

HOW TO SUBSCRIBE TO THE BAND GOOGLE CALENDAR

The Band Calendar is one of the MOST critical communication tools used by the Directors, and essential to successfully navigating the school year. We recommend all Band parents (and students if they want to!) subscribe to the calendar to ensure you receive the most up-to-date information and stay on top of any changes, deletions or additions throughout the year.

It's VERY important to **subscribe** to the calendar, **not import**. Otherwise, you will not receive updates! Here's are some helpful how to's for the two most popular apps:

IF YOU USE GOOGLE CALENDAR:

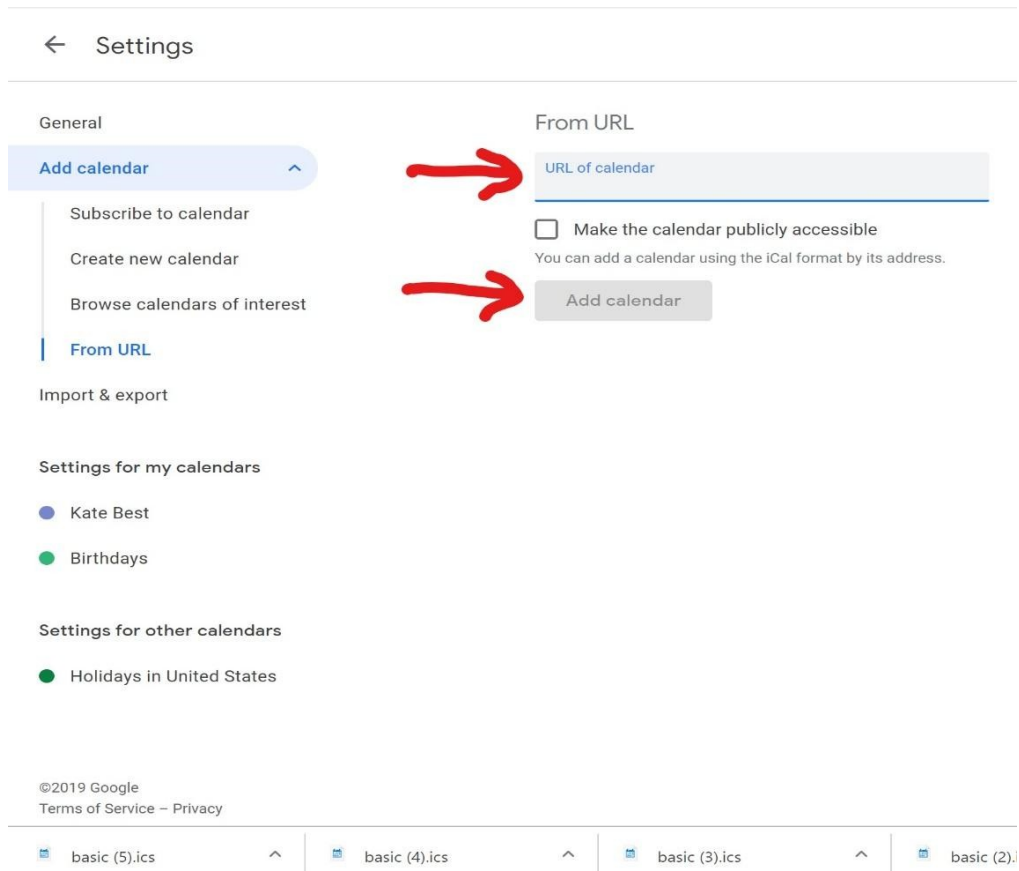
1. On your computer, **open Google Calendar**: <https://calendar.google.com>
2. On the left, next to "Other calendars," **click Add + >** From URL.

The image contains two side-by-side screenshots of the Google Calendar web interface. The left screenshot shows the main calendar view with a sidebar on the left. In the sidebar, under the 'Other calendars' section, there is a plus sign icon in a square, which is highlighted with a red box. Below this icon is a button that says 'Add other calendars'. The right screenshot shows the same interface but with a dropdown menu open over the 'Other calendars' section. The 'From URL' option is highlighted with a red circle. The dropdown menu also includes options like 'Subscribe to calendar', 'Create new calendar', 'Browse calendars of interest', and 'Import'.

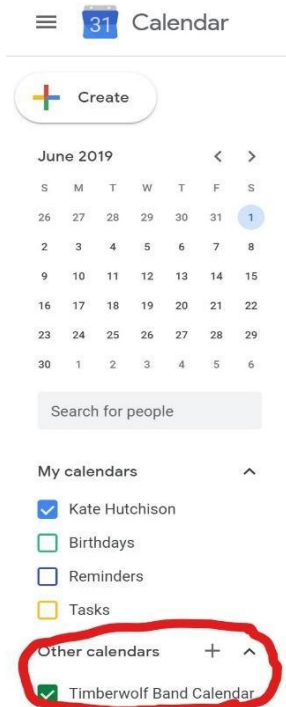
3. Enter the calendar's address in the field provided:

<https://calendar.google.com/calendar/ical/delvalleband%40gmail.com/public/basic.ics>

4. Click **Add calendar**.



5. The calendar will appear on the left side under "Other calendars."



IF YOU USE ICAL:

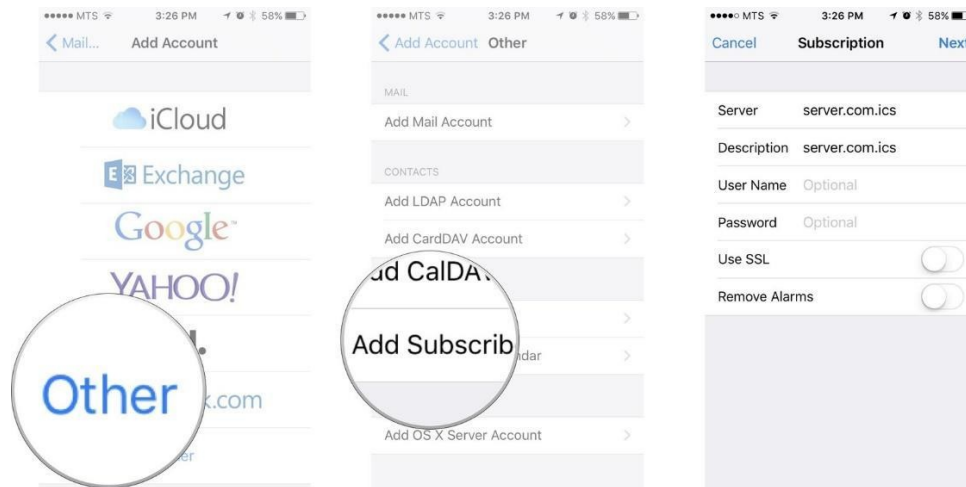
1. Launch the **Settings app** on your iPhone or iPad.
2. Tap on **Mail, Contacts, Calendars**.
3. Tap on **Add Account...** under the **Mail** section.



4. Tap on **Other**.
5. Tap on **Add Subscribed Calendar** under the **Other** section.
6. Enter or copy in the Server location of the calendar:

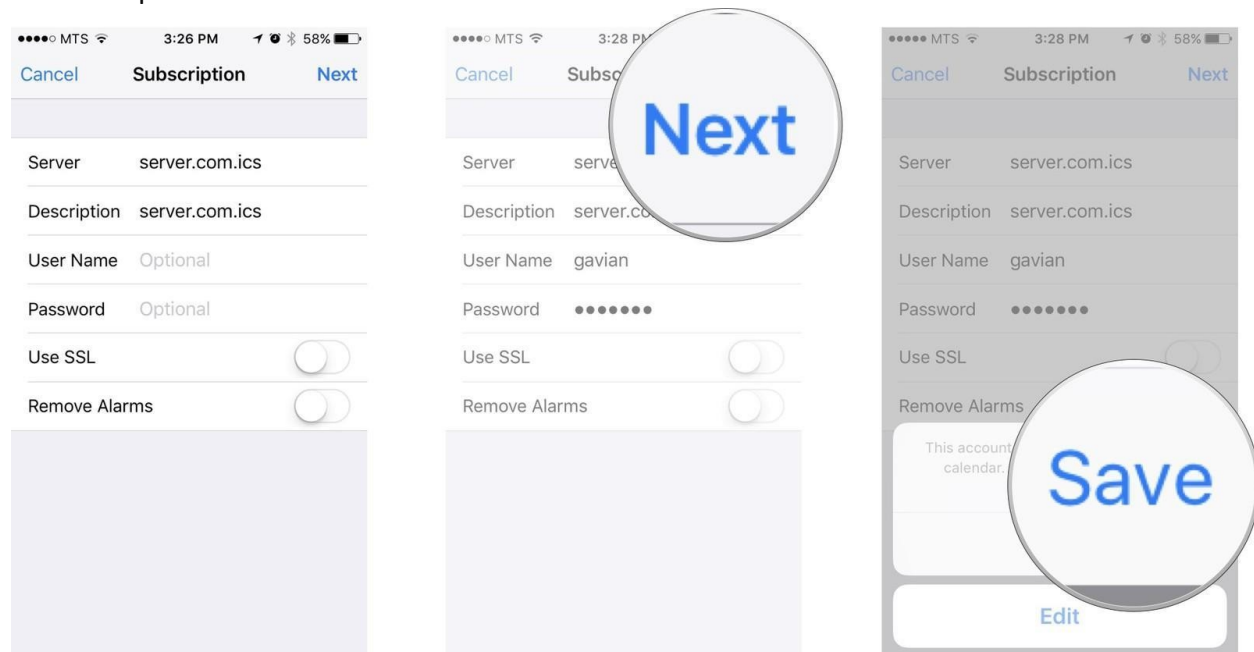
<https://calendar.google.com/calendar/ical/delvalleband%40gmail.com/public/basic.ics>

You should not have to enter any username, password, or SSL info.



7. Tap the **Next** button.

8. Tap the Save button.



9. The subscribed Calendar will now show up in the iCalendar app.