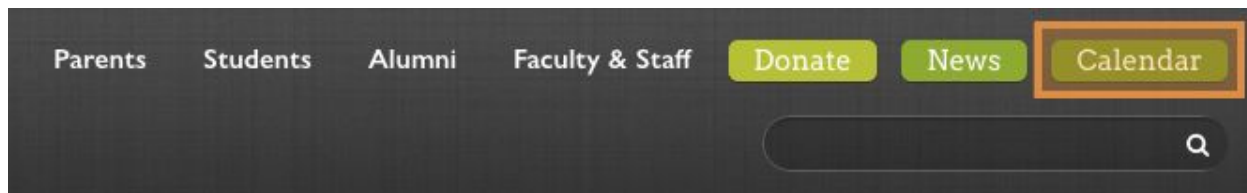


## Filter & Add School Calendars in 8 Easy Steps

### Step 1

Select the **Calendar** button.



### Step 2

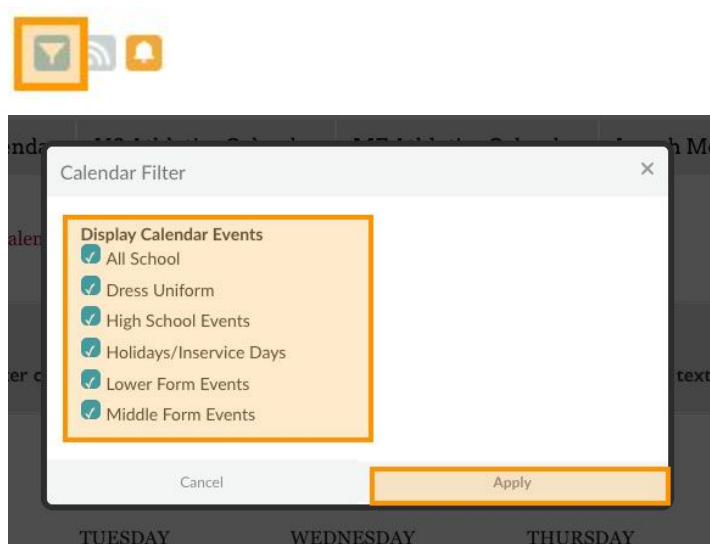
Use the **Calendar** tabs to select a calendar.

## Calendar



### Step 3

Filter your view by selecting the **Filter** icon. In the pop-up window, check or uncheck your calendar preferences, then select **Apply**.





## Add a Calendar to Your Personal Feed

### Step 4

Select the **RSS icon** and choose a calendar by hovering over the **ICAL** button.



### Step 5

View the subscription options and make a selection. For this example, I chose **Get Google iCal URL**.

### Calendar Feeds

Hover over the ICAL icons for subscription options.

Copy the following URL for the feed:

All School	<span style="background-color: #4CAF50; color: white; padding: 2px 5px;">ICAL</span>
Dress Uniform	<span style="background-color: #4CAF50; color: white; padding: 2px 5px;">ICAL</span>
High School Events	<span style="background-color: #4CAF50; color: white; padding: 2px 5px;">ICAL</span>
Holidays/Inservice Days	<span style="background-color: #ccc; padding: 2px 5px;">Get Standard iCal URL</span>
Lower Form Events	<span style="border: 1px solid orange; background-color: #ffe0b2; padding: 2px 5px;">Get Google iCal URL</span>
Middle Form Events	<span style="background-color: #ccc; padding: 2px 5px;">Add to Default Calendar App (Outlook 2k7, Apple iCal, etc)</span>

Close



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## Step 6

Copy the link that appears at the top of the window.

### Calendar Feeds

Hover over the ICAL icons for subscription options.

Copy the following URL for the Holidays/Inservice Days feed:  
[http://www.sacredsf.org/calendar/calendar\\_362\\_gmt.ics](http://www.sacredsf.org/calendar/calendar_362_gmt.ics)

All School	ICAL
Dress Uniform	ICAL
High School Events	ICAL
Holidays/Inservice Days	ICAL
Lower Form Events	ICAL
Middle Form Events	ICAL

Close



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## Step 7

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

The screenshot shows the Google Calendar interface. At the top, the word "Calendar" is displayed in red. To its right are buttons for "Today", navigation arrows, and the date range "Nov 27 – Dec 3, 2016". Below this is a "CREATE" button with a dropdown arrow. On the left side, there is a calendar view for "December 2016" with a grid of days. Below the calendar view is a "My calendars" section with several checkboxes. The "Other calendars" dropdown menu is open, and the "Add by URL" option is highlighted with an orange background. Below the "Other calendars" dropdown is a button that says "Add a coworker's calendar". The main calendar grid shows the days "Sun 11/27" and "Mon 11/28" with time slots from 7am to 11am and 3pm to 4pm. The "GMT-08" time zone is indicated at the top of the grid.

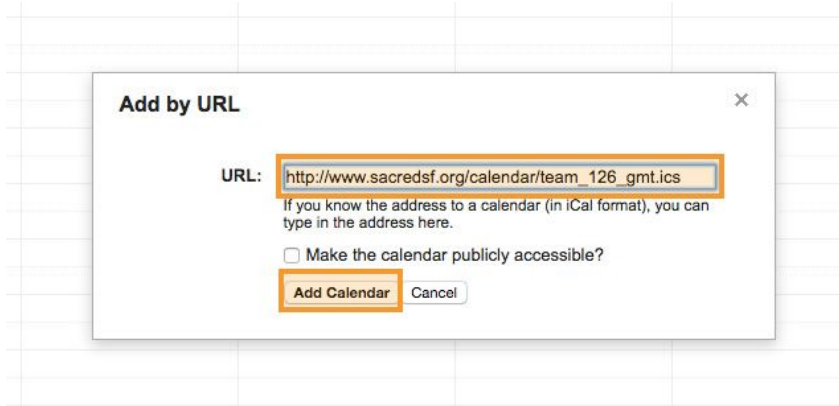
## Step 8



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Paste in the URL into the pop-up window and click **Add Calendar**. The calendar should show up right away.



## Optional (Mobile Alerts)

Under **Calendar settings**, select the **Edit notifications** tab and set up your mobile phone to receive event updates or cancellations. Remember to select **Save** after setting up your alerts.

**Stuart Hall Varsity Football Details**

[Calendar Details](#) [Edit notifications](#)

[« Back to calendar](#) [Save](#) [Cancel](#)

---

**Event notifications:** [?](#) No notifications set [Add a notification](#)  
Unless otherwise specified by the individual event.

---

**All-day event notifications:** [?](#) No notifications set [Add a notification](#)  
Unless otherwise specified by the individual all-day event.

---

Choose how you would like to be kept up-to-date: <a href="#">?</a>	Email	SMS
<b>New events:</b> You won't receive an email update when somebody invites you to an event. <a href="#">Learn more</a>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Changed events:</b> Receive an update when someone changes an event.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Canceled events:</b> Receive an update when someone cancels an event.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Event responses:</b> Receive an update when guests respond to an event for which you can see the guest list.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Daily agenda:</b> Receive an email with your agenda every day at 5am in your current time zone.	<input type="checkbox"/>	
<a href="#">Set up your mobile phone to receive notifications</a>		

[« Back to calendar](#) [Save](#) [Cancel](#)