



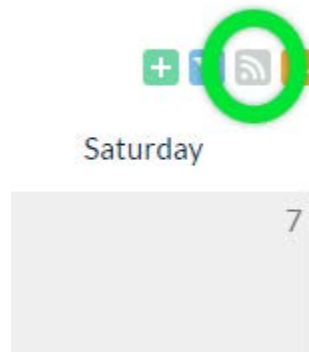
Adding a Finalsite calendar/feed to an iOS device

To follow an iCal feed on an iOS device, the basic procedure is to acquire the iCal feed URL from the website, and then add it to the saved feeds on your device.

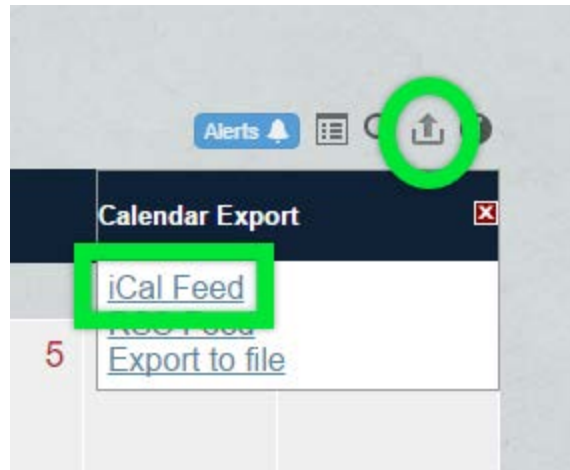
Note: for this article, the procedure is demonstrated on an iPad tablet. Other iOS devices should follow the same procedure, but may appear slightly different on screen.

Getting an iCal link

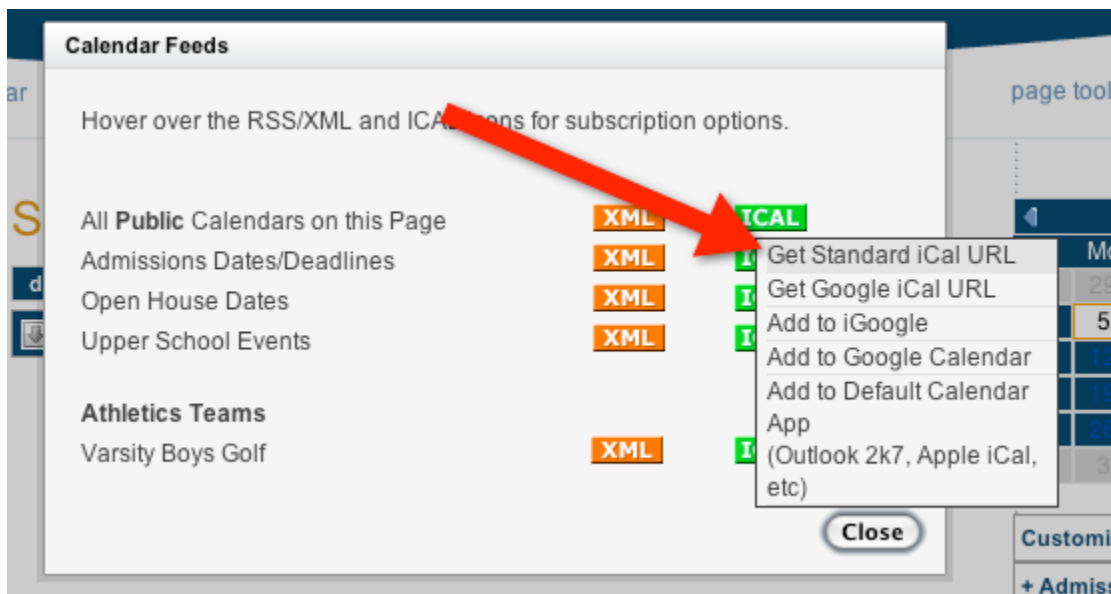
To find the iCal URL for a particular calendar, select the "Feeds" icon in Composer or the "Calendar Export" icon in Page Manager and go to iCal Feed.



OR



In the "Calendar Feeds" window, select "Get Standard iCal URL" from the menu on the green "ICAL" button.



[*Please note Get Google iCal URL is no longer an option. Scroll down for additional information.](#)

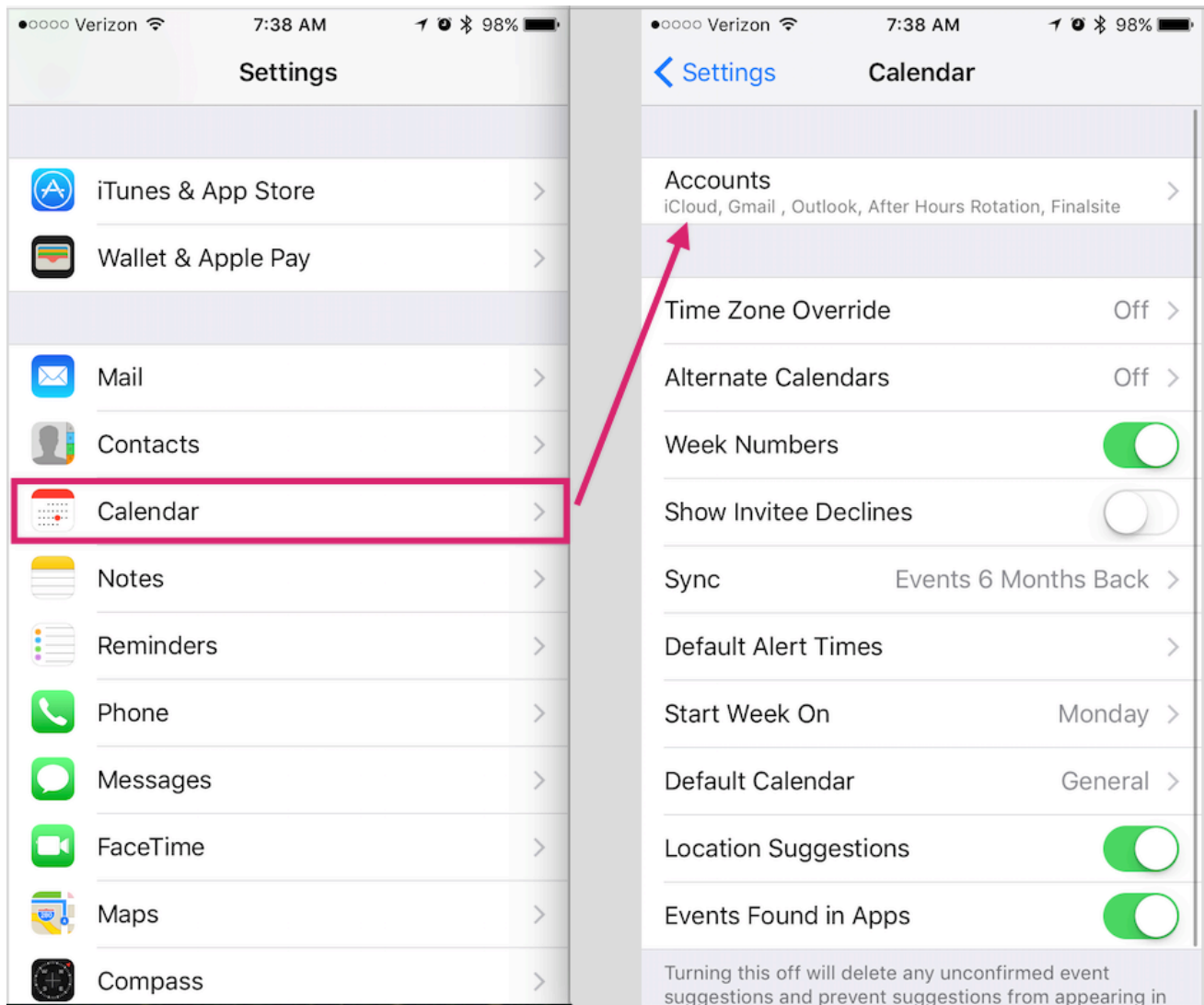
If you perform this step on your iOS device, then you can long-press this URL to "Select All" and copy it to the clipboard. If you cannot perform this step on your device, obtain the link on your computer, email or text the URL to your mobile device, and then copy the URL on your device.

In either case, you should end up with the iCal feed URL on your clipboard. (If you email the feed URL to yourself, you may be able to simply tap on the link to subscribe to the calendar feed; if that works, skip the steps below.)

Adding an iCal subscription to your device

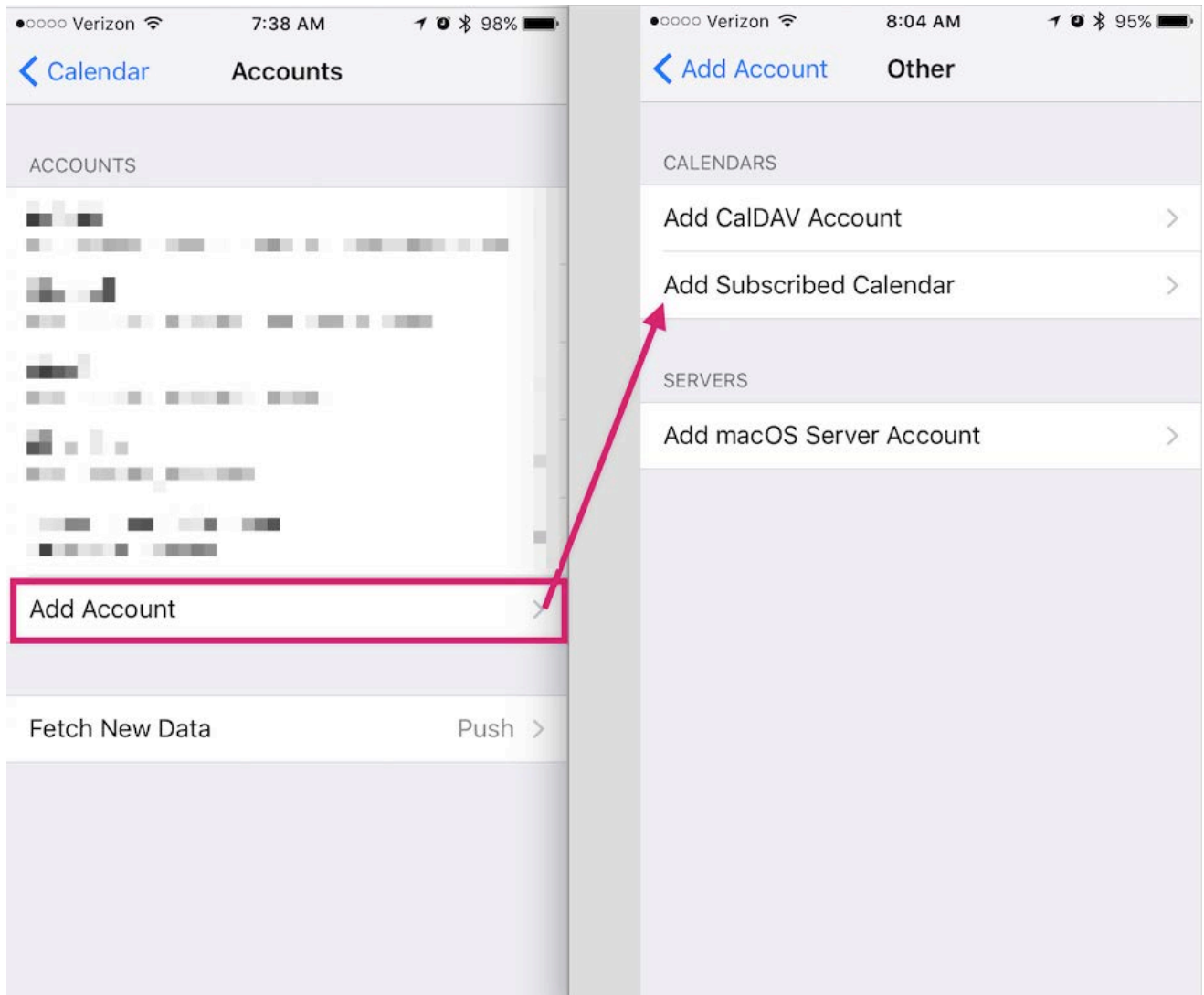
Once you have copied the feed URL, add it to your mobile device in the "Settings" menu to automatically track any updates to the calendar. To add a calendar feed to your iOS device, start in the Settings app.

Go to the menu item labeled "Calendars" and select "Account" at the top of the screen.



On the list of account types, select "Add Account" at the bottom.

Then select "Other" followed by "Add Subscribed Calendar."

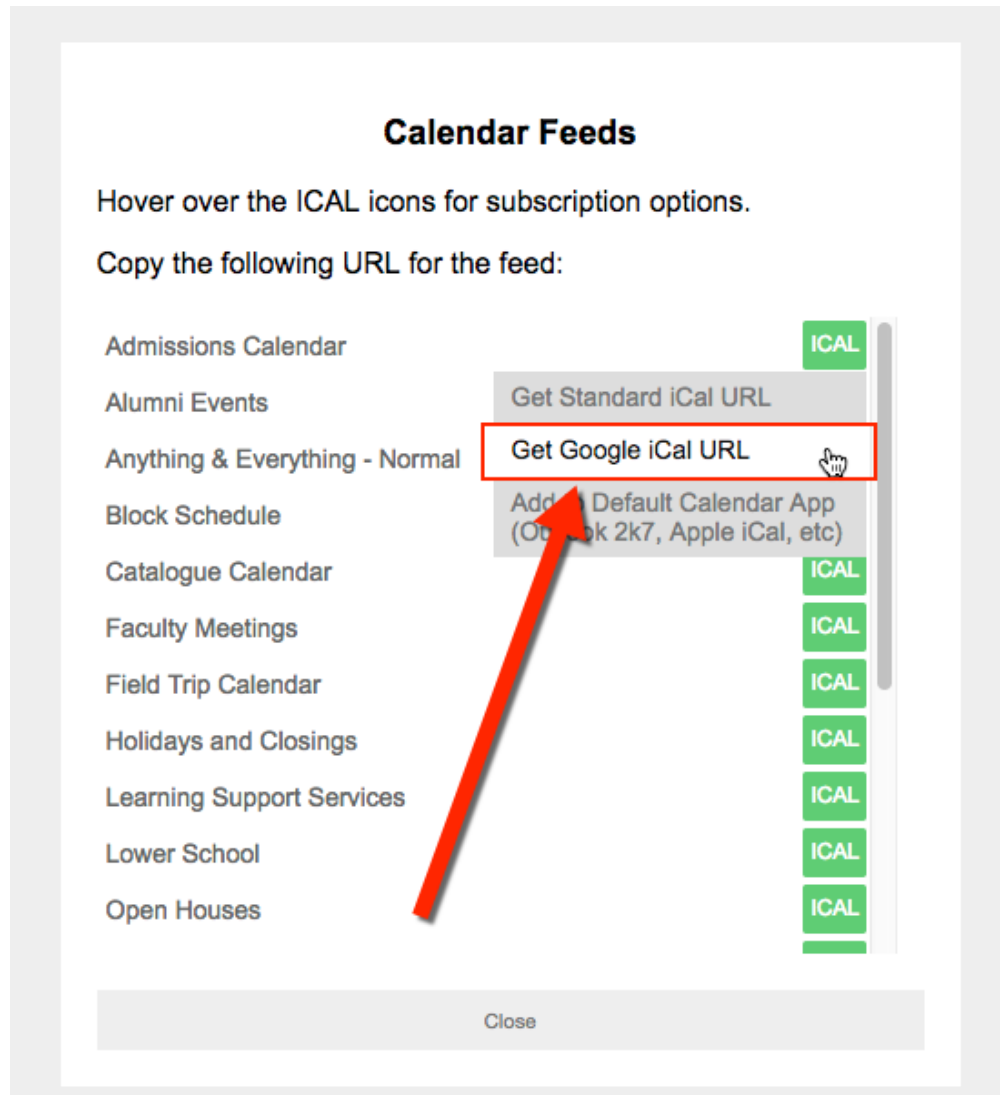


Paste in the iCal feed URL that you previously saved to your clipboard in the field marked "Server" and select "Next."

Your device will verify the feed URL and add it to your calendar. Subsequently, new events will automatically populate in the Calendar app.

"Add to Google Calendar" feature

Instead of clicking "Add to Google Calendar," users can click "Get Google iCal URL" when they open up the Calendar Feeds tool:



The window will display a web address that users can copy and paste.

Calendar Feeds

Hover over the ICAL icons for subscription options.

Copy the following URL for the Alumni Events feed:

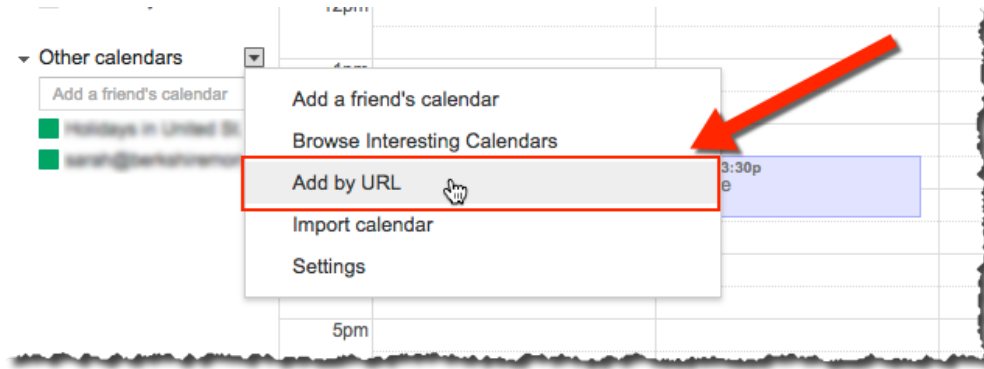
http://composer.finalsite.com/calendar/calendar_340_gmt.ics

Admissions Calendar
Alumni Events
Anything & Everything - Normal
Block Schedule
Catalogue Calendar
Faculty Meetings
Field Trip Calendar
Holidays and Closings
Learning Support Services
Lower School
Open Houses



Close

Finally, users go to their own Google Calendar, click the down arrow next to "Other Calendars" on the left to expand the menu there, and select "Add by URL."



Pasting the URL that was copied from the school website into that field causes Google Calendar to pull in that calendar's events directly from Calendar Manager.