

How to Subscribe to Any NCS Calendar Found on our Website

Google Calendar Users:

- 1. Go to the Website page for the calendar you would like to subscribe to
- 2. Click on the + sign at the bottom right corner of the calendar

+ GoogleCalendar

To subscribe via iCal format (Use this address to access this calendar from other applications):

FROM A MOBILE DEVICE OR iPAD

- 1. Open iCal
- 2. Calendars (at the bottom for mobile / at the top for iPad)
- 3. Add Calendar
- 4. Add subscription calendar

5. Press and hold on "COPY-LINK " below until a pop up shows that lets you select "copy Link"

6. Copy Link and Paste the link into the Subscription URL space

⇒ **Do NOT import as a list**—*it will NOT be automatically updated if something changes*

- 7. Click Subscribe
- 8. Add

CALENDARS

NCHS MAIN (found at ncslacey.org/calendar-nchs)

COPY-LINK

NCHS ATHLETIC (found at ncslacey.org/athletics-calendar-nchs)

COPY-LINK

NCA MAIN (found at <u>ncslacey.org/calendar-nca</u>)

COPY-LINK

NCP MAIN (found at <u>ncslacey.org/calendar-ncp</u>) COPY-LINK