

# Subscribe to Delta Aquatics Practice Calendars

We've got an easy way for you to SUBSCRIBE to our practice calendars on your phone or tablet!

## Why do you want to SUBSCRIBE to a calendar and not just import the events to your calendar?

When you import an .ics file, you get a snapshot of the events in the calendar at the time of import. Your calendar doesn't refresh the imported events automatically -- even if the calendar's owner makes an update. This is a good way to add events to your existing calendar that aren't going to change.

Subscribing to an iCal online calendar connects it to your calendar. Whenever the owner of an iCal you've subscribed to makes changes to the events, your calendar gets updated. This is a good way to track events that may change frequently, like practice and meet schedules.

## iOS (older iPhone, iPad, iPod, etc.)

- 1) On your device, press and HOLD the iCal link for your group. DO NOT JUST CLICK TO OPEN IT!
- 2) Copy the link
- 3) Go to Settings → Mail, Contacts, Calendars, and click on add a new account under the mail section
- 4) Click "Other," and choose "Add Subscribed Calendar"
- 5) Paste the link into the server and click "Next"
- 6) Once verified, the device may will ask for further information (like "Username" and "Password"), leave these blank.
- 7) Click "Save"
- 8) Repeat for any/all calendars you need

## iOS 11+ (newer iPad, iPhone, etc.)

- 1) On your device, press and HOLD the iCal link for your group. DO NOT JUST CLICK TO OPEN IT!
- 2) Copy the link
- 3) Open the "Settings" app on the device.
- 4) Scroll to "Accounts & Passwords".
- 5) Under "Accounts", tap "Add Account".
- 6) Choose "Other" from the options and select "Add Subscribed Calendar".
- 7) Paste the calendar URL being subscribed to and then click "Next".
- 8) Once verified, the device will ask for further information (like "Username" and "Password"), leave these blank.
- 9) Toggle the "Turn off SSL" option, you can toggle it on.
- 10) Hit "Next" again and then "Save".
- 11) Now in the "Calendar" app the subscribed calendar should appear.

## Android (assuming you have a google account attached)

- 1) On your device, press the link for your group
- 2) Click the "+ Google Calendar" link in the lower right hand corner of the calendar
- 3) Click "Yes, Add this Calendar"
- 4) Repeat for any/all calendars you need

## From a computer to subscribe into Google Calendar (assuming you have a google account)

- 1) On your computer, right click on the iCal link for your group and choose copy link address
- 2) Go to [calendar.google.com](https://calendar.google.com) and login
- 3) On the left side click on the + to open the dropdown
- 4) Choose "From URL"
- 5) Paste the URL of the calendar, which you want to subscribe to, in the space provided
- 6) Click on "Add Calendar" and wait for Google to import your events. The calendar will appear in the "Other calendars" section of the calendar list to the left.

### **Outlook 2010 (and above)**

NOTE: Outlook 2010 and above for Mac does not support CalDav, and so cannot subscribe to remote iCal feeds. The directions below pertain to using Outlook on Windows

- 1) Open up Outlook.
- 2) Switch to Calendar "mode".
- 3) Click the "Home" tab on the Ribbon.
- 4) Under "Manage Calendars", click on "Open Calendar \ From Internet".
- 5) Enter the iCal feed URL into the "New Internet Calendar" field, then click "OK".
- 6) Click "Yes" when prompted to verify that you want to subscribe to the calendar.

### **If the calendar(s) are not showing up**

After you have subscribed to a calendar in Google Calendar it may not show up on your devices. This happens because Google turns sync off by default for new calendars, particularly shared ones. But there's a fix:

- 1) Log in to Google Calendar in a web browser by going to [calendar.google.com](https://calendar.google.com).
- 2) Change the URL on the browser address line to:  
`https://calendar.google.com/calendar/syncselect`
- 3) Tick the calendar you want to be synced
- 4) Save.

It can take a few minutes before the calendars appear. You may also need to close and re-open the calendar app.

This is the best way to keep up with the practice and meet schedules. When changes need to be made to something that has been posted already, they will happen on the calendar first and when you are subscribed it will update automatically on your calendar. When a change is made to something that has been posted already, it will also be emailed out to families.