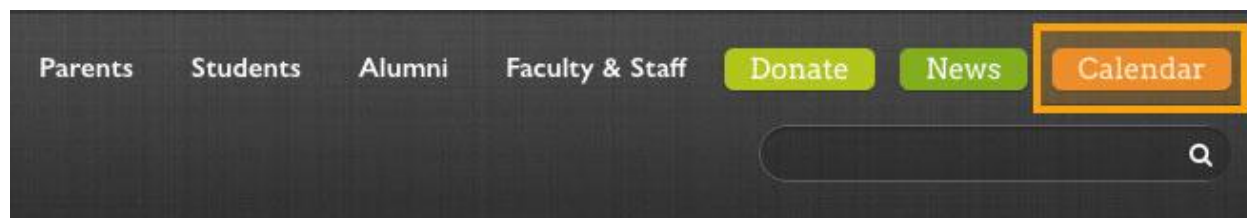


How to Add the Public and Internal School Calendars to Your Personal Calendar

Public School Calendars

Step 1

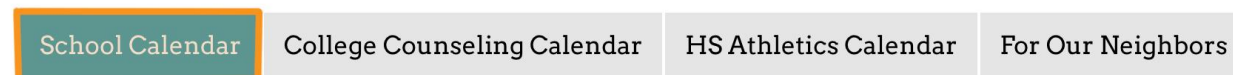
Select the **Calendar** button in the website header.



Step 2

Use the **Calendar** tabs to select a calendar.

Calendar



Step 3

Select the **RSS icon**.



Step 4 Choose Calendar Type and Follow Applicable Instructions

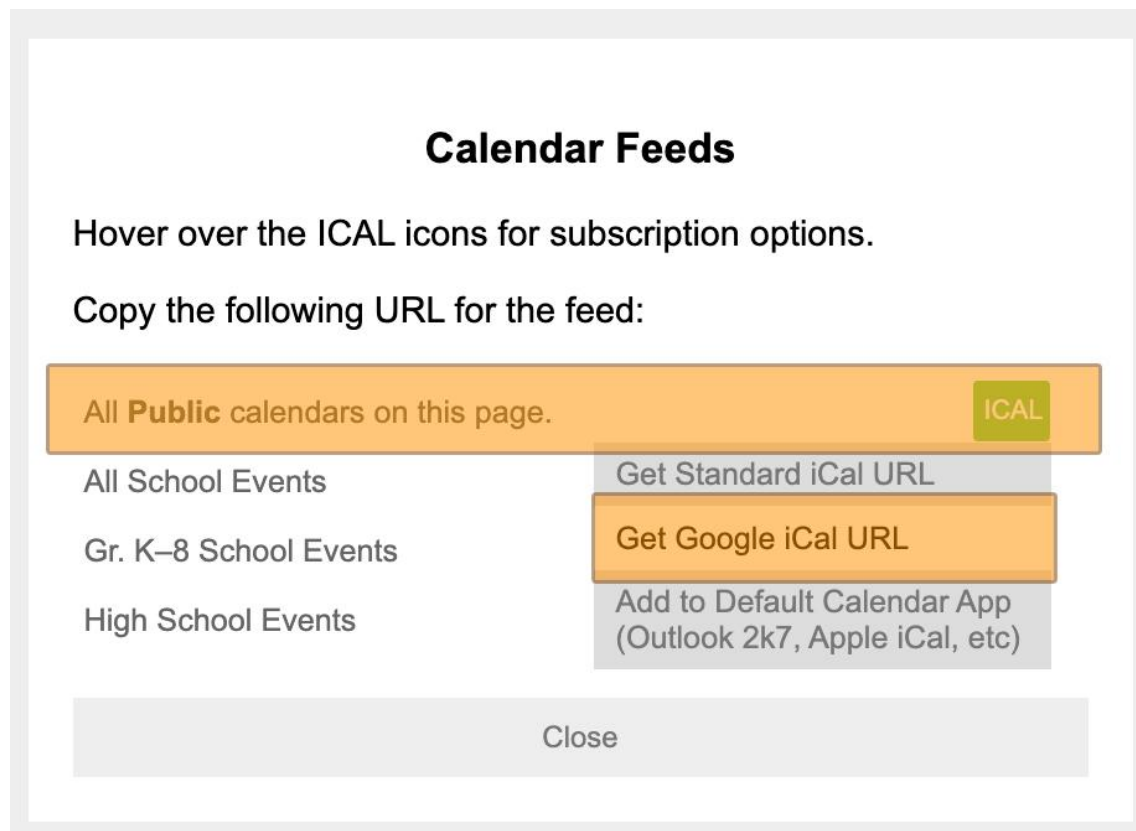
Hover over the ICAL button for **All Public calendars on this page** and select [Get Google ical URL](#). Copy the link that appears at the top of the window.

Adding a Google Calendar

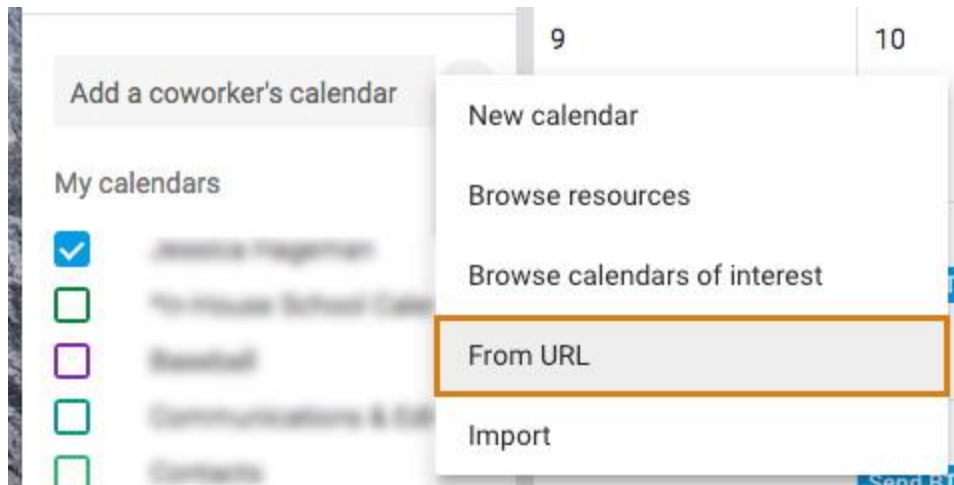
Select **Get Google iCal URL** from the **All Public calendars on this page** section.

The breakdown of calendars is as follows:

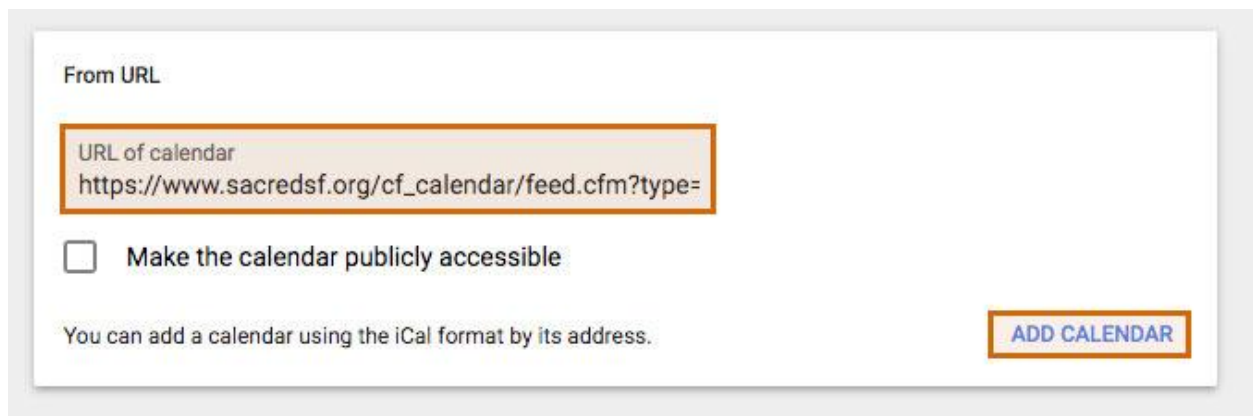
- **All School** - Lists events that are relevant to the general public or all school community.
- **Gr. K-8 Events** - Lists events that are relevant to the K-8 community.
- **High School Events** - Lists events that are relevant to the High School community.



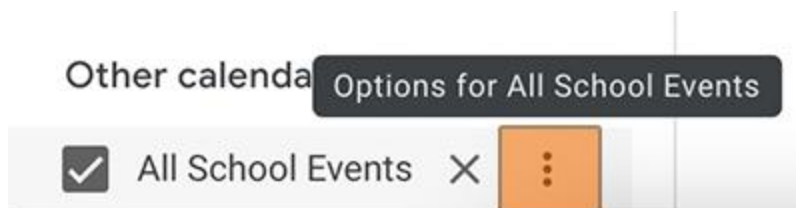
In your **Google Calendar** tab navigate to **Other calendars**, select the down arrow and select **Add by URL**.



Paste the URL into the pop-up window and click **Add Calendar**. The calendar should show up right away. Once added, you will see the "All School Events" calendar listed under "Other Calendars" in your calendar list. It will include all Form calendars.



****Optional:** To rename your calendar. Navigate to your newly connected calendar in the "Other Calendars" list and click the three dots and choose **Settings** in the dialog box.



On the calendar **Settings** page edit your calendar name in the text box.

Calendar settings

Name

All School Events

Time zone
(GMT+00:00) Coordinated Universal Time

Internal Google Calendar

Select the **Calendar** button in the website header.

Step 1

Copy this URL:

<https://calendar.google.com/calendar/u/0?cid=c2FjcmVkc2Yub3JnX2VIY2xudWRldGxnZWZpaZhsM3RiZmdiMWxvQGdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20>

In the pop-up box click the **Add** button. You should now see the calendar under “My calendars”



*Internal Google Calendar