How to Add RUSD Calendar Subscriptions to Your Calendar App

First, obtain the URL for the calendar you wish to add.

[RUSD District Calendar](#) (district-wide events that impact all three schools)

[Reed School Calendar](#) (school-specific events)

[Bel Aire Calendar](#) (school-specific events)

[Del Mar Calendar](#) (school-specific events)

1. Select the option for **Upcoming Events.**
2. At the top corner of the calendar, click the grey square **RSS** button.
3. In the window that pops up, hover over the **ICAL** button for the calendar you wish to add.
   a. Select **Standard URL** for Apple/iPhone calendars.
   b. Select **Google URL** for Google calendars.
   c. If you select the wrong URL, events will not appear at the correct times.
4. Copy the URL.

Once you have copied the URL, add it to your Calendar App as a *subscription* (not an import, as imports won't auto-update when new events are added) by following the specific instructions below:

Google Calendar

1. Open Google Calendar in a browser.
2. On the left, click **"+" next to Other Calendars → From URL**.
3. Paste the Google URL and click **Add Calendar**.
4. It will appear in your list, and Google will periodically refresh it (at least once every 24 hours).
5. This calendar may not appear in the list on your iPhone - if this is the case, follow instructions below for iPhone.

Apple Calendar (Mac)

1. Open Calendar.
2. Go to **File → New Calendar Subscription**.
3. Paste the Standard URL.
4. Set the refresh frequency (e.g., every hour or every day).

Apple Calendar (iPhone)

1. Open Calendar.
2. Click **Calendars → Add Calendar → Add Subscription Calendar**.
3. Paste the Standard URL and click **Subscribe**.

Outlook (Desktop or Web)

- **Outlook Desktop:**
    1. Go to **File → Account Settings → Internet Calendars → New**.
    2. Paste the URL.
- **Outlook Web:**
    1. Go to **Add Calendar → Subscribe from Web**.
    2. Paste the URL.

Troubleshooting

- Events showing the wrong time?
    - Make sure the correct URL was chosen from the RUSD website (Google or Standard)
- New events not downloading?
    - Make sure the URL was added as a subscription (not an import) following the specific instructions above
- Events showing on computer calendar but not on iPhone calendar?
    - Add the URL to your iPhone using the iPhone instructions above

If you are still having trouble, please contact Dana McRay at danacriley@gmail.com.