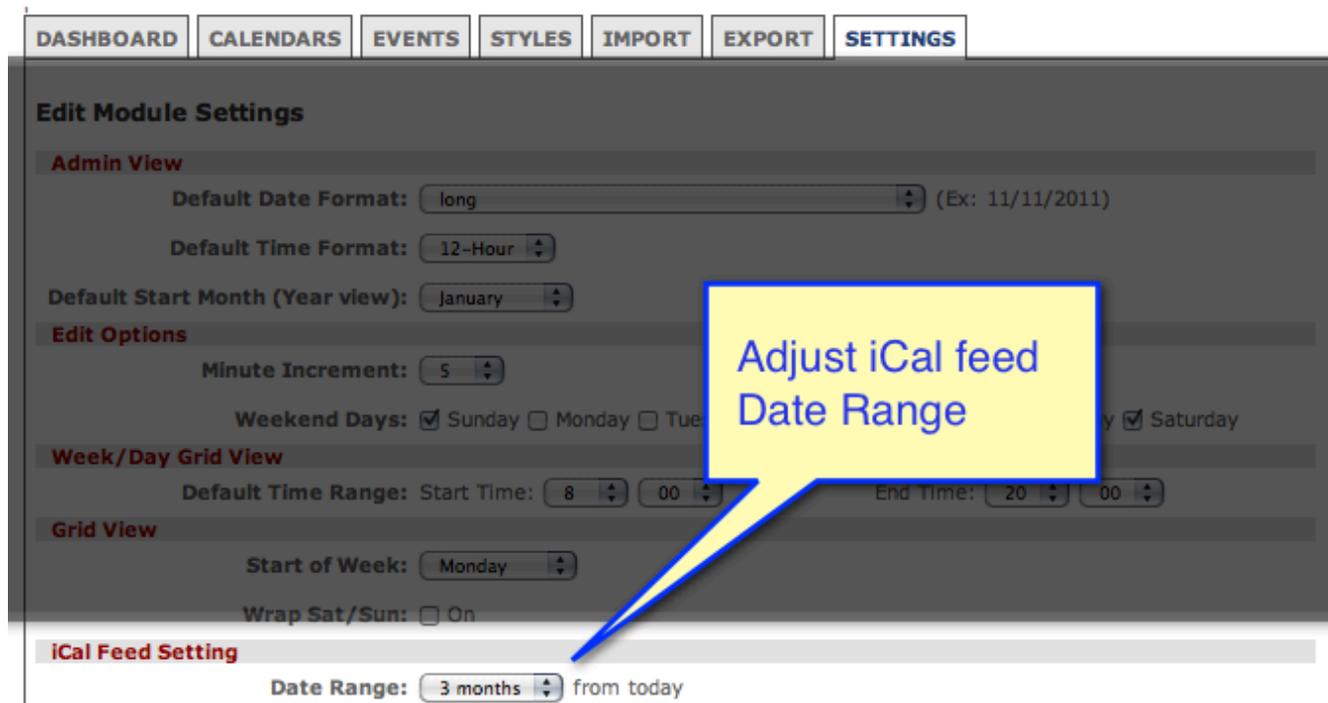
The image shows a dropdown menu that appears when the green "ICAL" button is clicked. The menu is light gray with a dark gray border. At the top, the word "ICAL" is written in white on a green background. Below this, there are several menu items, each preceded by a small green square containing a white letter 'I'. The items are: "Get Standard iCal URL", "Get Google iCal URL", "Add to iGoogle", "Add to Google Calendar", "Add to Default Calendar App", and "(Outlook 2k7, Apple iCal, etc)".

Using either method, you'll end up with a URL that can be pasted into your external calendar software. After you have pasted this URL into Outlook, Google Calendar, Apple iCal or other calendar software, the events that you

have entered into finalsite will be displayed there. Any edits you make to your finalsite calendar will be automatically updated in your external software.

### Setting the Date Range for an Outgoing feed

You can also set the date range for for an iCal feed, which controls how far into the future the feed will look on the specified calendar to find events to publish. This can be set for each individual calendar in the "Settings" tab of Calendar Manager. Date range options are 30 days, 60 days, 3 months, 6 months, 9 months, or one year. The start date for all outgoing iCal feeds is the day before the current date.



For example, setting the date range to 3 months will result in the iCal feed displaying events from yesterday out to

90 days in the future from the current date.

## INCOMING FEEDS

To display events from another calendar source on your finals site calendar, first find the iCal URL from your calendar software. Copy the URL to your clipboard, then open up Calendar Manager in finals site. Find the calendar you wish to display events from your outside source, and click on the "Import" tab. Under "Import Calendar Events," select the "URL" radio button. Paste the feed URL you copied earlier into the field that appears.

**DASHBOARD** **CALENDARS** **EVENTS** **STYLES** **IMPORT** **EXPORT** **SETTINGS**

### Import Calendar Events

File  URL  
Import an iCal calendar from a url.

**Select Calendar**

Admissions Dates/Deadlines

Publish on Import.

**Import Calendar Events**

Click the red "Import Calendar Events" button. The events from your external calendar will now appear on your finals site calendar. An import action is one-time only - changes you make on the external calendar will not be

automatically synchronized with your finals site calendar.

Note: once you have imported events from an iCal feed to a finals site calendar, you will not be able to remove them en masse. To remove the events, you would have to either delete the calendar from finals site, or delete the source calendar in your external calendar software.

To display 'live' calendar events from an external iCal feed, create a new calendar in Calendar Manager, and set the Calendar Type dropdown to "Live iCal." Paste the iCal feed URL into the "Live URL" field.

**Calendar Manager**

**Calendar Settings**

Calendar Type:

Calendar Title:

Live URL:

Group:

Key:

With this calendar type, events that are edited on the external calendar system will be regularly synched with Calendar Manager.

Refresh times for incoming feeds

The frequency with which an incoming iCal feed updates with new data depends on the size of the calendar being synchronized (in other words, how many events have been created on that calendar).

The sync rates are:

Calendar Size	Sync rate
0 - 500 kilobytes	hourly
500 kilobytes - 1 megabyte	nightly
> 1 megabyte	manual-only

Each individual calendar event is fairly small, so it would take a particularly packed calendar to reach even 500 kb. Most calendars, therefore, will update on an hourly basis. A very busy calendar should update once per day. iCal feeds only update when changes are made to the associated calendar. The finalsite software checks incoming feeds for new data every 60 minutes, so changes made in an external source should update a finalsite calendar in no more than an hour. You can also force a refresh by clicking the "Update" button for a specific calendar which has associated incoming feeds.

**DASHBOARD** | **CALENDARS** | **EVENTS** | **STYLES** | **IMPORT** | **EXPORT** | **SETTINGS**

### Calendar Manager

[VIEW EVENTS](#) | [RIGHTS](#) | [CLONE](#) | [DELETE](#)

#### Calendar Settings

Calendar Type: Normal

Calendar Title:

Group:

Allow site visitors to post

Key:

Icon:

#### Category Management

Name	Category
<input type="text"/>	<input type="text"/>

**Feeds**

RSS: [http://demo.finalsite.com/finalsiteu3/calendar/calendar\\_350.rss](http://demo.finalsite.com/finalsiteu3/calendar/calendar_350.rss) [View RSS](#)

iCal: [http://demo.finalsite.com/finalsiteu3/calendar/calendar\\_350.ics](http://demo.finalsite.com/finalsiteu3/calendar/calendar_350.ics) [View iCal](#)

iCal GMT: [http://demo.finalsite.com/finalsiteu3/calendar/calendar\\_350\\_gmt.ics](http://demo.finalsite.com/finalsiteu3/calendar/calendar_350_gmt.ics) [View iCal GMT](#)

Click here to force finalsite to update a calendar with data from an external iCal feed

Setting the Date Range for an Incoming feed  
Use your external calendar software to control the date range for an incoming feed.  
[Knowledge BaseCalendar Manager](#)