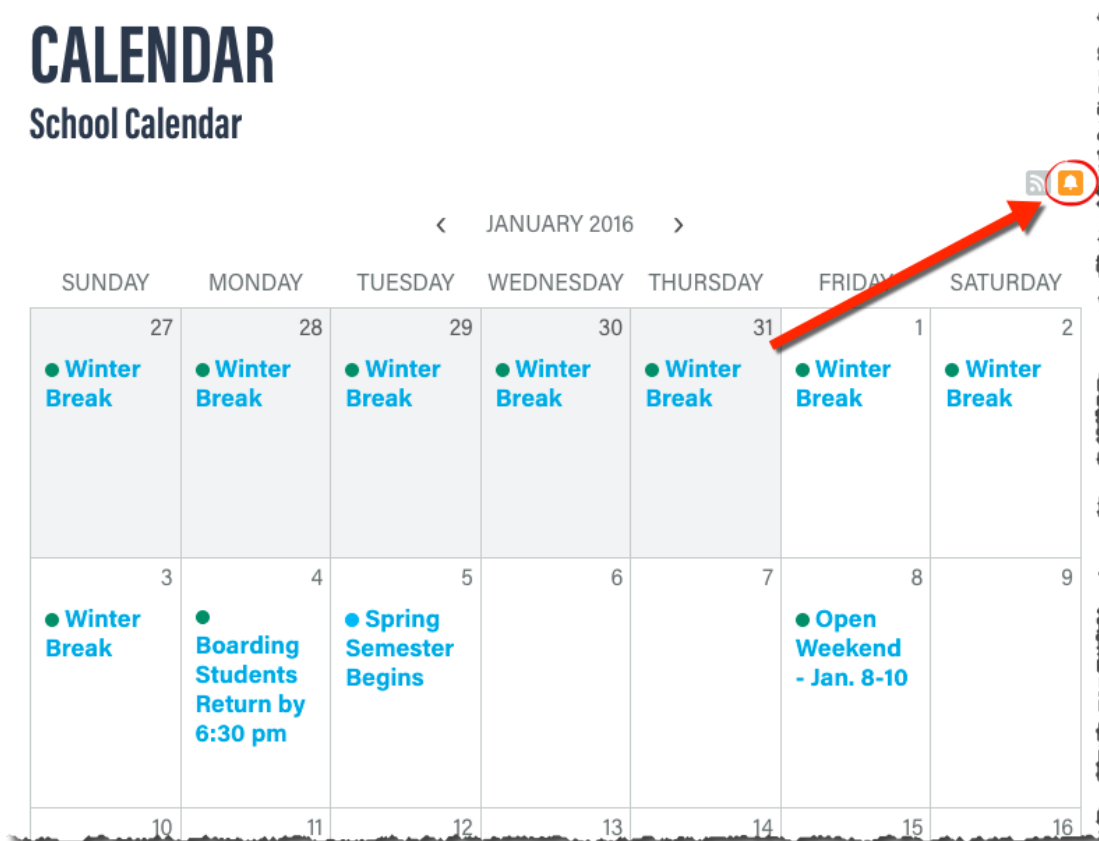


Subscribing to iCal feeds

iCal feeds are similar to RSS feeds – they both allow you to use an external program to keep track of dynamic content. In the case of the iCal file though, the content being tracked is calendar data: event start times, end times and other relevant details.

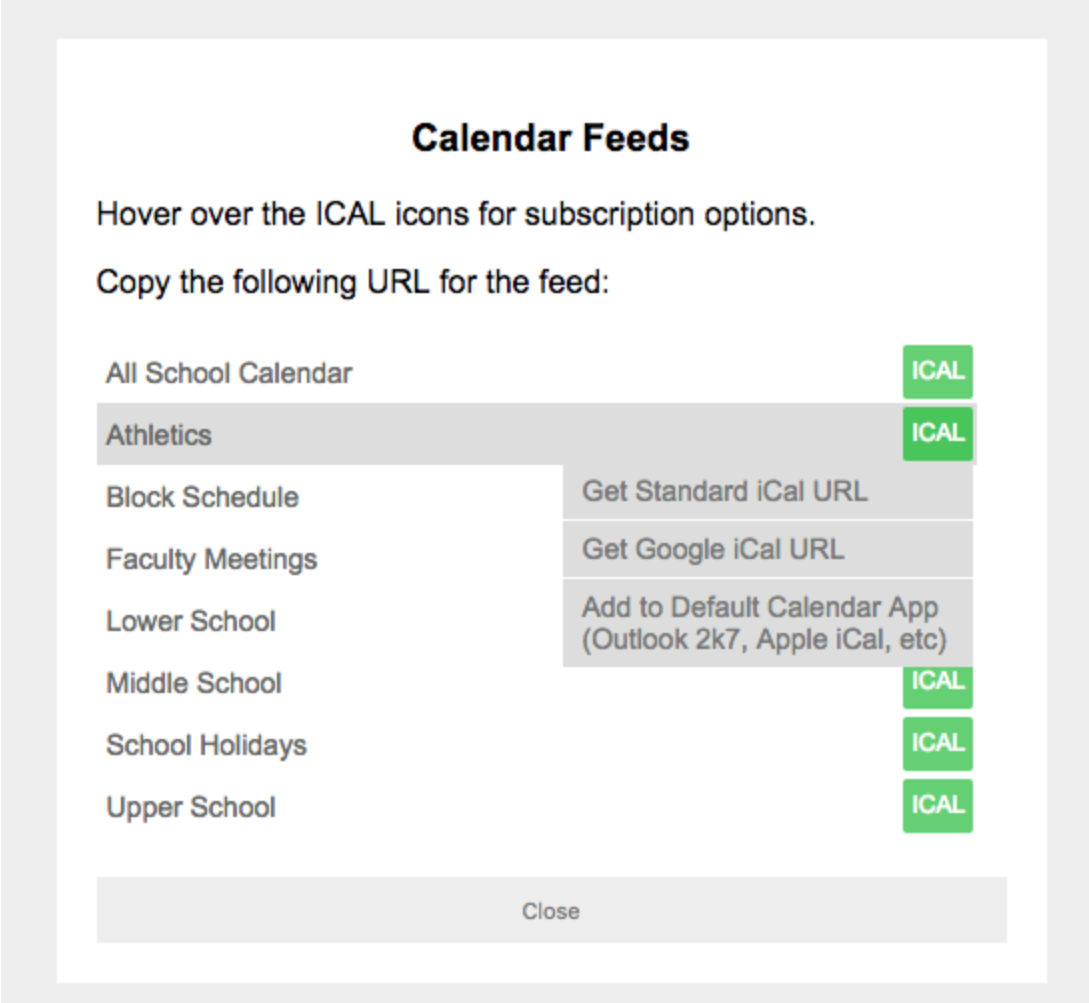
Calendar pages will display an iCal feed button.



Some sites may have a slightly different icon, but a bell is common for iCal feed links.

1. Click this will pop open a new menu. Just as with News alerts, you can subscribe to any or all of the calendar categories that are available by clicking on the corresponding "ICAL" link.
2. Select which type of iCal feed to subscribe to:

Alerts, RSS and iCal feeds
User Guide



Calendar Feeds

Hover over the ICAL icons for subscription options.

Copy the following URL for the feed:

All School Calendar	ICAL
Athletics	ICAL
Block Schedule	Get Standard iCal URL
Faculty Meetings	Get Google iCal URL
Lower School	Add to Default Calendar App (Outlook 2k7, Apple iCal, etc)
Middle School	ICAL
School Holidays	ICAL
Upper School	ICAL

Close

Select the one that most closely matches the calendar-management software that you have. (There are slight differences in how various calendar-management software programs handle iCal feeds, which is why you need to make this choice.)

- Use the “Get Standard iCal URL” option if you’re using an iPad, iPhone or other Apple device
 - Use “Get Google iCal URL” if you’re on an Android phone or tablet
 - If you already use a Calendar app on your computer, use “Add to Default Calendar App...”
3. Copy the provided URL into your calendar software.

Alerts, RSS and iCal feeds

User Guide

iCal feeds are generally updated hourly, meaning changes made to the calendar on the website may take up to an hour to reach your own device (there may be an additional delay, depending on how frequently your calendar software checks the iCal feed for updates).

Note that following an iCal feed from a particular calendar will NOT automatically subscribe you to alerts for events on that calendar.

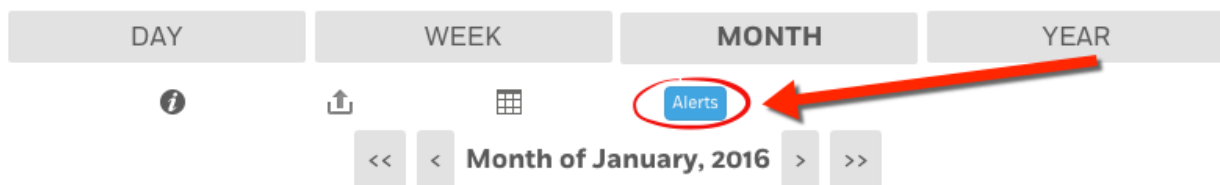
Alerts, RSS and iCal feeds User Guide

Subscribing to Alerts

To begin receiving updates for a calendar, blog, etc., you must subscribe to alerts for that content by clicking on the corresponding “Alerts” icon. Look for it near the top of the page or page element you usually visit to find content.

[HOME](#) > [STUDENT LIFE](#) > [CALENDAR - SCHOOL WIDE](#)

Schoolwide Calendar



On this page, the “Alerts” feature is indicated with a blue button. Some calendar pages use a small icon to indicate alerts.

You can find Alerts icons on Calendar, Athletic Events, and News pages, as well as some Blog and Discussion Forum pages. Click on it to open up a Subscriptions window where you can subscribe to new alerts from this page.

Alerts, RSS and iCal feeds User Guide

Elizabeth A. [redacted]: Faculty/Staff

MANAGE CALENDAR SUBSCRIPTION ← Back

Sign up to receive updates for all events for a calendar or team! Available updates include postponements, cancellations, changes, and event reminders. **Disabled checkboxes indicate existing subscriptions, which can be edited or removed from "My Subscriptions".**

WARNING: By subscribing to the calendars & teams below, you will receive alerts for ALL events that are associated with the selected calendars & teams. If you wish to subscribe to a specific event, please use the yellow bell icon to the right of the event on the calendar page. When finished click the "Update" button.

CALENDAR INFO:

Calendars: select all deselect all

- Lower School
- Middle School
- Schoolwide
- Upper School

ALERT SETTINGS:

Send To: Email Phone

[redacted]@[redacted].edu -- 0 sms enabled phone numbers --

[redacted]@[redacted].edu

Reminder: 18 Hours Before

Alert Options: Cancellations/Postponements/Changes

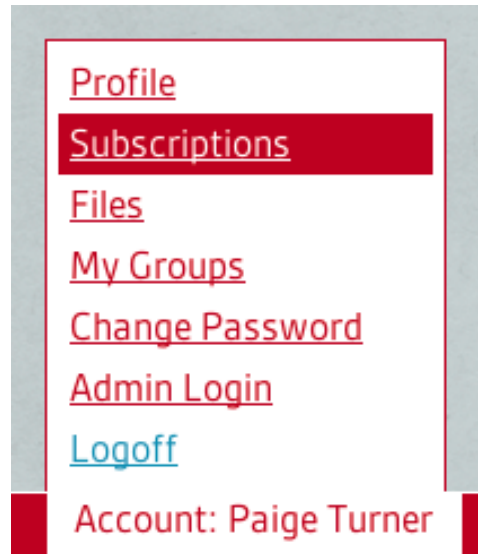
Update Settings

This user can sign up to receive alerts from four different calendars. She can choose which of her profile's email addresses to use, as well as opt into receiving advance reminders and event update alerts.

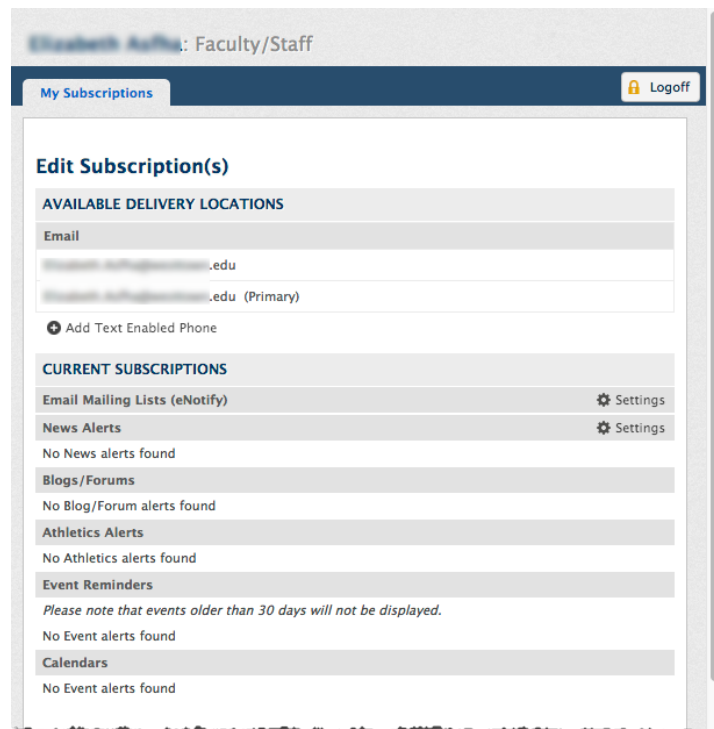
If a calendar displays events from more than one category, you'll have the option of signing up to receive alerts for events from just one category, or any of the other available categories on the calendar.

You can also edit all of your Alert subscriptions collectively – click on your name on the account bar after signing into the website, and in the menu that pops up, select "Subscriptions."

Alerts, RSS and iCal feeds User Guide



The window that pops up will show all of the Alerts that you've setup previously, as well as your mailing list subscriptions and Calendar event reminders.



Click on "Settings" to the right of News Alerts to edit News subscription properties. You can also edit Email subscriptions by clicking the associated "Settings"