



Subscribing to the HCDS School Calendar

From an iPhone with iOS 15 or above:

1. Go to the school webpage (www.hcdsny.org) and tap on the three lines at the top left to access the drop-down menu. From there, scroll down to the bottom of the list and tap on the plus sign (+) to the right of Quicklinks.
2. Scroll down and tap on Parent Portal
3. Log in to the Parent Portal with your login credentials, and this will bring you to the Parent Portal Home page.
4. On the right-hand side, you will see the iCal Sync button. Tap on that and copy the URL that pops up.
5. Now, on your phone, go to your Settings, scroll down, and tap on **Apps**. Then scroll down to **Calendar** and tap on it.
6. Select **Calendar Accounts**.
7. Select **Add Account** and select **Other** at the bottom.
8. Select **Add Subscribed Calendar**.
9. Paste the URL in the **Server** field and select **Next** in the top right corner of the screen.
10. In the **Description** field, delete what is there and type in **HCDS Calendar** and select **Save**. All of the school events should now appear in your calendar app.

From an iPad running iOS 15 or above:

1. Go to the school webpage (www.hcdsny.org) and hover over the **Quick Links** icon at the top right of the window, which looks like the link of a chain, which will give you a drop-down window, and you will click on the **Parent Portal** link.
2. Log in to the Parent Portal with your login credentials, and this will bring you to the Parent Portal Home page.
3. On the right-hand side, you will see the **iCal Sync** button. Click on that and copy the URL that pops up.
4. Now, on your phone, go to your Settings, scroll down, and tap on **Apps**. Then scroll down to **Calendar** and tap on it.
5. Select **Calendar Accounts**.

6. Select **Add Account** and select **Other** at the bottom.
7. Select **Add Subscribed Calendar**.
8. Paste the URL in the **Server** field and select **Next** in the top right corner of the screen.
9. In the **Description** field, delete what is there and type in **HCDS Calendar** and select **Save**. All of the school events should now appear in your calendar app.

From a laptop or desktop in Google Chrome:

1. Go to the school webpage (www.hcdsny.org) and hover over the **Quick Links** icon at the top right of the window, which looks like a link of a chain, which will give you a drop-down window, and you will click on the **Parent Portal** link.
2. Log in to the **Parent Portal** with your login credentials, and this will bring you to the **Parent Portal** Home page.
3. On the right-hand side, you will see the **iCal Sync** button. Click on that and copy the URL that pops up.
4. Go to **gmail.com** and log in to your Gmail account.
5. Click on the **Google Apps** icon, which is at the top right of the window and looks like nine small boxes that make one bigger box, and select the **Calendar** icon.
6. In the **Calendar** window, find **Other Calendars**, which will be on the left-hand side of the window. Click on the plus sign (+) to the right of the word **Other Calendars** and select **From URL**.
7. Paste the URL into the **URL of the calendar** field and click **Add calendar**. After a few moments, you will see the school events appear on the calendar.

From Android:

To view the School Calendar on an Android device, you must log in to your email account on a computer and set up the School Calendar subscription there first. Then, once you can see the School Calendar in your calendar on the computer, it should show up on your Android device. If your account is a Gmail account, follow the instructions above in the **From a laptop or desktop in Google Chrome:** section. Once you have subscribed to the Calendar in Gmail, it will appear on your Android device as long as that Gmail account is set up on that device.