

ADDING THE ASPEN ACADEMY CALENDAR TO YOUR CALENDAR

Step 1. Visit <u>https://www.aspenacademy.org/about/calendar</u>

Step 2. In the upper right of the calendar, click the RSS feed icon (light grey) **Aspen Academy Calendar**

View the full 2019/2020 School Calendar



Step 3. A "Calendar Feeds" box with pop up. Select "All School" or the individual calendars you're interested in. Hover over the "ICAL" button in green and you'll see options for Get Standard iCal URL, Get Standard Google Cal URL, or Add to Default Calendar App. Click these for the URL to add to your device.

Calendar Feeds

Hover over the ICAL icons for subscription options.

Copy the following URL for the feed:

All Public calendars on this page.	ICAL
Admissions Calendar	ICAL
All School	ICAL
All Tandem Events	ICAL
Athletics	ICAL
Birthdays	ICAL
Early Dismissals & Days Off	ICAL
Lower School	ICAL
Middle School	ICAL
NEHS/NJHS	ICAL
PCO	ICAL
SCO	ICAL
Close	

Calendar Feeds				
lover over the ICAL Icons 1	for subscription options.			
Copy the following URL for	the feed:			
All Public calendars on this pa	age. ICAL			
Admissions Calendar	ICAL			
All School	ICAL			
All Tandem Events	Get Standard iCal URL			
Athletics	Get Google iCal URL			
Birthdays	Add to Default Calendar App (Outlook 2k7, Apple iCal, etc)			
Early Dismissals & Days Off	ICAL			
Lower School	ICAL			
Viddle School	ICAL			
NEHS/NJHS	ICAL			
PCO	ICAL			
SCO	ICAL			

ADDING TO ICAL GOOGLE CALENDAR (On iPhone)

Step 1. Select "Add to Default Calendar App"

Step 2. Select "Subscribe"

ADDING TO A GOOGLE CALENDAR (On Computer)

Step 1. Open Google calendar. On the left click + "add other calendars"

≡ <u>31</u> Calendar	-		
- Create			
4 5 6 7 8 9 10	G		
Search for people			
My calendars			
✓ Paul Heffner	1		
aspencalendar2018@gma			
✓ Birthdays			
Reminders			
🔲 Tasks			
Other calendars + 🔺			
10.10.10 C Add other calendars			
Holidays in United States			
Terms – Privacy			

Step 2. Select "From URL"

≡ <u>31</u> Calend	dar	Today	< > J
+ Create			sun 28
4 5 6 7 8	9 10	GMT-06	Lyons Bluegrass Fe:
Search for people		8 AM	
My calendars	^	9 AM	
Paul Heffner		10 AM	
aspencalendar201	8@gma	11 AM -	
Reminders	Subscribe	to calenda	r
Tasks	Create ne	w calendar	
Other calendars	Browse ca	alendars of	interest
10.10.10 Cities: H	From URL		-
Holidays in United	Import		_

Step 3. Enter the URL

Click "Add calendar" button.

\leftarrow Settings		
General		From URL
Add calendar	^	URL of calendar D=3BF87F630B38499F96FAAD39C078D1C2&isgmt=1
Subscribe to calend	dar	Make the calendar publicly accessible
Create new calenda	ar	You can add a calendar using the iCal format by its address.
Browse calendars of	of interest	Add calendar
From URL		

It will show up as Academics Calendar that you can check or uncheck to view or unview the calendar.



ADDING TO AN OUTLOOK CALENDAR (On Computer)

Step 1. From computer, select "Add to Default Calendar App." Outlook Calendar will open up on computer.

Step 2. In Outlook, click "Yes" when prompted to "Add this Internet Calendar to Outlook and subscribe to updates?"

