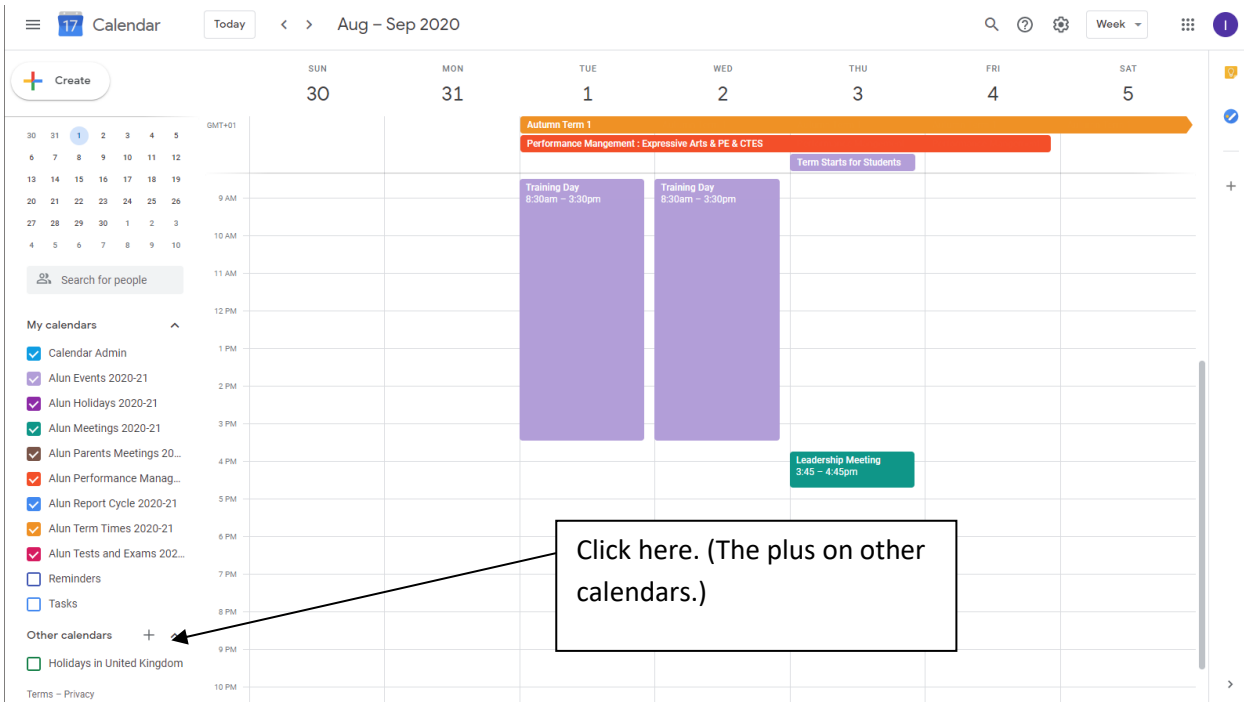


Subscribing to the Alun School Parent Calendar

The Alun School has produced an online calendar to which you can now subscribe. This will give you key dates in the school year on your online calendar. As it is an online calendar, any changes made to the calendar will appear automatically on your calendar. As a subscriber you will be able to see these key dates but you will not be able to change them.

The instructions for subscribing to the school calendar in different calendars (Google, Microsoft Outlook, iPhone) are below.

Subscribing to school calendar in Google Calendar



The screenshot shows the Google Calendar interface for August-September 2020. The main calendar view displays several events: 'Autumn Term 1' (orange bar), 'Performance Management : Expressive Arts & PE & CTES' (orange bar), 'Training Day' (purple bars), and 'Leadership Meeting' (green bar). On the left sidebar, under 'My calendars', there is a list of calendars with checkboxes. Below this list, under 'Other calendars', there is a plus sign (+) next to the text 'Other calendars'. A callout box with an arrow points to this plus sign, containing the text: 'Click here. (The plus on other calendars.)'

A pop-up box will appear. Click on “Subscribe to calendar”

Copy and paste one of the links below into the “Add calendar” box. You have now subscribed to the school parents calendar.

Links for Google calendar

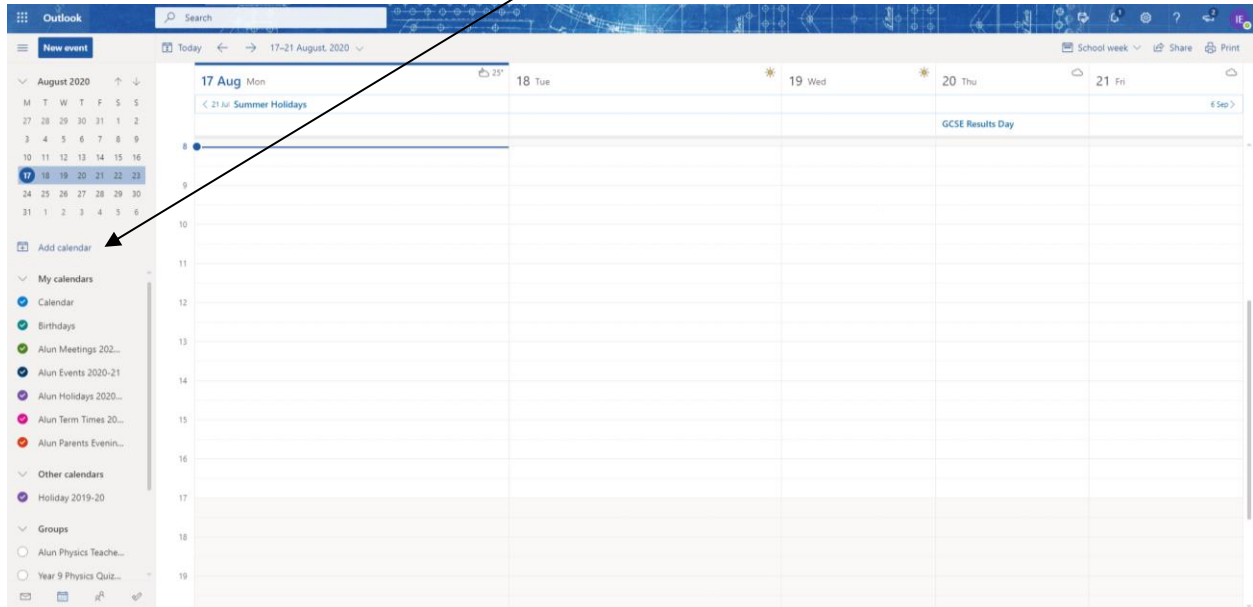
Alun Parent Calendar -

[879bf6abec2053bf3130bcfd5964760d6595e8723b04f614d98a984ac57e92f6@group.calendar.google.com](https://www.google.com/calendar/ical/879bf6abec2053bf3130bcfd5964760d6595e8723b04f614d98a984ac57e92f6@group.calendar.google.com)

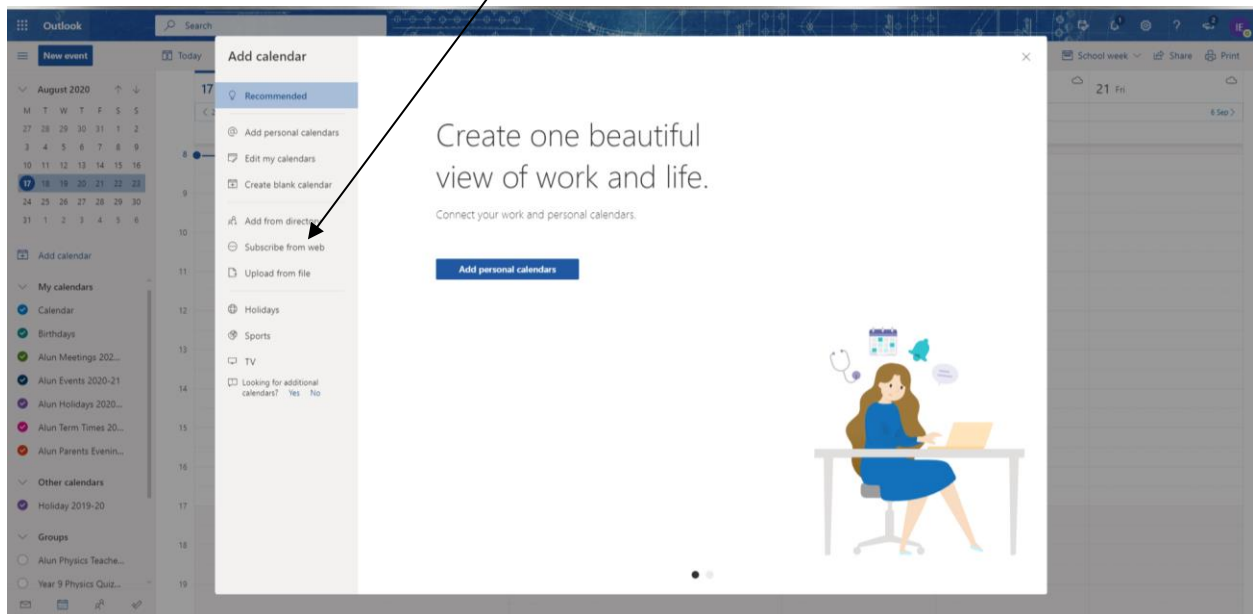
Subscribing to school calendar in Microsoft Outlook

To subscribe to the school calendar on Office 365 then follow the instructions below:

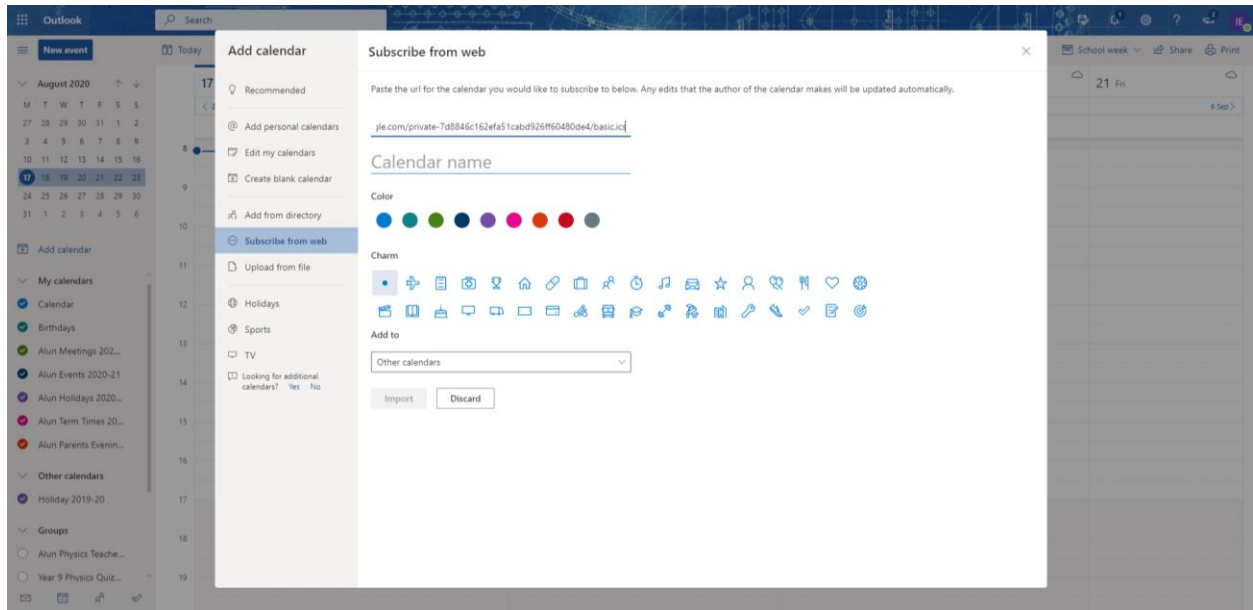
In Microsoft outlook calendar click on “add calendar”



Now you want to click on “Subscribe from Web”



Copy and paste the link below. You will have to give the calendar a name. I would suggest the name given below. You can choose a colour for that calendar. Let it be added to “other calendars”. Click Import.



Links for Outlook Calendar

Alun Parents Calendar -

<https://calendar.google.com/calendar/ical/879bf6abec2053bf3130bcfd5964760d6595e8723b04f614d98a984ac57e92f6%40group.calendar.google.com/public/basic.ics>

If you can't see the calendar appear, make sure that the circle to the left of the calendar is ticked. When it is ticked, it will change to the calendar colour.

Adding school calendar with an iPhone or iPad

Adding a calendar with your iPhone or iPad will work but the calendar will not necessarily update.

1. Copy the URL for the Google Calendar you want to add to your iPhone (these are above. The .ics files).
2. On your iPhone tap the **Settings** icon, then scroll down and select **Mail, Contacts, Calendars**.
3. Select **Add Account** and select **Other**
4. Select the **Add Subscribed Calendar** option, fill in the Google Calendar URL (this is the same as the link used for Microsoft Outlook) in the Server box and click **Next**. Change any settings you see fit before saving the calendar. You do not need a username or password.

5. Toggle your view of the subscribed calendar by opening the Calendar app and tapping **Calendars** in the upper left corner. Tap a calendar name to either display or remove calendar events.

Adding the school calendar with an Android phone or tablet

Adding a calendar with your Android phone or tablet will work but the calendar will not necessarily update.

1. Click on the url above (it ends with basic.ics).
2. You will then be asked if you can open it in a browser. Click yes.
3. It will then download the file.
4. If you go to your downloads folder (this should open automatically) you can click on the file.
5. This will open the calendar in your google calendar. You can then "Add All" which should be at the top right hand of the screen.