

Viewing the dance calendar from your phone or desktop using Google Calendar

1. Log into your Google account and open your Google calendar. If you don't have one and want to use this calendar, you can create your own account from Google.com, from within Gmail if you use this app. To do that, click on the icon next to your Gmail account image (your photo or a generic silhouette, top right side of the Gmail screen). This icon looks like an array of 9 dots and leads you to a menu of many Google apps. Select "Calendar" and follow on-screen guidance to set up your calendar.
2. From the calendar screen, open the settings menu window (a gear-shaped icon located at the top right of the calendar screen). "Settings" is the first item on the drop-down menu you get.
3. From the column of sub-menus on the left side of the screen, under "General", select "Add calendar". A new drop-down menu will appear.
4. Select "From URL" and paste in the link to the Samenas calendar shown below.

<https://calendar.google.com/calendar/u/0?cid=ZDh0NHJrcm00b2M4NnRkbGkxaGZvOXA3cmdAZ3JvdXAuY2FsZW5kYXluZ29vZ2xiLmNvbQ>

5. You can control what calendars are combined to display on your own calendar using the "My Calendars" sidebar (left side) of your calendar screen.

Viewing the dance calendar from your phone using Outlook

The following instructions are for getting Outlook to display the Samena's calendar on your iPhone. The instructions for other devices and other calendaring software will be similar. As you are just adding an iCalendar into your calendaring system of choice.

Add the calendar into your Outlook account

1. From a browser log into your windows account (live, Hotmail, etc...).

2. From the calendar select “**add calendar**” in the left panel.
3. Select “Subscribe from web” and enter the following URL
<https://calendar.google.com/calendar/ical/d8t4rkrm4oc86tdli1hfo9p7rg%40group.calendar.google.com/public/basic.ics>
4. Give the calendar a good name and click import

Select the calendar to show on your phone

1. From the calendar view within outlook, select the icon in the upper left corner.
2. Select the name of the calendar you created above.
3. The Samena’s dance calendar should now be intermingled with your normal calendar.

Add the calendar to your Apple calendar.

From the calendar app on your iPhone:

1. Select “Calendars” at the bottom center of the screen.
2. Select “Add Calendar”
3. Select “Add Subscription Calendar” and enter the URL:
<https://calendar.google.com/calendar/ical/d8t4rkrm4oc86tdli1hfo9p7rg%40group.calendar.google.com/public/basic.ics>

These are the instructions for how to do this from another group that I am a member of. It’s a bit more generic, making sure that folks know you can basically do this from any calendaring app, Google, Apple & Outlook. But it makes the reader stumble through the how...

Subscribe to this iCalendar Feed

You can subscribe to this calendar if you have a calendar application or software that accepts the iCalendar format.

- Copy the link below.
- Paste the link into your calendar application. Common applications that accept iCalendar format include Google Calendar and your mobile phone’s calendar application. Please be aware that Google Calendar typically only refreshes ical feeds every 24 hours.

<https://calendar.google.com/calendar/ical/d8t4rkrm4oc86tdli1hfo9p7rg%40group.calendar.google.com/public/basic.ics>