

Adding Solebury School Calendars to your Personal Calendar

The following instructions are for subscribing to/adding a Solebury calendar to your personal calendar on your **computer**. There are also instructions on how to get alerts for either the full calendar or only select events. If you only subscribe to the calendar, you will not receive alerts/reminders for any of the events.

Click the **2021-22 Calendar** button on the <u>solebury.org</u> homepage.



Hover over the ICAL button for the calendar you want to subscribe to and select the appropriate option (Standard iCal, Google iCal, or Default Calendar App (Outlook 2k7, Apple iCal, etc) for your personal calendar system. If you select **all public calendars** you will be subscribed to all Solebury calendars. Follow the applicable instructions on the next page specific to each calendar type.

Calendar Feeds		
Hover over the ICAL icons for subscription options.		
Copy the following URL for the feed:		
All Public calendars on this page.		
Alumni Calendar	ICAL	
Faculty Calendar	ICAL	
School Calendar ICAL		
	Get Standard iCal URL	
Clos	Get Google iCal URL	
	Add to Default Calendar App (Outlook 2k7, Apple iCal, etc)	

Adding to iCal



Select **Get Standard iCal URL.** Copy the link that appears at the top of the window.

In iCal under **File** select **New Calendar Subscription**. In the popup that appears paste the link and click **Subscribe**.

• • • C	New Event New Calendar	₩N \C#N		Day Week M	onth Year			λ Search
On My Mac Work	New Calendar Group New Calendar Subscription	企 第Ν ℃業S	17			want to subscribe t e=ical&cals=0,364,3		< Today >
Found in Birthday	Export Close	► ₩W				Cancel	Subscribe 4	00
US Holic	Print	ЖР						
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Adding to Google Calendar

Select Get Google iCal URL. Copy the link that appears at the top of the window.

In your Google Calendar tab navigate to Other calendars, select the + and then select From URL.

		9	10
Add a coworker's calendar		New calendar	
Other	calendars	Browse resources	
	Annes Tagertan	Browse calendars of interest	
	familal	From URL	
		Import	

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

Adding Website Calendar to Your Default Calendar App

Select Add to Default Calendar App (Outlook 2k7, Apple iCal, etc). Select Open Calendar, which will automatically open your Default Calendar App and ask you to add it.



Setting Up an Alert for a Single Calendar Event

Select the **Scheduled Alerts icon** next to a single event and log in with your username (primary email address on file with the school) and password.



Choose to receive alerts to email and click Update Settings.

MANAGE CALENDAR SUBSCRIPTION	< Back
Sign up to receive a reminder for this event! When finished of	click the "Update" button.
Event Info:	
Title: Parent Zoom with Tom	
Date: 08/08/21 - 08/08/21	
Time: 03:00 PM	
ALERT SETTINGS:	
Send To: Email	Phone
✓ jeckhardt@solebury.org	0 sms enabled phone numbers
Reminder: 📝 30 Minutes 🗸 Before	
	Update Settings

Setting Up an Alert for an *Entire* Calendar

Select the **Scheduled Alerts icon** in the upper right-hand corner of the calendar and log in with your username (primary email address on file with the school) and password.



Select the calendars you wish to subscribe to and choose to receive alerts to email then click **Update Settings**.

MANAGE CALENDAR SUBSCRIPTION	< Back
Sign up to receive a reminder for this event! When finished o	click the "Update" button.
CALENDAR INFO:	
Calendars: Alumni Calendar Faculty Calendar School Calendar	select all deselect all
ALERT SETTINGS:	
Send To: Email	Phone 0 sms enabled phone numbers
Reminder: 💽 18 Hours 🗸 Before	Update Settings