



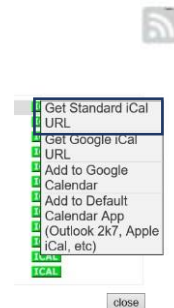
How to sync the district and school calendars with your devices (tablets, smartphones, and computers)

Please note: you will need to subscribe to each calendar that you wish to view within your calendar application.

For Elementary School families, subscribe to:	For Middle School families, subscribe to:	For High School families, subscribe to:
<ul style="list-style-type: none">• School-specific calendar (i.e. BBES, LGES, SCES, or SGES)• Elementary Encore Calendar• Elementary Calendar• District Calendar	<ul style="list-style-type: none">• WMS Calendar• MS Day Cycle Calendar• Secondary Events Calendar• MS Athletics• District Calendar	<ul style="list-style-type: none">• WHS Calendar• HS Day Cycle Calendar• Secondary Events Calendar• WHS Guidance• District Calendar

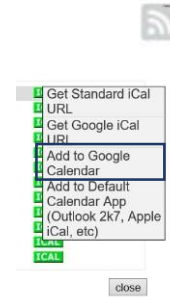
For Apple iOS iPhones and iPads:

1. On the device, go to the webpage with the calendar you want to sync (i.e. District calendar or school calendar).
2. In the upper right-hand corner of the calendar, click the grey feed icon.
3. In the pop-up window, you will see a list of calendars. Click the green iCal icon and a list of options will appear.
4. Click 'Get Standard iCal URL'.
5. Copy the URL link that appears next to the iCal menu.
6. Go to Settings on your device and click on Mail, Contacts, and Calendars.
7. Within Accounts, click 'Add Account' and then click 'other'.
8. Within Calendars, click 'Add Subscribed Calendar'.
9. Paste the copied URL into the 'Server' field. Then, click 'Next.'
10. Finally, click 'Save.' At this time, the subscribed calendar will appear in the calendar app of your device.



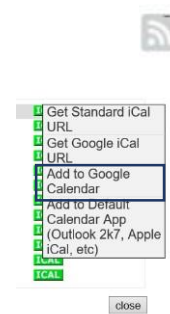
For Android smartphones and tablets:

1. On the device, go to the webpage with the calendar you want to sync (i.e. District calendar or school calendar).
2. In the upper right-hand corner of the calendar, click the grey feed icon.
3. In the pop-up window, you will see a list of calendars. Click the green iCal icon and a list of option will appear.
4. Click 'Add to Google Calendar'. (note: all Android devices are associated with a Google account)
5. In the pop-up window, click 'yes' to add this calendar to your device.
6. Go to Settings to make sure that the subscribed calendar is marked as visible.



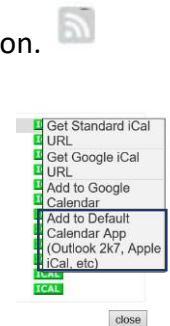
For Google Calendar on the computer:

1. On the computer, go to the webpage with the calendar that you want to sync (i.e. District calendar or school calendar).
2. In the upper right-hand corner of the calendar, click the grey feed icon.
3. In the pop-up window, you will see a list of calendars. Click the green iCal icon and a list of option will appear.
4. Click 'Add to Google Calendar'.
5. If prompted, sign in to your Google account.
6. Click 'Yes, add to calendar.' The calendar will be indexed and will appear on the calendar within a few moments.



For Outlook Calendar on the computer:

1. On the computer, go to the webpage with the calendar that you want to sync (i.e. District calendar or school calendar).
2. In the upper right-hand corner of the calendar, click the grey feed icon.
3. In the pop-up window, you will see a list of calendars. Click the green iCal icon and a list of option will appear.
4. Click 'Add to Default Calendar App (Outlook 2k17, Apple iCal, etc.)'.
5. In the pop-up window, click Outlook.
6. When prompted within Outlook, click 'Yes' to allow access to the subscribed calendar.



For Apple iCal on the computer:

1. On the computer, go to the webpage with the calendar that you want to sync (i.e. District calendar or school calendar).
2. In the upper right-hand corner of the calendar, click the grey feed icon.
3. In the pop-up window, you will see a list of calendars. Click the green iCal icon and a list of options will appear.
4. Click 'Add to Default Calendar App (Outlook 2k7, Apple iCal, etc.)'
5. In the pop-up window within iCal, click 'Subscribe' when prompted.
6. Set your personal preferences for alerts and notifications

