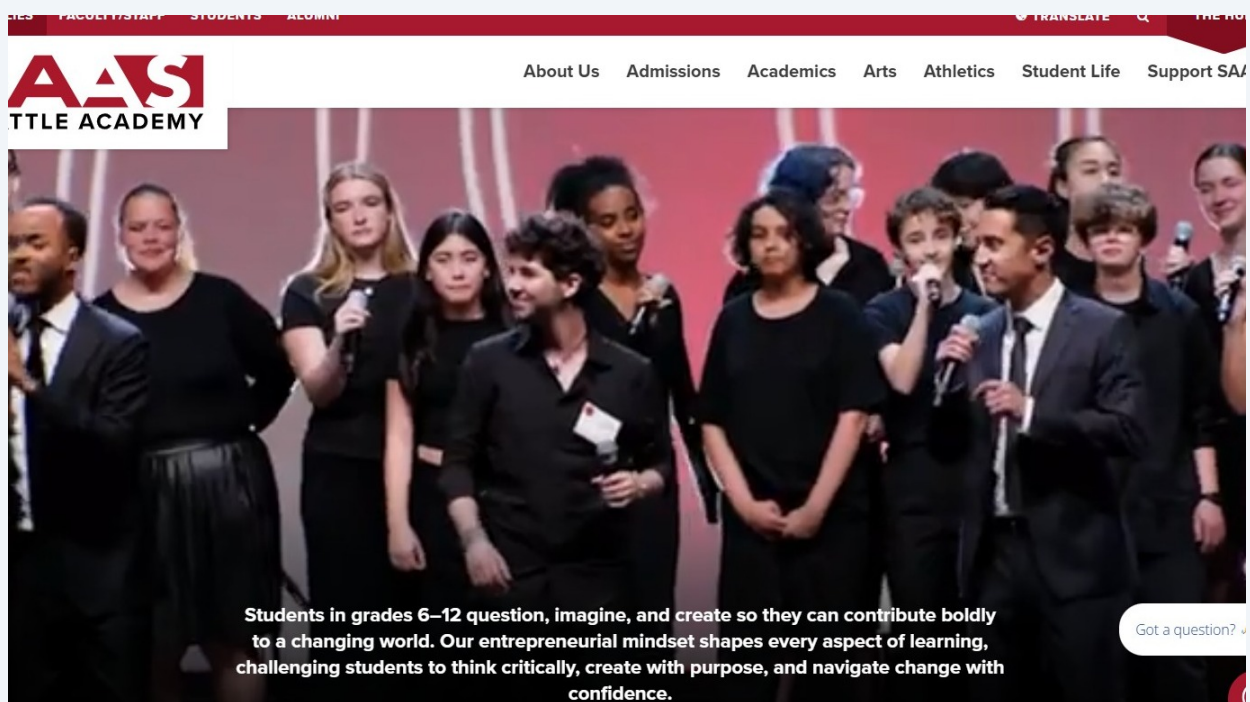


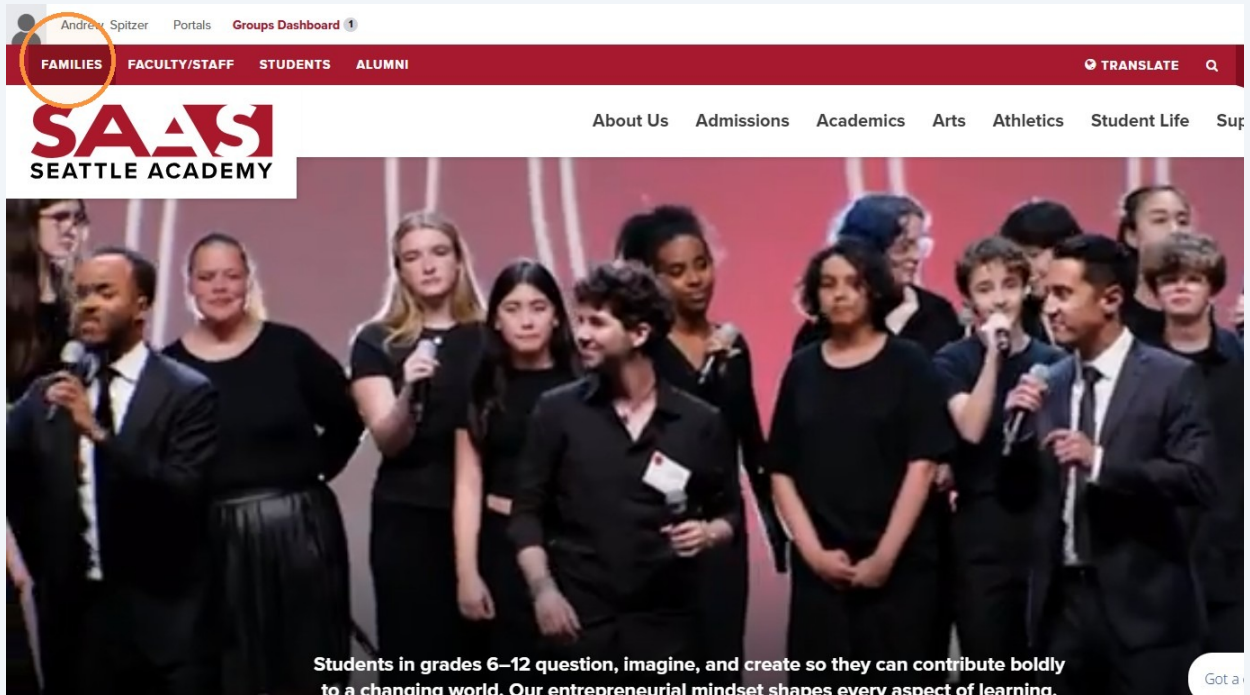
Adding the Seattle Academy School Calendar to Google Calendar

This guide demonstrates how to synchronize the Seattle Academy school calendar with your personal Google Calendar via an RSS feed. By completing these steps, you will ensure that important school dates and events automatically appear in your own digital scheduling system.

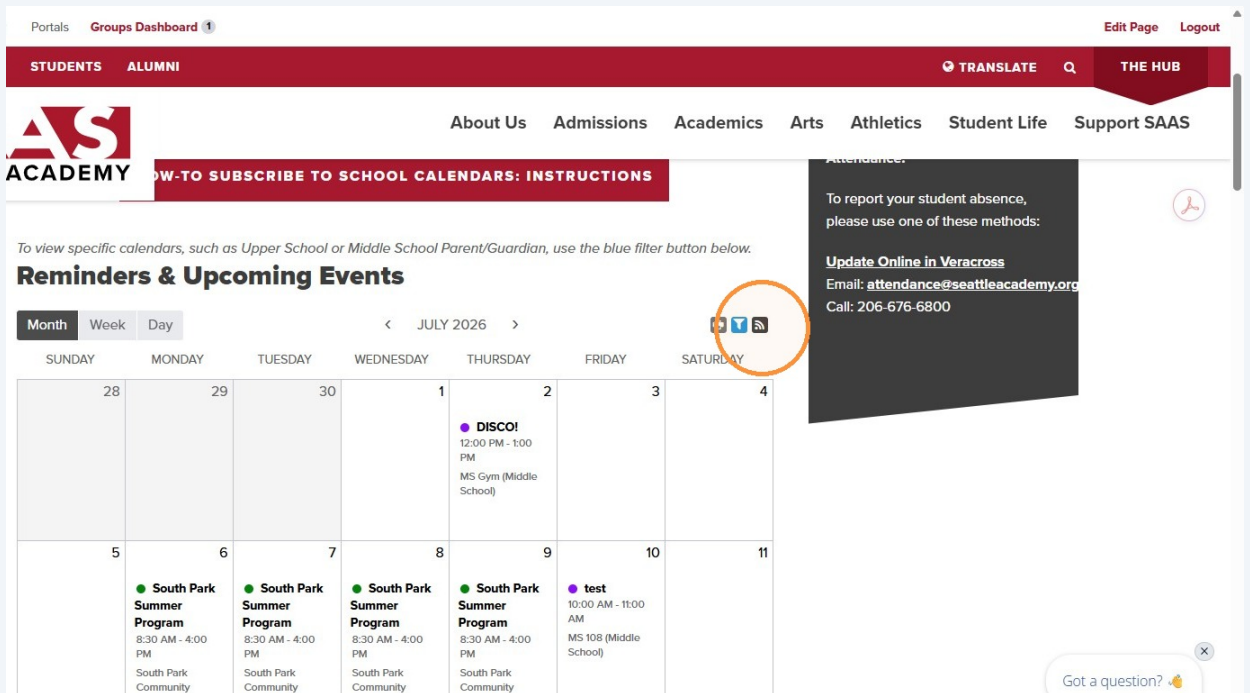
1 Navigate to <https://www.seattleacademy.org/>



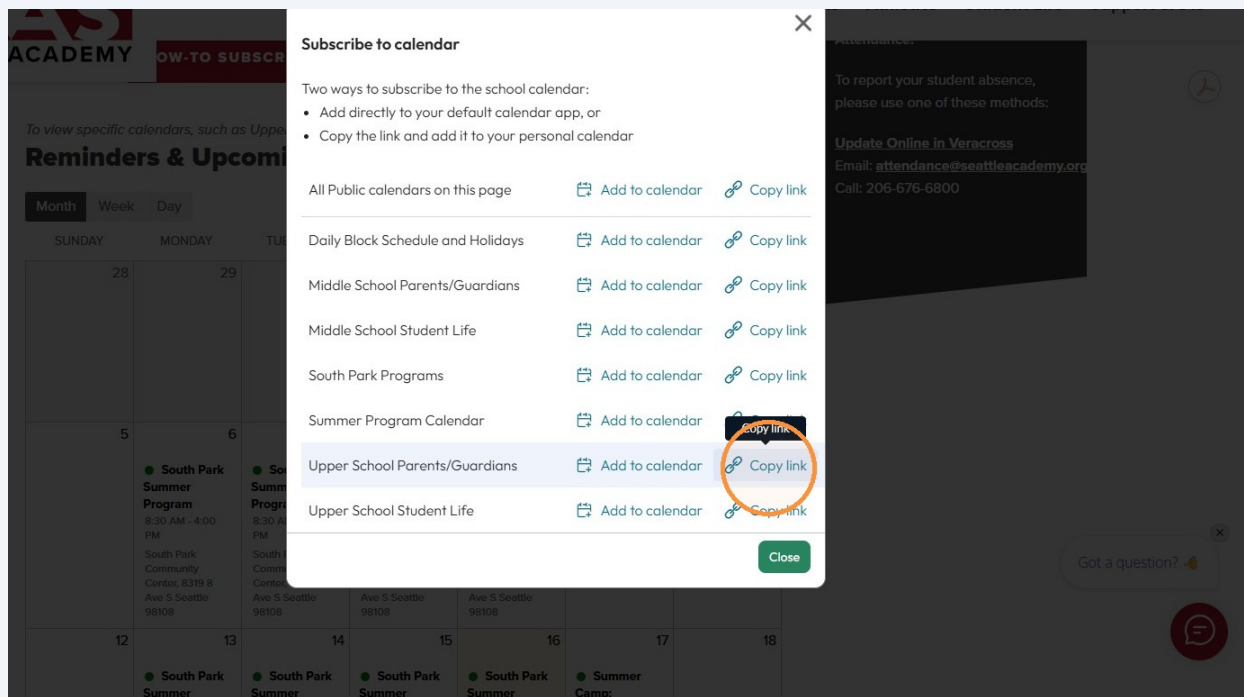
2



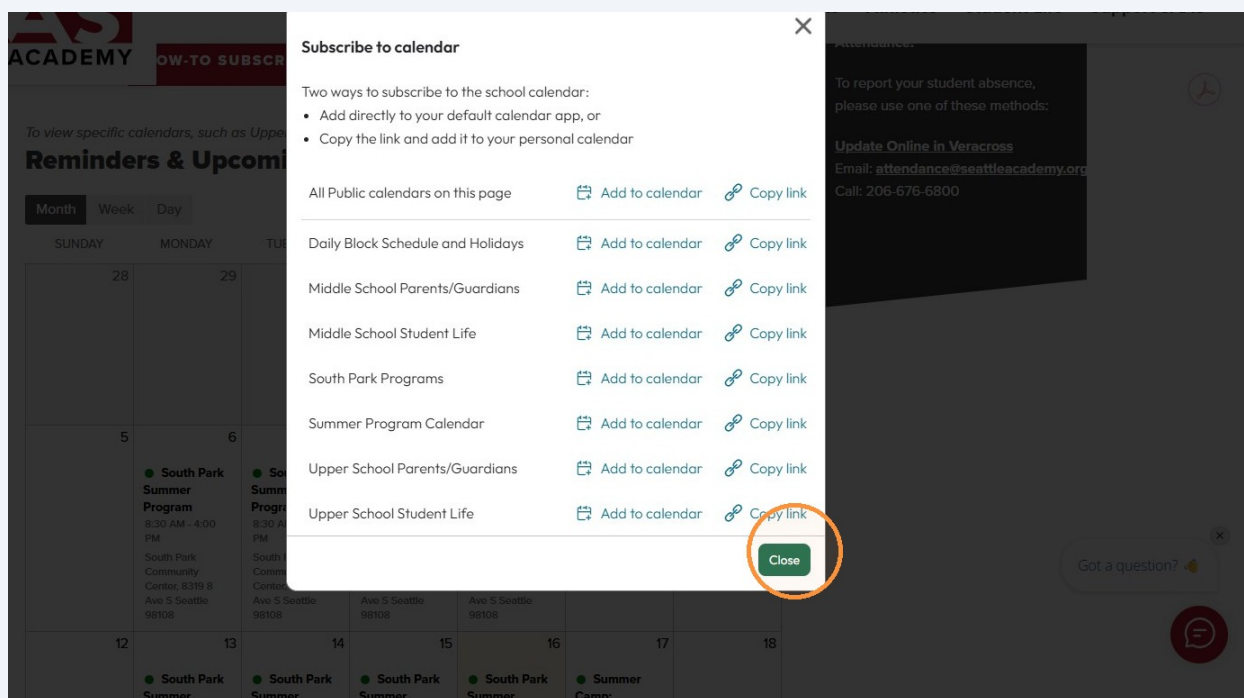
3



4 Click "Copy link for Upper School Parents/Guardians"

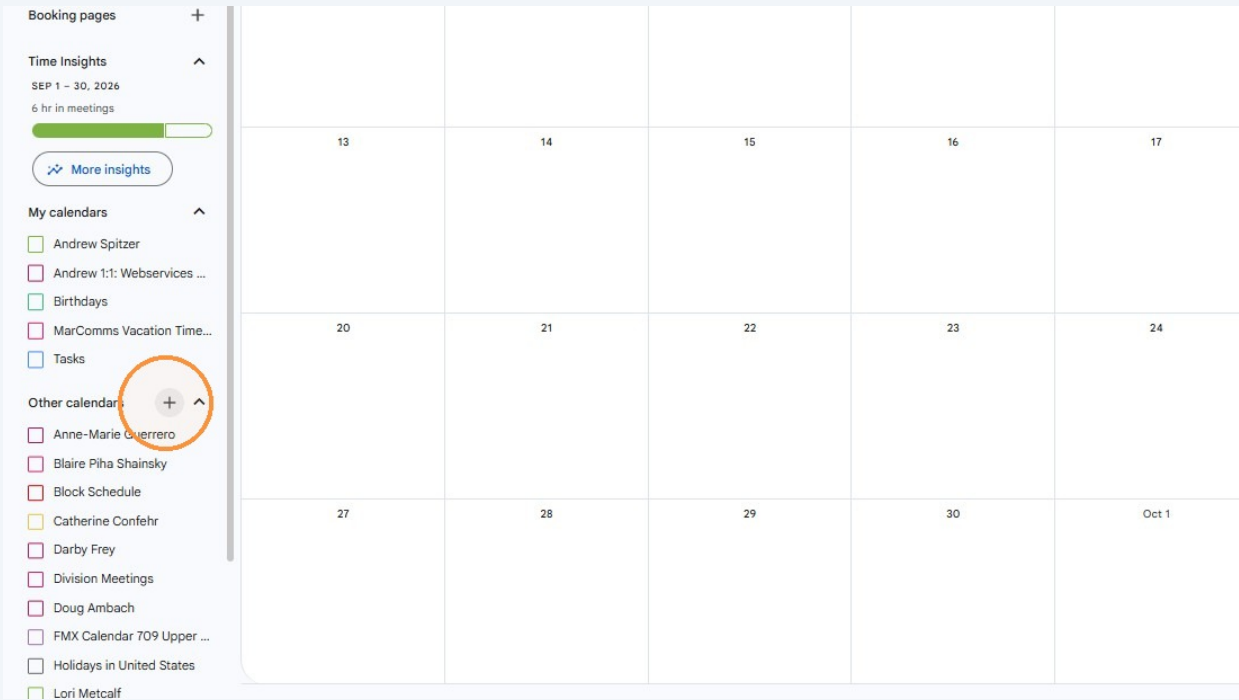


5 Click "Close"

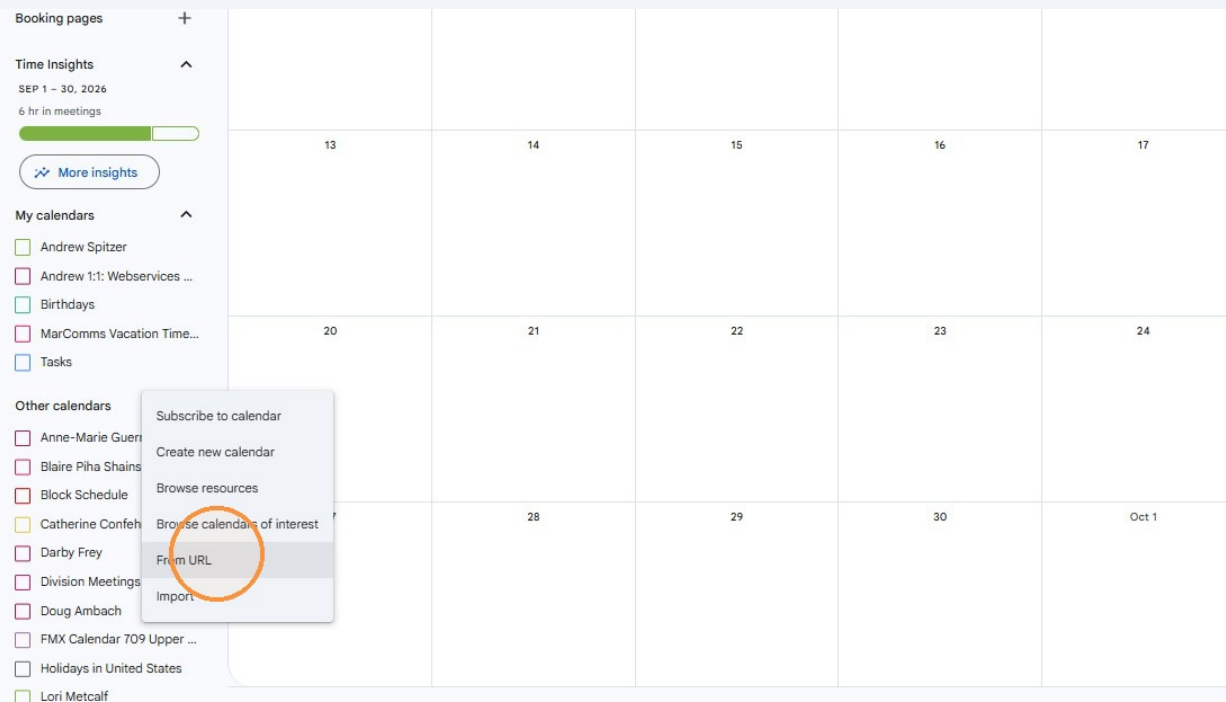


6 Access your personal calendar platform. This examples is using Google Calendar.

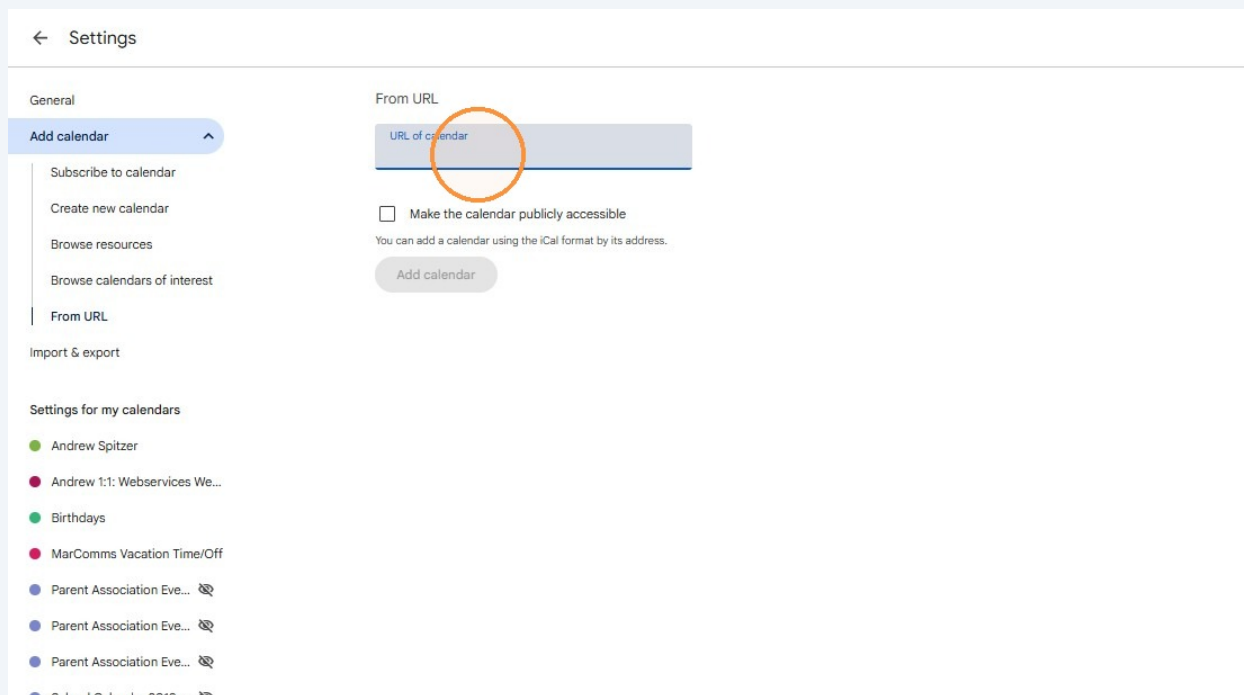
7 Click "Add other calendars"



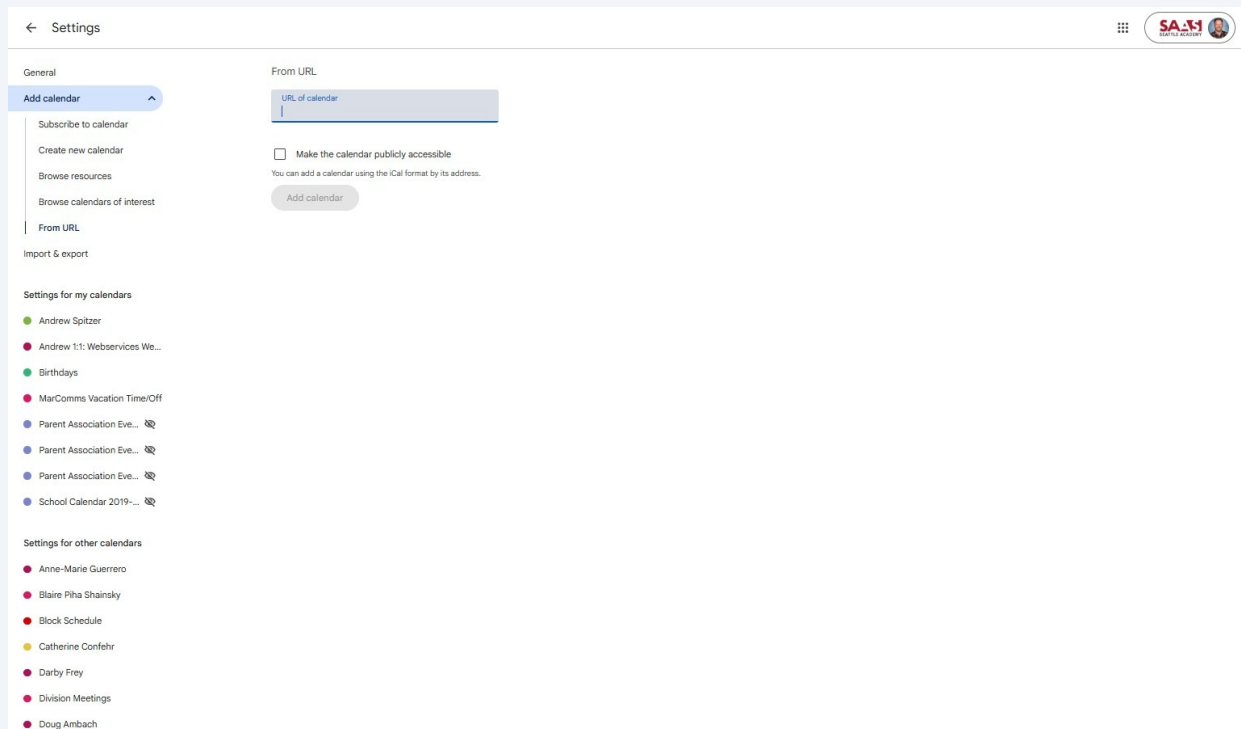
8 Click "From URL"



9 Click this text field.



10 Paste the previously copied link and add it to your personal calendar



← Settings

General

Add calendar

- Subscribe to calendar
- Create new calendar
- Browse resources
- Browse calendars of interest
- From URL
- Import & export

From URL

URL of calendar

☐ Make the calendar publicly accessible

You can add a calendar using the iCal format by its address.

Add calendar

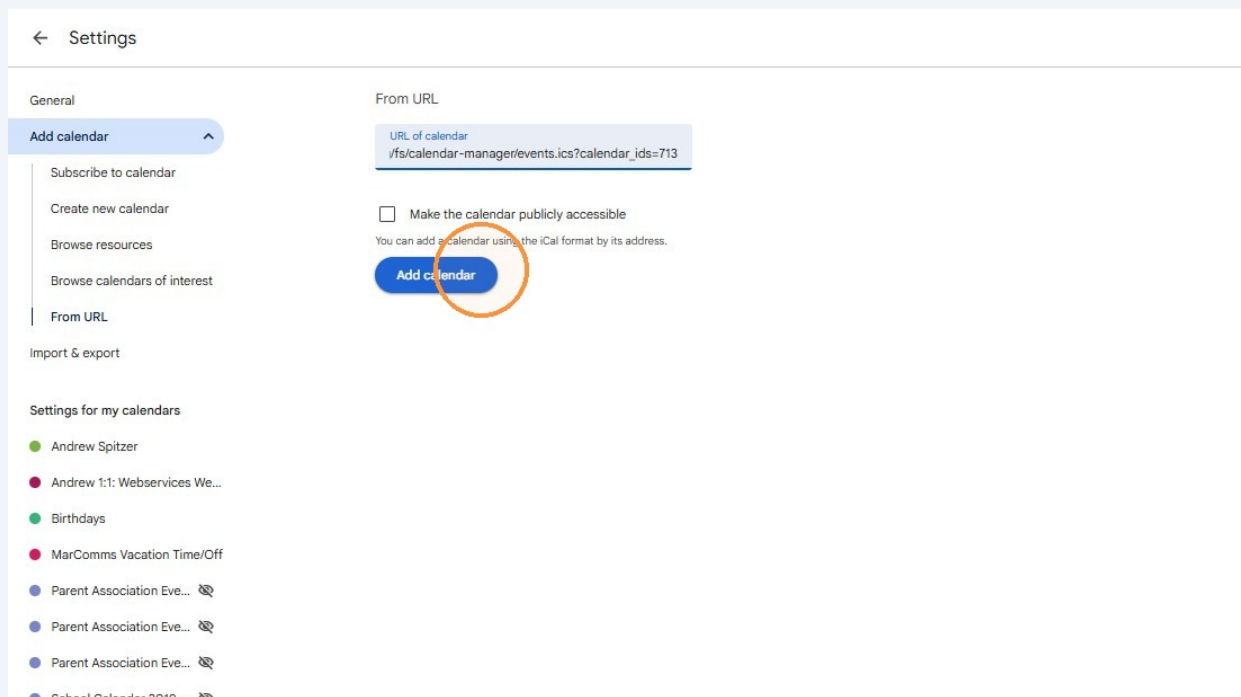
Settings for my calendars

- Andrew Spitzer
- Andrew 1:1: Webservices We...
- Birthdays
- MarComms Vacation Time/Off
- Parent Association Eve...
- Parent Association Eve...
- Parent Association Eve...
- School Calendar 2019-...

Settings for other calendars

- Anne-Marie Guerrero
- Blair Piha Shinsky
- Block Schedule
- Catherine Conlehr
- Darby Frey
- Division Meetings
- Doug Ambach

11 Click here.



← Settings

General

Add calendar

- Subscribe to calendar
- Create new calendar
- Browse resources
- Browse calendars of interest
- From URL
- Import & export

From URL

URL of calendar

/fs/calendar-manager/events.ics?calendar_ids=713

☐ Make the calendar publicly accessible

You can add a calendar using the iCal format by its address.

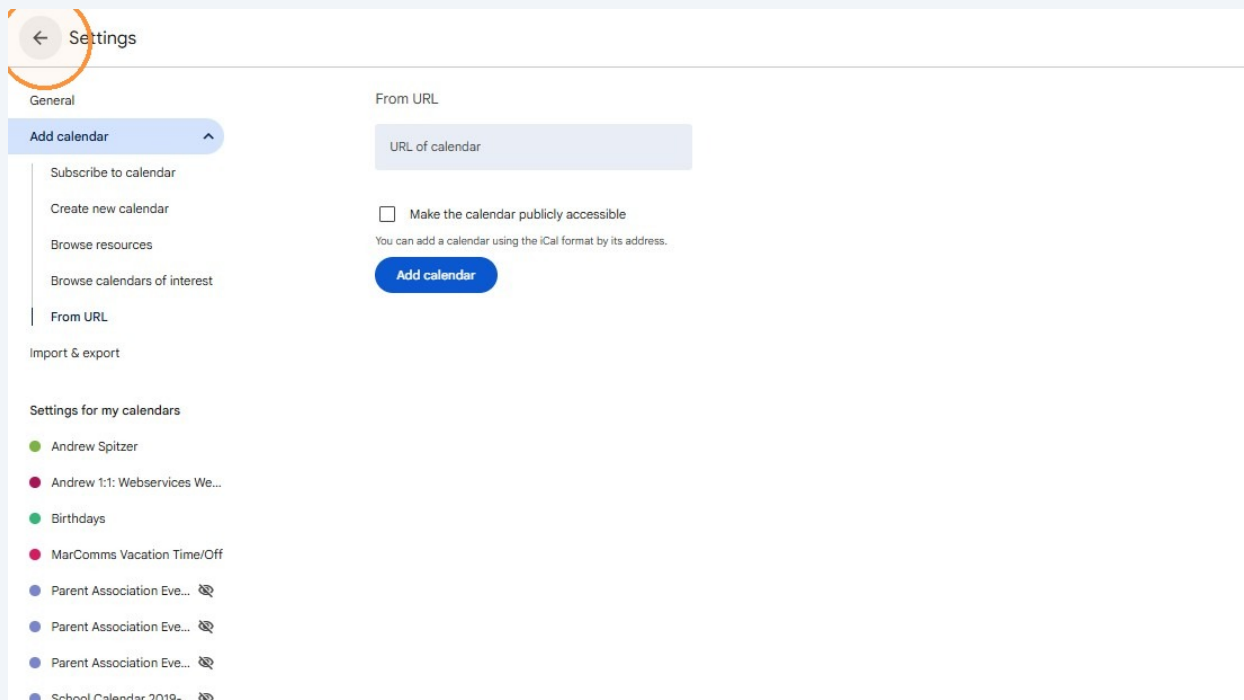
Add calendar

Settings for my calendars

- Andrew Spitzer
- Andrew 1:1: Webservices We...
- Birthdays
- MarComms Vacation Time/Off
- Parent Association Eve...
- Parent Association Eve...
- Parent Association Eve...
- School Calendar 2019-...

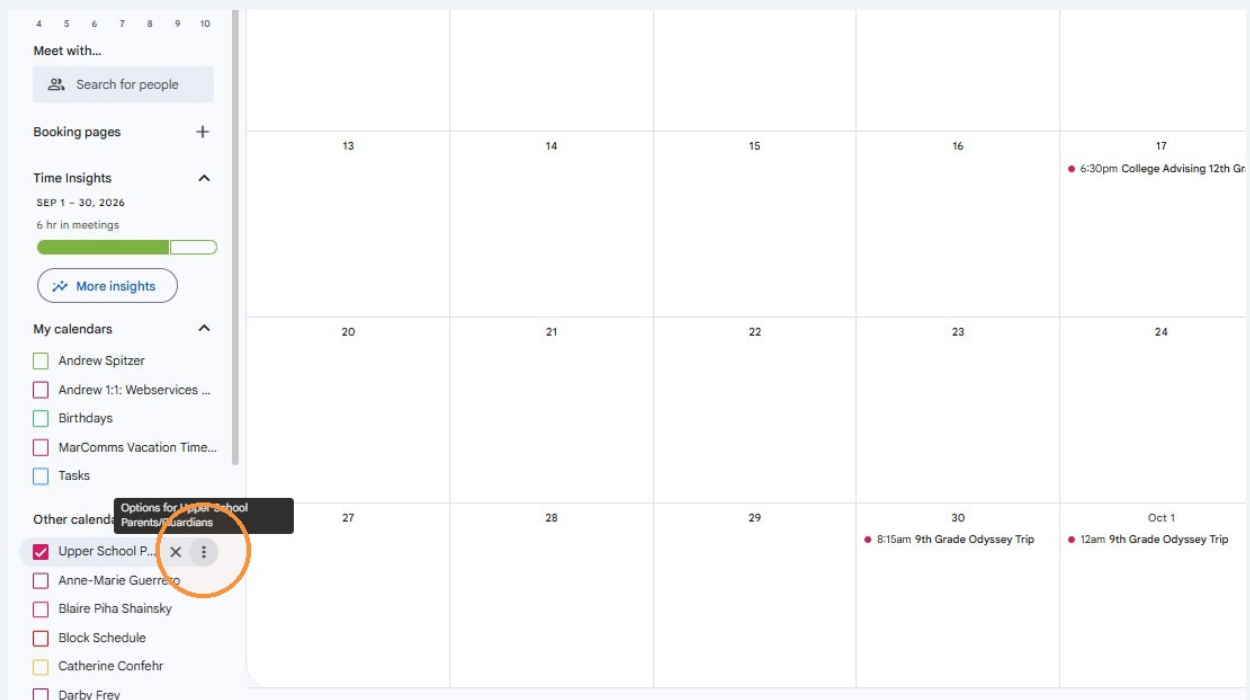
12

Click this icon to go back and customize/view the calendar in your personal calendar.

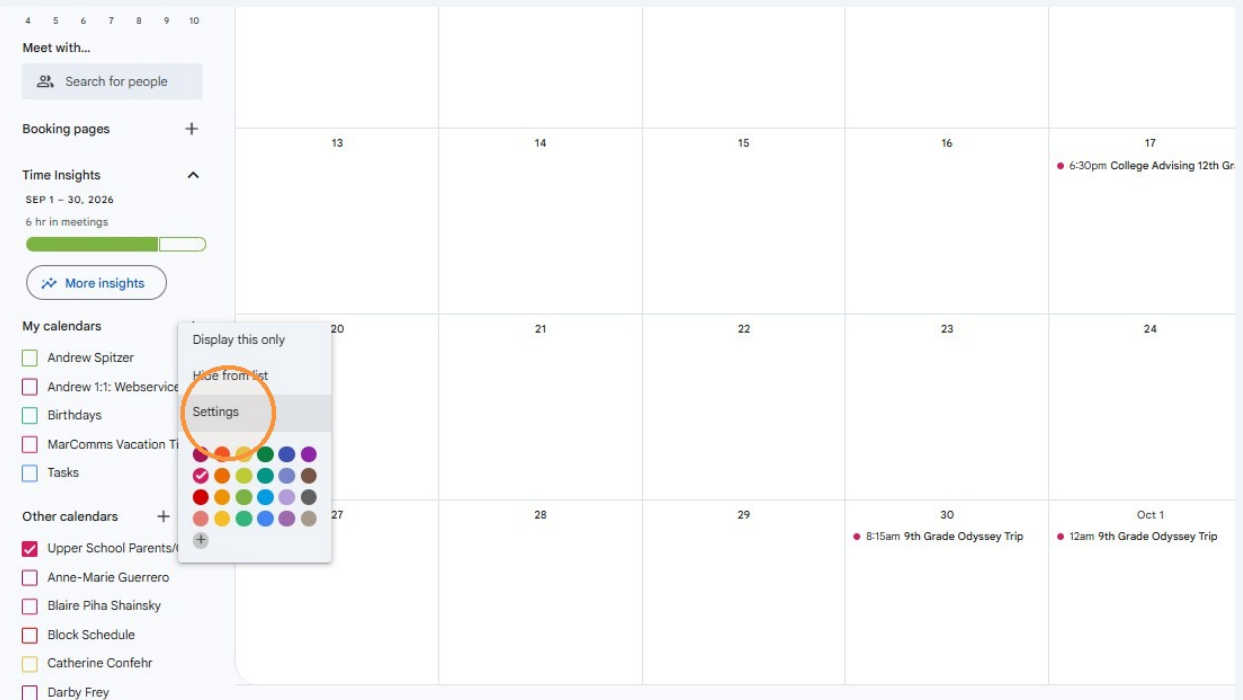


13

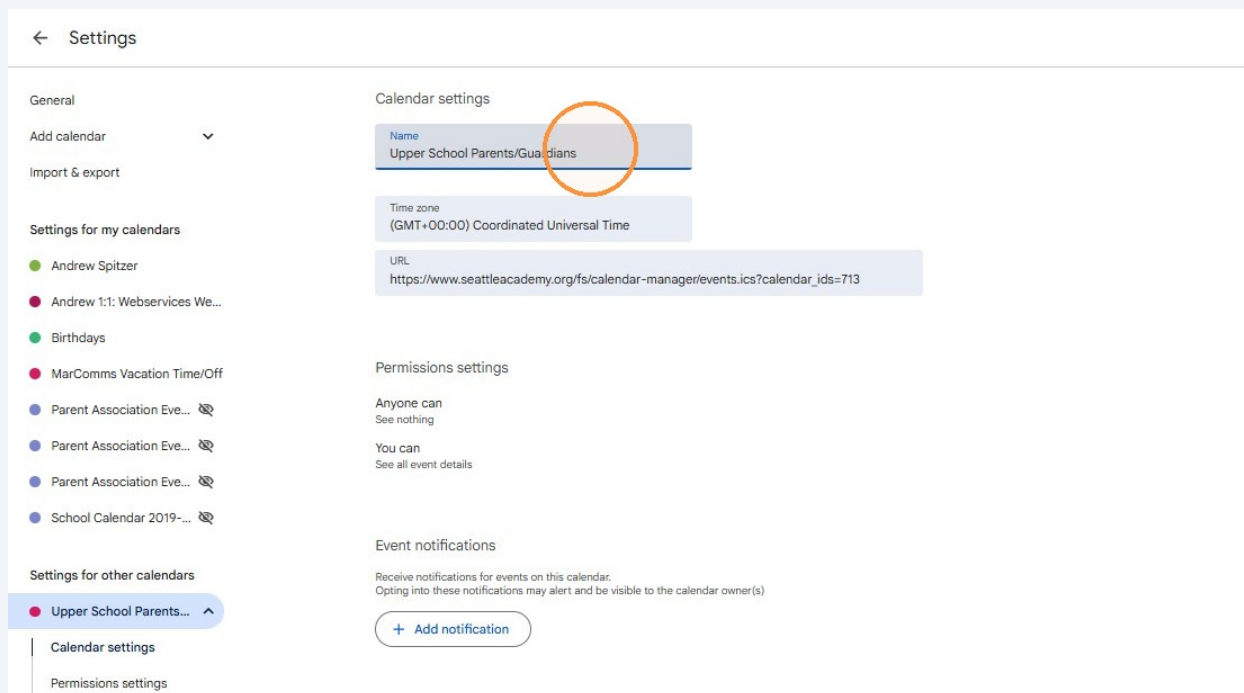
Click "Options for Upper School Parents/Guardians"



14 Click "Settings"



15 Click this text field.

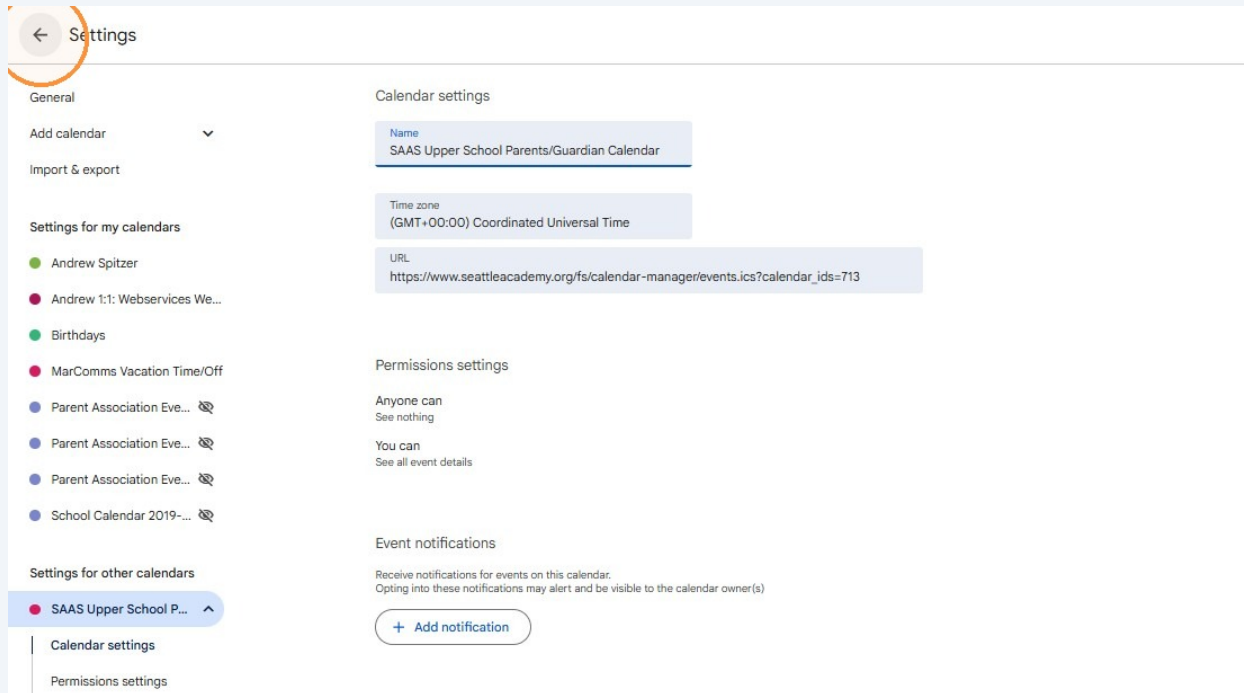


16

Name this added calendar: Example "SAAS Upper School Parents/Guardian Calendar"

17

Click this icon.



18 Click "Next month"

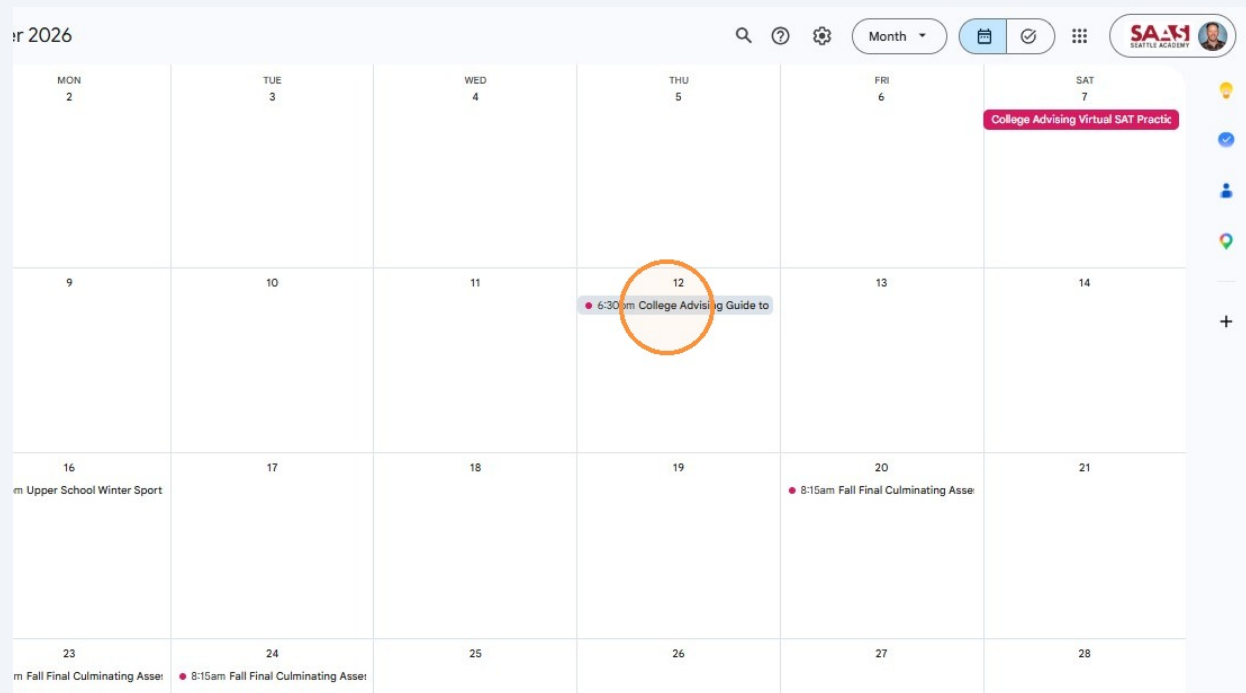
The screenshot shows a calendar application for September 2026. The interface includes a sidebar on the left with a 'Create' button, a mini calendar, and sections for 'Meet with...', 'Booking pages', 'Time Insights' (showing 6 hr in meetings), and 'My calendars' (listing Andrew Spitzer). The main calendar grid shows events for September 1st (12pm 10th-12th Grade Student Photo, 9am 10th-12th Grade Student Photo, 8:15am First Day of School - ALL G) and September 17th (6:30pm College Advising 12th Gr). The navigation controls at the top show 'Today', a circled 'Next month' button (represented by a right arrow), and the current month 'September 2026'.

19 Click "Next month"

The screenshot shows the same calendar application but for October 2026. The sidebar on the left is updated with 'Time Insights' for October 1st - 31st, 2026, showing 4.8 hr in meetings. The main calendar grid shows events for October 30th (8:15am 9th Grade Odyssey Trip) and October 1st (12am 9th Grade Odyssey Trip). The navigation controls at the top show 'Today', a circled 'Next month' button (represented by a right arrow), and the current month 'October 2026'.

20

Click "College Advising Guide to Standardized Testing"



Repeat this process for the additional desired school calendars