

Students and Parents,

To subscribe to the online version of the band department calendar, you must use your smartphone, internet mail account (like Google), or any software on your computer which can synchronize with an internet based calendar. Because of the wide number of programs and operating systems in use today, below are generic steps to add the calendar to your computer or device. Also included are steps for anyone who uses a Google account.

Generic Steps to follow:

- 1) Open your calendar software or device settings. (Outlook, Gmail, "Mail, Contacts, and Calendars" in the iPad/iPhone settings screen)

- 2) You must add an account. Look for buttons that says "Add Account" or "Open Calendar."

- 3) You will want to add a "Subscribed Calendar" or "Internet Calendar" account...there should be a button or option for this in your software. You may need to click "Other" or "More Options" if you don't see the option for a subscribed/internet calendar on the account creation page.

- 4) You should be prompted to enter a server address or calendar location. When asked, you will enter the address below into the software...copy and paste works great! Be sure to keep capitalization exactly the same or it will not work. Note that the "O" is the LETTER...not the number.

<http://goo.gl/tY7Oxt>

- 5) Click OK, Finished, Accept, etc. and you should then be subscribed to our calendar and any changes will automatically update in your software or device.

- 6) If all else fails, do a web search for the device or program you are using and search for how to add an "internet" or "subscribed" calendar!

Google Account Users

1. Go to Google and sign-in or create a free account.
2. Open the Calendar page by clicking "Calendar" at the top of the page.
3. Click the down-arrow next to **Other calendars**
4. Select **Add by URL** from the menu
5. Paste the above link into the "URL" box.
6. Click the **Add Calendar** button. The calendar will appear in the **Other Calendars** section of the calendar list to the left.
7. Any device or program that has your Google Account set-up on it will now have Grove City High School Band events automatically added and updated.