

## How to synchronise the St Faith's calendar with your own

Please use this step-by-step guide to obtain an automatically updated School calendar

Our calendar is accessible via the VLE, however, we are aware of a growing number of parents who wish to download specific St Faith's events to their phones so we have therefore created a number of sub-calendars that may prove more beneficial to you. St Faith's calendars are supplied in iCalendar / ICS format, which is supported by most major devices and calendar applications.

Subscribing to a calendar means the events will always be up to date with the latest dates, times and coverage information on your PC, Mac, Tablet or Smartphone. The webcal addresses are as follows:

<b>ALL EVENTS</b>	<a href="webcal://i.stfaiths.co.uk/calendars/all-events/cal/212/1.ics?secret=3bad2481aff78f48a3b83ca2258bf092">webcal://i.stfaiths.co.uk/calendars/all-events/cal/212/1.ics?secret=3bad2481aff78f48a3b83ca2258bf092</a>
<b>Pre Prep Calendar</b>	<a href="webcal://i.stfaiths.co.uk/calendars/pre-prep/cal/213/1.ics?secret=3bad2481aff78f48a3b83ca2258bf092">webcal://i.stfaiths.co.uk/calendars/pre-prep/cal/213/1.ics?secret=3bad2481aff78f48a3b83ca2258bf092</a>
<b>Years 3 &amp; 4 Calendar</b>	<a href="webcal://i.stfaiths.co.uk/calendars/years-3---4/cal/214/1.ics?secret=3bad2481aff78f48a3b83ca2258bf092">webcal://i.stfaiths.co.uk/calendars/years-3---4/cal/214/1.ics?secret=3bad2481aff78f48a3b83ca2258bf092</a>
<b>Years 5 – 8 Calendar</b>	<a href="webcal://i.stfaiths.co.uk/calendars/years-5---8/cal/215/1.ics?secret=3bad2481aff78f48a3b83ca2258bf092">webcal://i.stfaiths.co.uk/calendars/years-5---8/cal/215/1.ics?secret=3bad2481aff78f48a3b83ca2258bf092</a>

**For iPhone users:** simply click on one of these links above and use the 'add to calendar' link from within your chosen device to customise.

### **Android phone users:**

1. Open [Google Calendar](#).
2. Next to "Other calendars" on the left, click the Down arrow ▾ .
3. Select Add by URL.
4. Copy and paste the calendar's URL address in the field provided.
5. Click Add Calendar. The calendar will appear on the left side under "Other calendars."

## Using Outlook 2010 for Windows:

In Outlook, from the selection of 'Mail', 'Calendar', 'Contacts' and 'Tasks' - Select 'Calendar'

In the ribbon, pull down the 'Open Calendar' menu

Select 'From Internet'

Copy and paste the calendar URL in the box entitled 'New Internet Calendar Subscription'

Press 'OK'

Optionally - Click 'Advanced' to name your calendar and configure some options.

Click 'Yes' to add the calendar to outlook and subscribe to updates.

The contents of the calendar will now be downloaded into Outlook, and will automatically update periodically as fixture information changes.

*More info:* <http://office.microsoft.com/en-gb/outlook-help/view-and-subscribe-to-internet-calendars-HA102534443.aspx>

## Using Google Calendar

Go to <https://www.google.com/calendar>

If you are not already, log in with your Google account.

On the left of the page, pull down the option 'Other Calendars'

Select 'Add by URL'

Paste the URL in the box entitled 'Add by URL' (change **webcal://** to **http://** if the former does not work correctly)

Your subscribed calendar information will download into your calendar and continue to automatically update periodically.

Each subscribed calendar will appear under 'Other Calendars' and you can pull down the options menu to change the colour of events, create notifications, or hide the calendar.

*More info:* <https://support.google.com/calendar/answer/37100?hl=en>

## Using an iPhone, iPad, or iPod Touch (iOS 6+)

Go to the 'settings' app on your device.

From the list, select the 'Mail, Contacts, Calendars' option.

Select 'Add Account'

From the list, choose 'Other'

Under 'Calendars', Select 'Add Subscribed Calendar'

Paste the URL in the box entitled 'Add by URL' (change **webcal://** to **http://** if the former does not work correctly)

More options should appear, you can optionally enter a description for the calendar. You do not require a username or password, and should ensure 'Use SSL' is set to 'off'.

Select 'Next' - the calendar should sync, and then 'Save' to confirm.

Leave the 'settings' app, and go to the 'calendar' app. You should now see the subscribed calendar in the list under 'subscribed' - ensure they are selected, and you should see all of the events in your calendar.

*More info (not official)*

[http://www.macworld.com/article/1143365/tip\\_calendars.html](http://www.macworld.com/article/1143365/tip_calendars.html)

## Using an Android phone or tablet (using the default calendar app)

Calendar subscriptions on Android devices using the default calendar application are handled via Google Calendar.

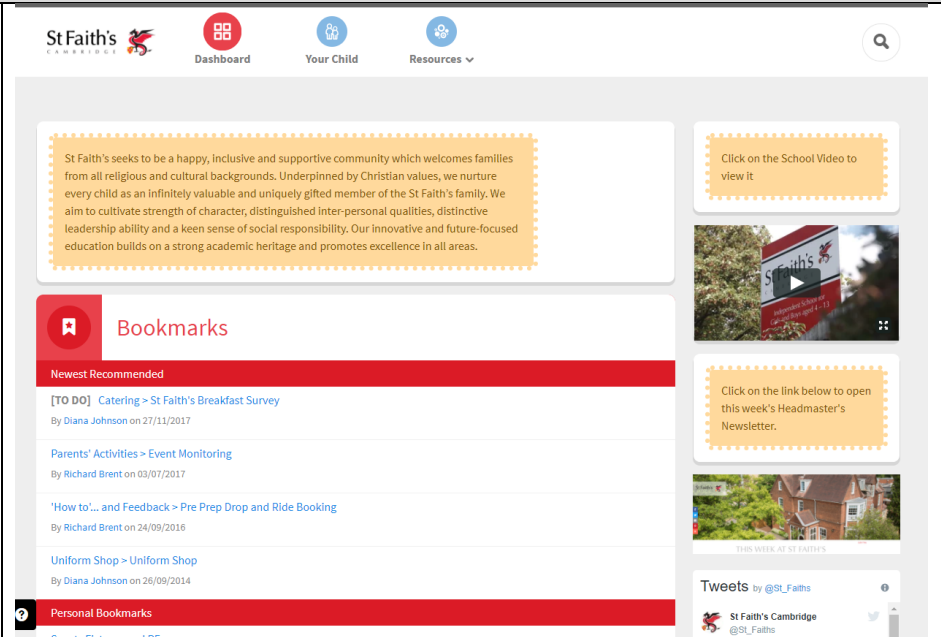
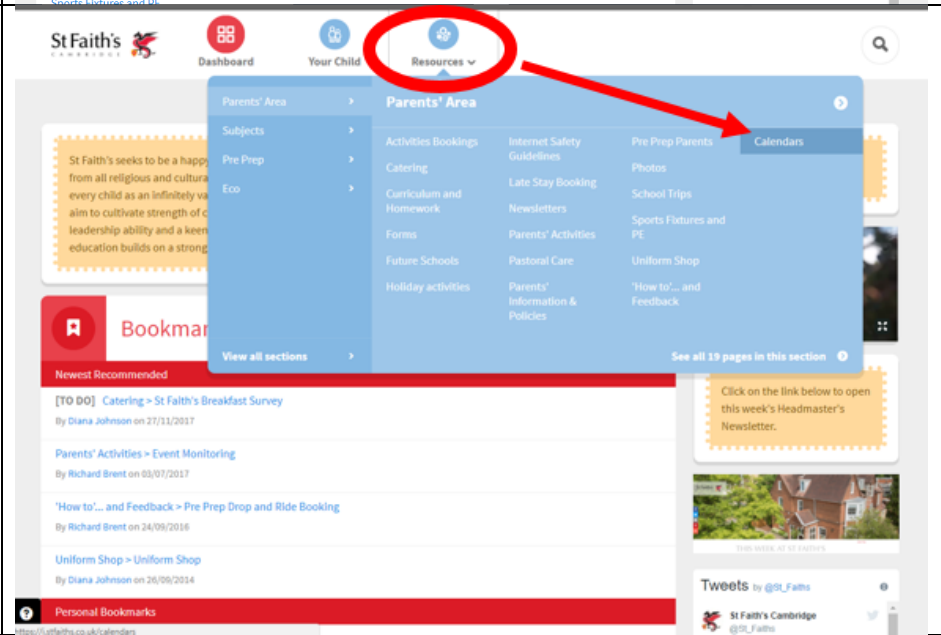
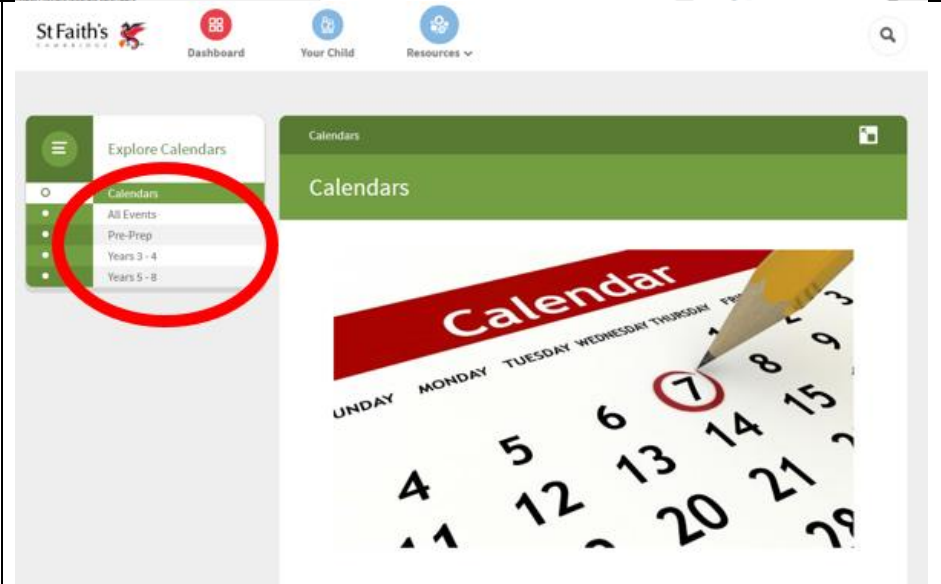
In the Google Calendar app, go to Menu....'Calendars to be displayed', then scroll down to the 'Calendars to be synced' button at the bottom.

Click this button, and make sure the calendar(s) you subscribed to are checked.

Click 'OK' to exit.

In the 'Calendars to be displayed' list, you should now see the new calendar. Check the box next to those you want to be visible.

An alternative route is to log onto St Faith's VLE at <https://i.stfaiths.co.uk/> and follow these instructions to choose to view or subscribe to the calendar of your choice:

<p>Enter the VLE at <a href="https://i.stfaiths.co.uk/">https://i.stfaiths.co.uk/</a></p> <p>Log in to the VLE as usual.</p> <p>Your home page will look similar to this.</p>	
<p>Follow the route RESOURCES and CALENDARS...</p>	
<p>Choose the Calendar that you would like to view:</p> <ul style="list-style-type: none"> <li>- All Events</li> <li>- Pre Prep</li> <li>- Years 3 &amp; 4</li> <li>- Years 5 – 8</li> </ul>	

Scroll down and click on 'SEE MORE EVENTS' and you will see a calendar view like this one...

Note the options to 'subscribe' or 'download' You should click on 'subscribe' ('download gives you a once-only version of the calendar which would not subsequently be updated).

Some users may be asked to choose whether you wish to use Google Chrome or Outlook to sync your calendar. Please then be patient as this it will take a short time for the next dialogue box to appear.

You'll then see a dialogue box which will be the same, or similar, to this one. Your prompt may be different depending on your set-up but most should create your link up without difficulty.

Choose 'Yes'.

Done!