Subscribing to Mansfield ISD Online Calendars
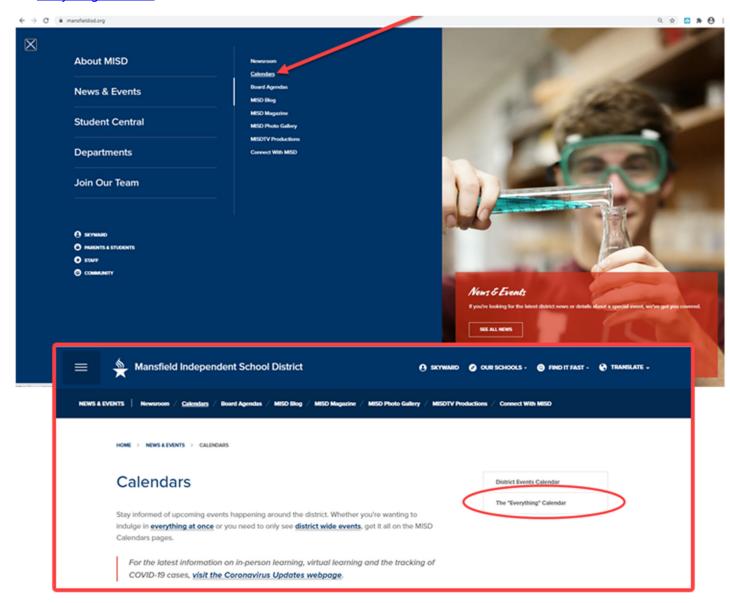
There are two options for subscribing to online events calendars on the Mansfield ISD website:

1. Importing a live calendar feed to an existing personal calendar or
2. Signing up for event notifications via email and/or text

- Browse to the district's Everything Calendar webpage: https://www.mansfieldisd.org/news-events/calendars/the-everything-calendar.
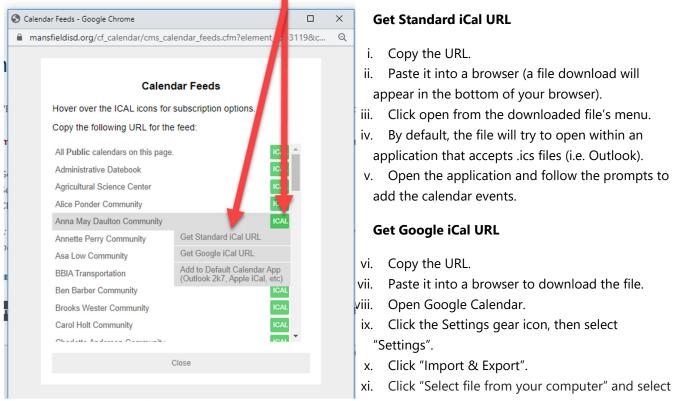
Option 1: Importing a Live iCal Feed

- To subscribe to a live calendar feed, click on the RSS feed icon at top of the calendar grid.
  NOTE: Live calendar feeds only need to be imported once. Any changes to the imported calendar will appropriately update within your personal calendar whenever a change/addition/deletion is made.

- Hover over the iCal icon for the calendar you wish to subscribe to and select one of the iCal options:

Get Standard iCal URL

i.   Copy the URL.
ii. Paste it into a browser (a file download will appear in the bottom of your browser).
iii. Click open from the downloaded file's menu.
iv. By default, the file will try to open within an application that accepts .ics files (i.e. Outlook).
v.   Open the application and follow the prompts to add the calendar events.

Get Google iCal URL

vi.   Copy the URL.
vii. Paste it into a browser to download the file.
viii. Open Google Calendar.
ix.   Click the Settings gear icon, then select "Settings".
x.   Click "Import & Export".
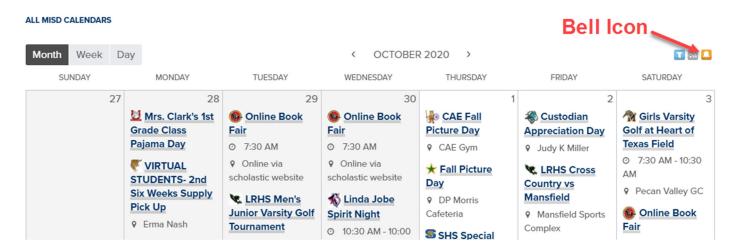xi.   Click "Select file from your computer" and select the .ics file you exported.
xii. Choose the calendar to add the imported events.
xiii. Click "Import".

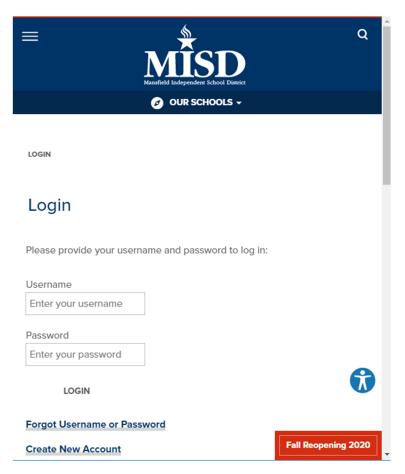**Add to Default Calendar App**

xiv. Click "Open Pick an app".
xv. Select the application (i.e. Outlook) to add your new calendar.
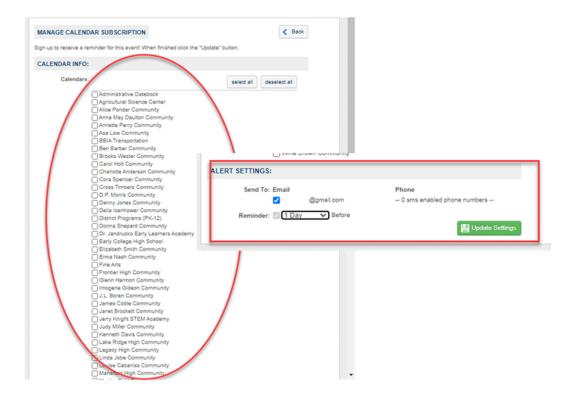
Option 2: Signup for Event Notifications

- To receive calendar alerts in your inbox, browse to the calendar webpage you'd like to receive alerts from and select the bell icon at the top of the calendar grid.

- Create an account or login to an existing account. *Not sure if you already have an account?* Use the forgot username/password link.

- After logging in or creating a new account, you can now manage your calendar subscriptions. Select each calendar you'd like to receive alerts from and designate when you'd like to receive them. Click "Update Settings" to subscribe.

- From your Profile, you can edit or unsubscribe from alerts on the Subscriptions tab in your user account.