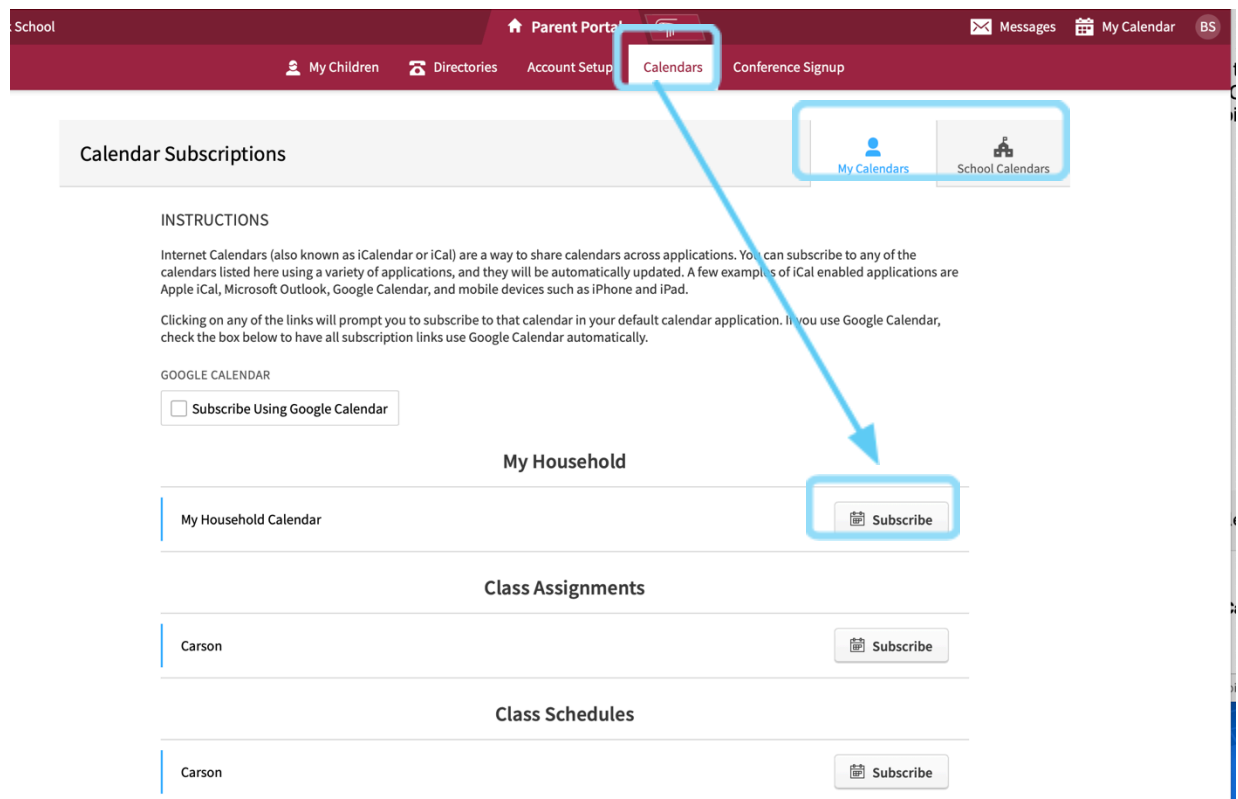


SUBSCRIBING TO CALENDARS IN VERACROSS

You can subscribe to any of the Veracross calendars using a variety of applications, and they will be automatically updated. A few examples of iCal enabled applications are Google Calendar, Apple (Mac) iCal/Calendar, Microsoft Outlook for the Web, and mobile devices such as iPhone and iPad.

1. Log in to the Veracross Portal
at <https://portals.veracross.com/stanleyclark/parent>.
2. Click **Calendars** from the top menu bar, then click the Subscribe button for desired **Calendar Subscriptions** under the “**My Calendars**” and “**School Calendars**” tab.



3. For Stanley Clark parents/guardians, you have several calendars to choose from:

My Calendars

- **My Household** (events specific to your grade)
- **All Schedules** (daily schedules, if you have more than one MS student)
- **Class Schedules** for your student (daily schedules for MS students)
- **Faculty/Staff Calendar*** (events specific to your grade and campus)
Note: The faculty/staff calendar is available for employees only.

School Calendars

- **All School Events** (all non-athletic events across all campuses)
 - **Athletics** (practices/games by sport/team)
4. Click **Subscribe** to add a specific calendar to your default calendar application.
 5. **Entering iCal Feeds into Your Calendar Client.** As each calendar client accepts iCal feeds differently, instructions provided by a few of the most popular calendar clients are linked below, including Google Calendar, Apple (Mac) iCal/Calendar, and Microsoft Outlook for the Web.

Google Calendar

Check the box below to have all subscription links use Google Calendar automatically.

Calendar Subscriptions

My Calendars

School Calendars

INSTRUCTIONS

Internet Calendars (also known as iCalendar or iCal) are a way to share calendars across applications. You can subscribe to any of the calendars listed here using a variety of applications, and they will be automatically updated. A few examples of iCal enabled applications are Apple iCal, Microsoft Outlook, Google Calendar, and mobile devices such as iPhone and iPad.

Clicking on any of the links will prompt you to subscribe to that calendar in your default calendar application. If you use Google Calendar, check the box below to have all subscription links use Google Calendar automatically.

GOOGLE CALENDAR

☐ Subscribe Using Google Calendar

My Household

My Household Calendar

Subscribe

Class Schedules

ALL SCHEDULES

Subscribe

Apple's iCal/Calendar

iCal will open and ask you to confirm your subscription. Click Subscribe.



Enter the URL of the calendar you want to subscribe to.

Calendar URL:

Cancel

Subscribe

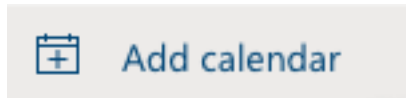
More information: Apple Support - [Subscribe to calendars on Mac](#)

Microsoft Outlook for the Web

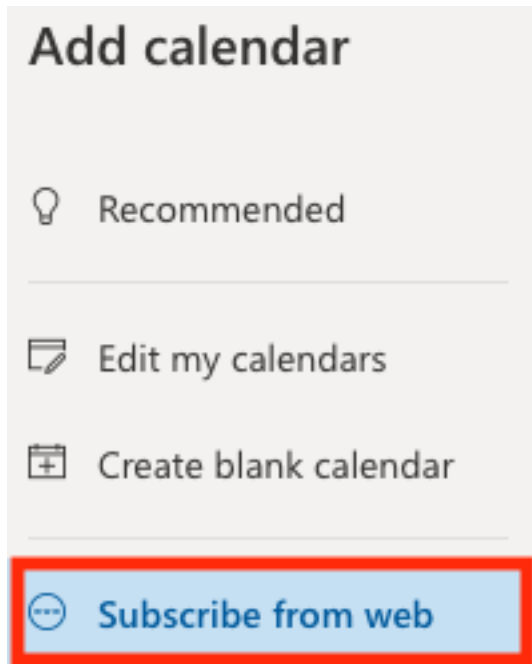
1. Sign in to either the [Microsoft 365 sign-in page](#) or to [Outlook.com](#).

2. At the bottom of the page, in the bottom left navigation, select  Calendar to go to Calendar.

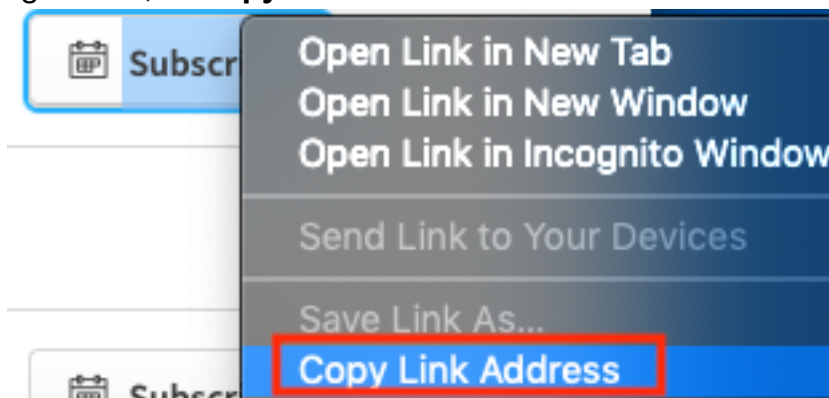
3. In the navigation pane, select **Add Calendar**



4. Select **Subscribe from Web**



5. Hover your mouse over the appropriate **Subscribe Button**, and then, right-click, to **Copy Link Address**.



6. Paste the URL for the linked calendar in Outlook.
More information: Microsoft Support - [Subscribe to a calendar in Outlook on the web](#)