Directions for Subscribing to Athletics Calendar Feeds
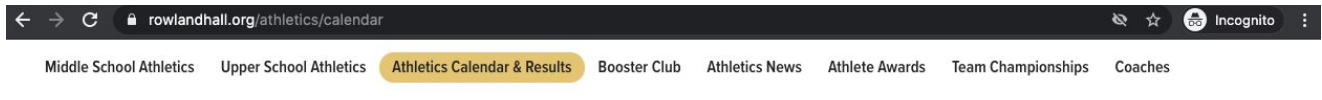
1. Using your desktop web browser, go to rowlandhall.org/athletics/calendar.
2. In the "Upcoming Matches" section, select the grey RSS feeds icon (circled below).

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3. A Calendar Feeds pop-up window should appear. Select the green ICAL button beside the sport(s) you're interested in (or choose "All Public team calendars on this page") and select one of the three resulting options (ex: Google iCal URL). Then, copy the URL that appears above the list.
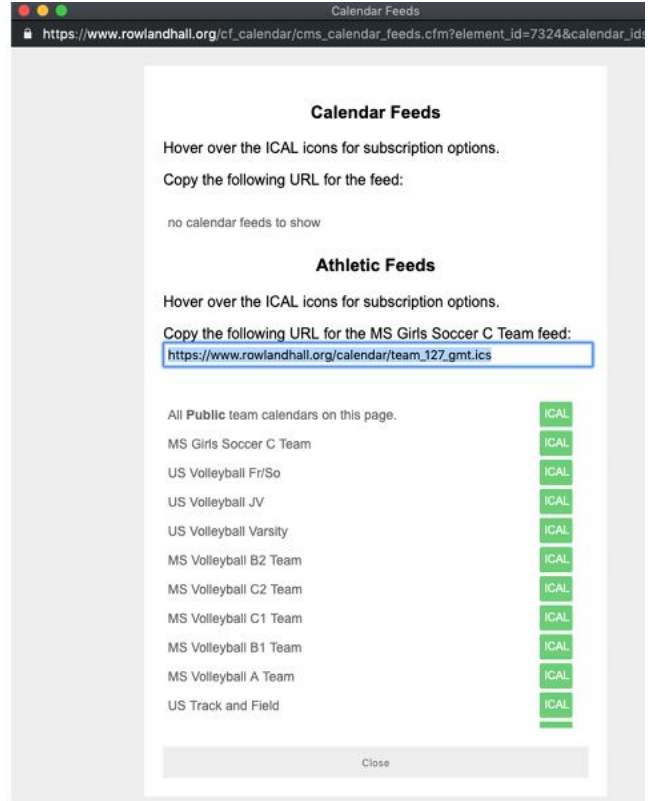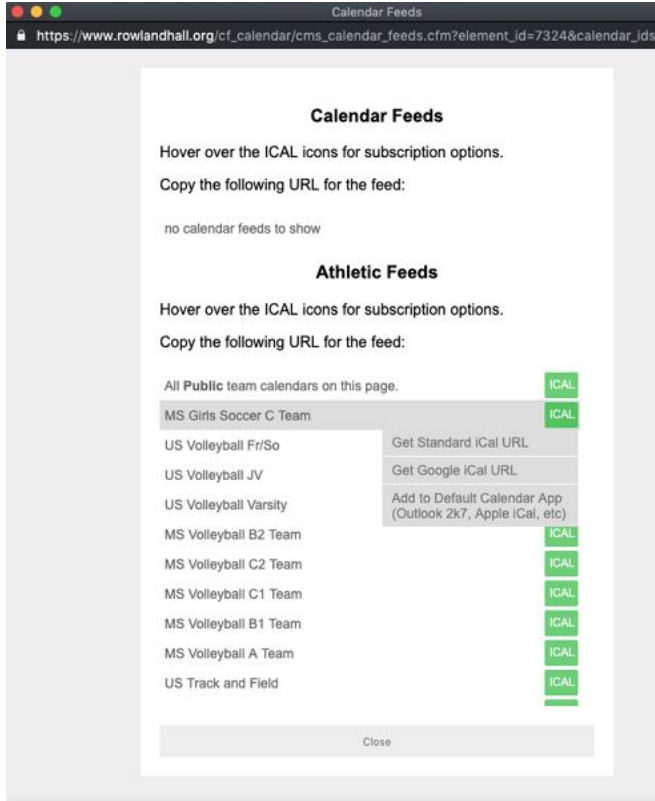
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4. **If you're using Google Calendar**, here are Google's instructions. Find the "Add calendar" field in the left sidebar, and click the "Add other calendars" button to its right. Select "From URL."
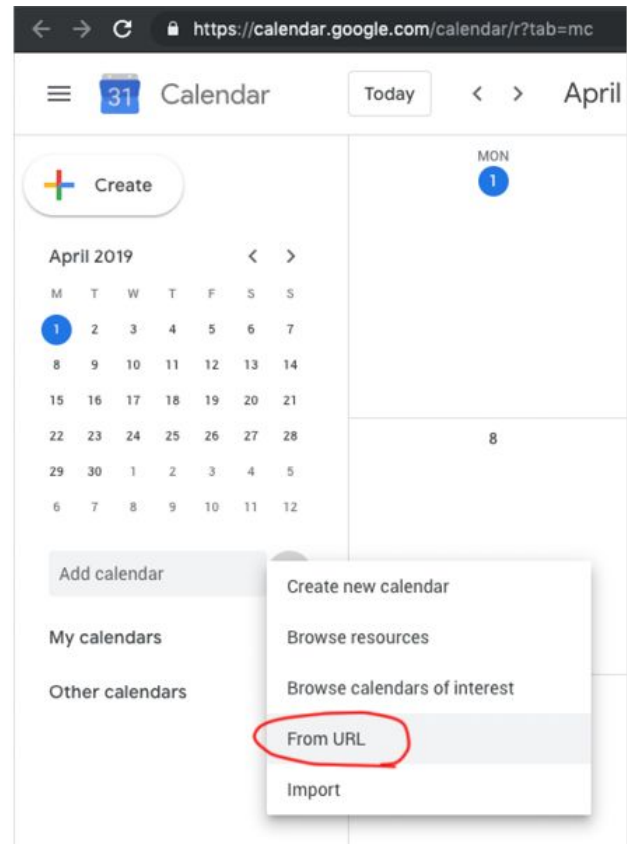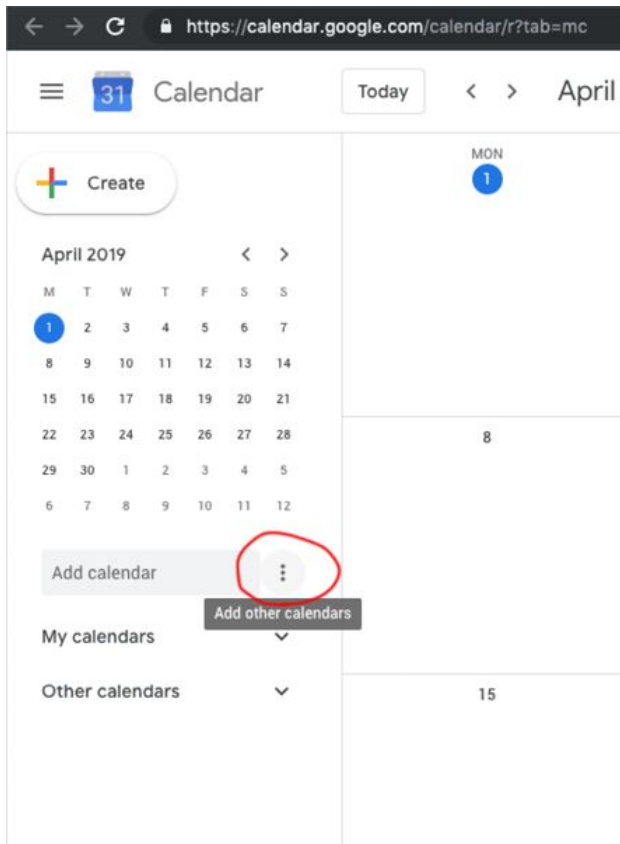
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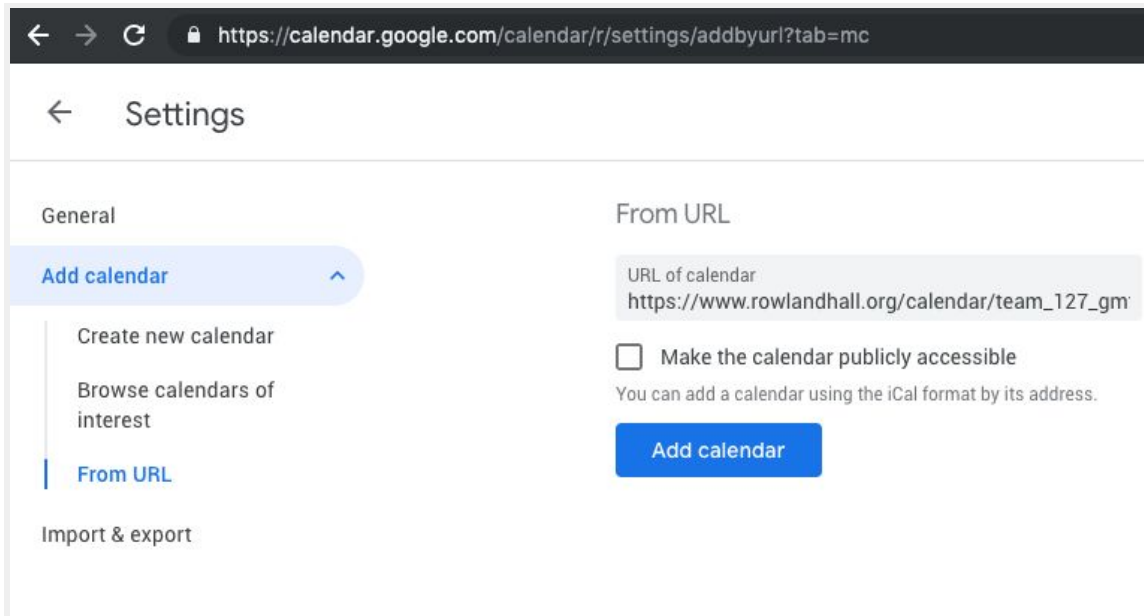5. Paste the URL you copied in step 3. Click the "Add Calendar" button. You don't need to check the box asking to make the calendar publicly accessible.

6. Once added, update the name to reflect which calendar was added. Click on its name and rename it appropriately in the top field. Once completed, click the back arrow or close the tab.
7. If you'd like to set up Google Calendar notifications—for instance, in case an event changes—here are Google's instructions.
8. If you have an Apple Device you want these calendars to sync to, turn those on at this link from that device: google.com/calendar/syncselect. Simply check the box next to the newly added calendars and click "save."

These instructions are for Gmail accounts only. If you use a different mail system or calendar software, there should be a similar process that you can find via that program's help section.

If you have existing alerts you're trying to remove/manage, follow these directions from Finalsite—our website provider—or email webmaster@rowlandhall.org and we'll help you.