

## **How to Sync the School Activities Calendar with your Personal Google Calendar**

### **Step 1:**

Open a browser and open the school website. On the home page, click the button for the Activities Calendar, at the top of the Calendar View. The rSchool Calendar should open in a new browser tab.

### **Step 2:**

On the rSchool Calendar, there will be a column to the right. Select the “View Schedules” button. Select all of the activities that you would like to sync to your personal calendar, and then click “VIEW.” This should open a new window.

### **Step 3:**

In this new window with your selected activities schedule, look in the very top right corner. There should be a blue link that says “Subscribe.” Click on the link and an additional window will pop up. Choose the calendar sync option you would like (the following instructions will be for the Google option)

### **Step 4:**

Once you have selected Google, *another* window will pop up. Copy the URL supplied by the window.

### **Step 5:**

In a new tab, open your personal Google Calendar. On the left most column of your Google Calendar, scroll down to the bottom. The last option in the left column should be “Other calendars”. Click on the + button.

### **Step 6:**

After clicking the + button, a menu will appear. Select “From URL” and paste the link copied from rSchool Calendar. Then click “Add calendar” The events for your selected activity should now appear in your Google Calendar

You can also sign up on rSchool today to receive text and email notifications for cancellations and reschedulings!