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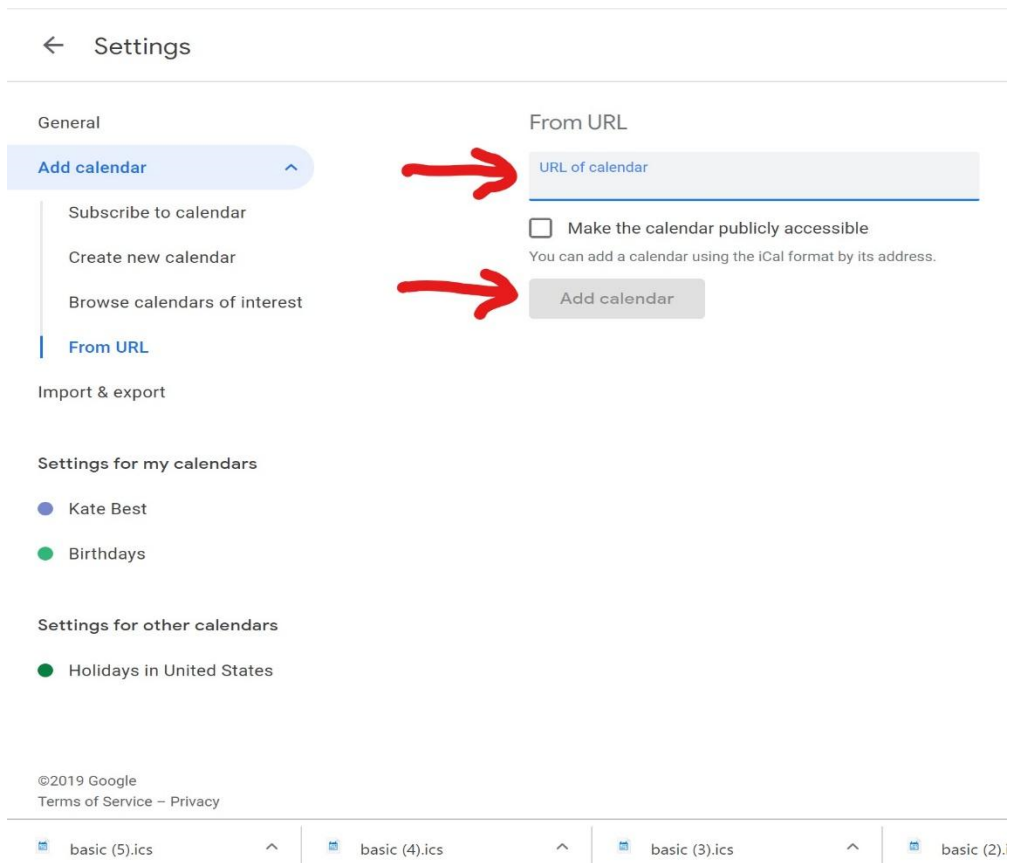
It's VERY important to **subscribe** to the calendar, **not import**. Otherwise, you will not receive updates! Here's are some helpful how to's for the two most popular apps:
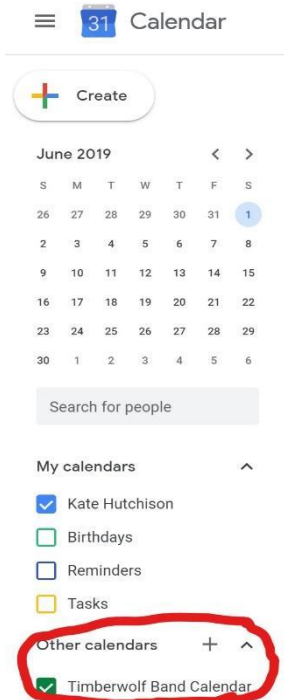
IF YOU USE GOOGLE CALENDAR:

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

3. Enter the calendar's address in the field provided:
   https://calendar.google.com/calendar/ical/leanderisd.org_1vmon1q0kntppss1tl9ramspq8%40group.calendar.google.com/private-4897474ebb69352d4169b5d9b6c1c83f/basic.ics

4. Click **Add calendar**.

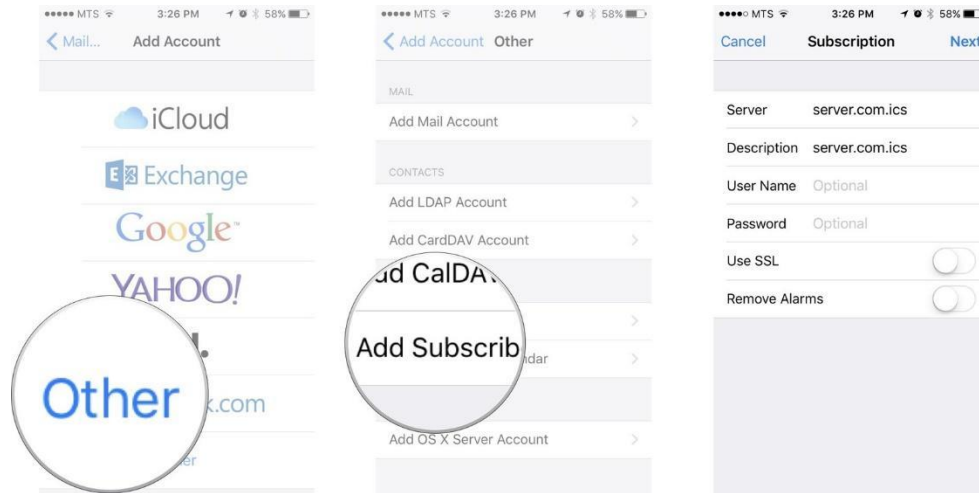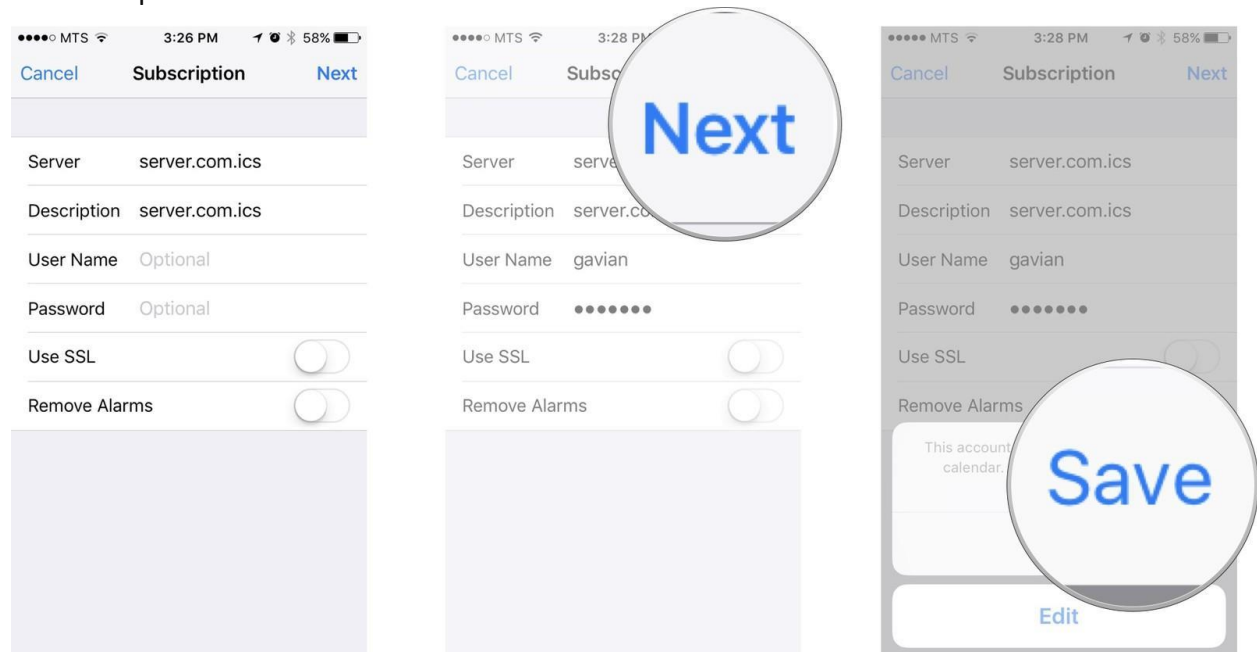5. The calendar will appear on the left side under "Other calendars."

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:

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.