



## Brownsburg Swim Club Calendar Access

Parents/Swimmers,

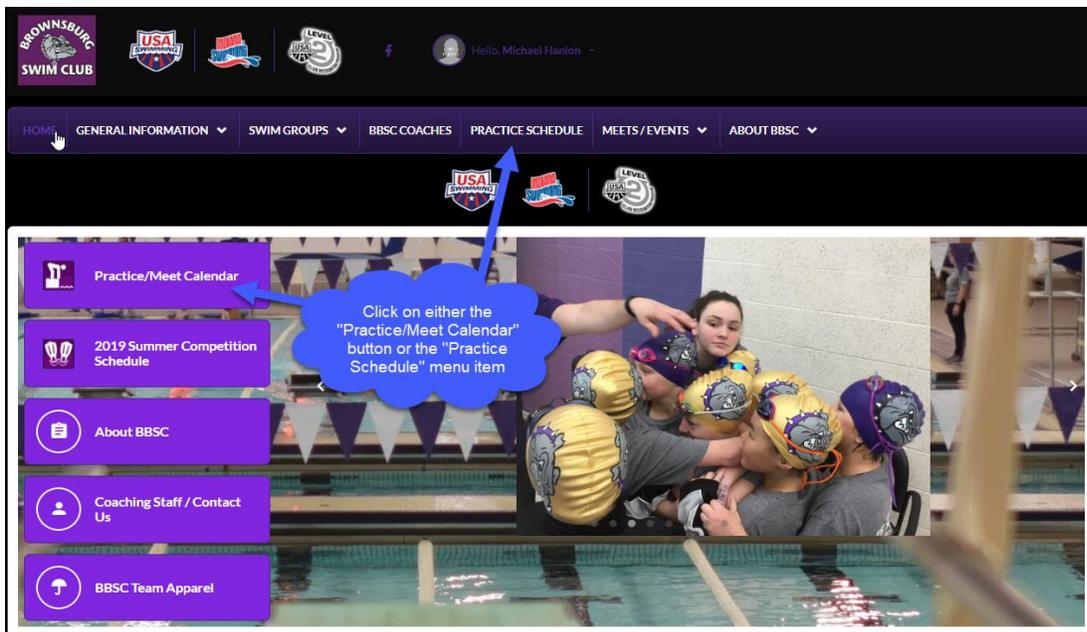
As the team continues to grow, communication will become more and more important. In order to keep everyone on the same page, we are in the process of revamping our website to be the central focus for all critical communication.

To that end, we are implementing an online calendar which can be added to your computers, tablets and phones that will have the most up-to-date information about practices, meets and other team events. The instructions below will outline steps to:

1. View the calendar online from the website
2. Change the view of the calendar by Day, Week, Month and List
3. Filter the calendar by group
4. Print the calendar
5. Add this calendar to any personal calendars you may have (Google calendar, Android or iPhone)

### View Calendar

In order to view the current calendar, start by opening your favorite browser (Firefox, Chrome, Internet Explorer, Safari or Edge) on your computer, tablet or phone. Go to <http://www.brownsburgswimclub.com>. The screen below appears. On that screen, you can click on the "Practice/Meet Calendar" on the left sidebar or the "Practice Schedule" menu item to get to the calendar screen.



On the calendar screen, there are a few items to look at initially. Note the calendar is in "Month View", it lists "Today" as the current day, and you can see that it is the "21<sup>st</sup> of March" in the mini-calendar on the left.



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The default for this calendar is "Month View", "Today" and the "21st" on the mini calendar view on the left.

## Calendar View Options

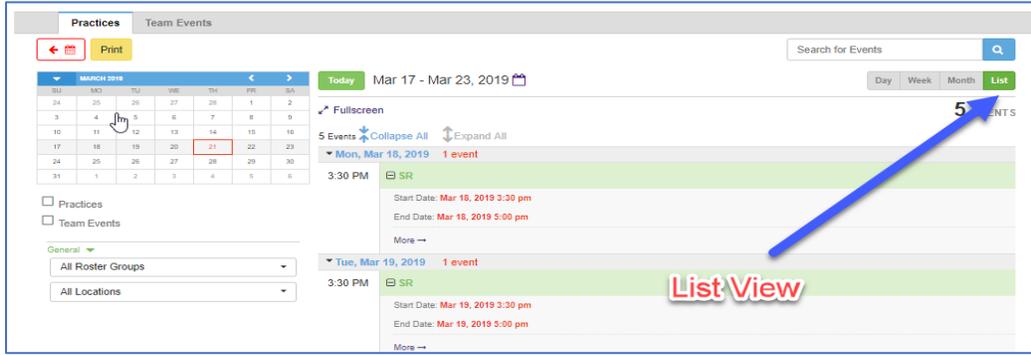
If you would like to switch calendar views, click on the "Day", "Week", "Month" or "List" to see the various ways in which the calendar can be displayed (shown below – except "Month" - previously shown).

**Day View**

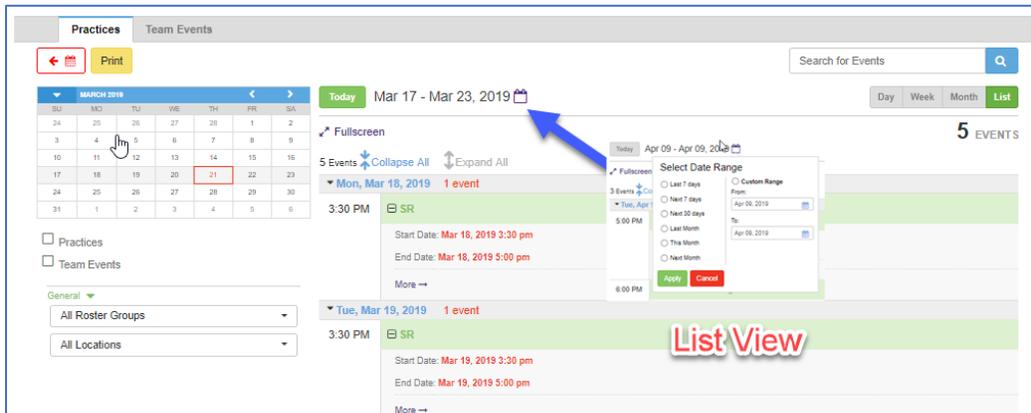
**Week View**



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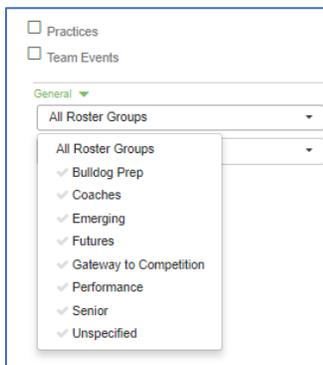


Each of the listed information in each views can be altered by using the mini-calendar on the left to change either the day, week, month or listed range. If you click on the small calendar icon (shown below) on the "List View", you can select a custom range of dates.



## Filter Calendar

Once the proper date range is selected, it is possible to filter the calendar based on the swimming groups in Team Unify. The default is to show "All Roster Groups", but it is possible to select one or more of the following groups:



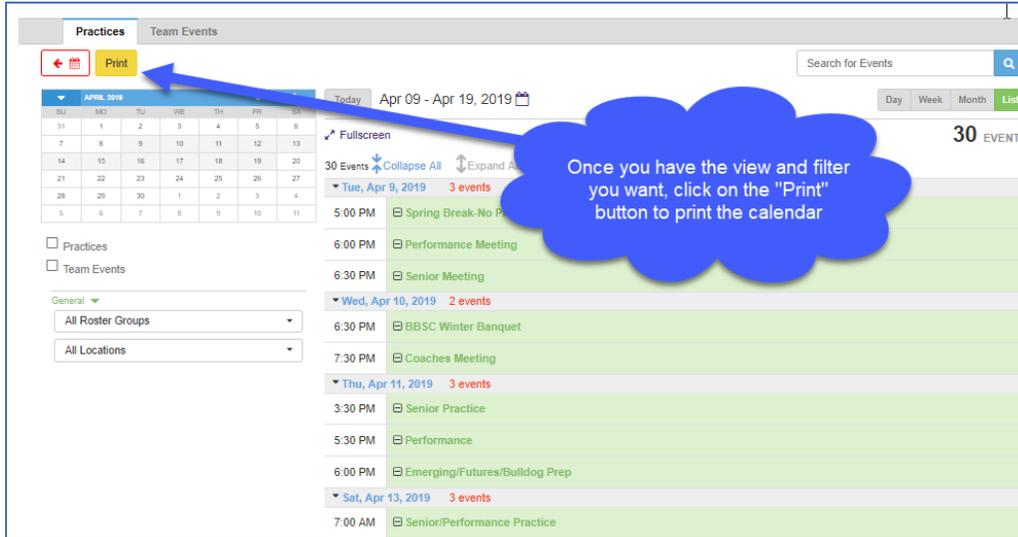
Additionally, it is possible to filter between "Practices" and "Team Events" when viewing the calendar by clicking on one of the checkboxes shown above.



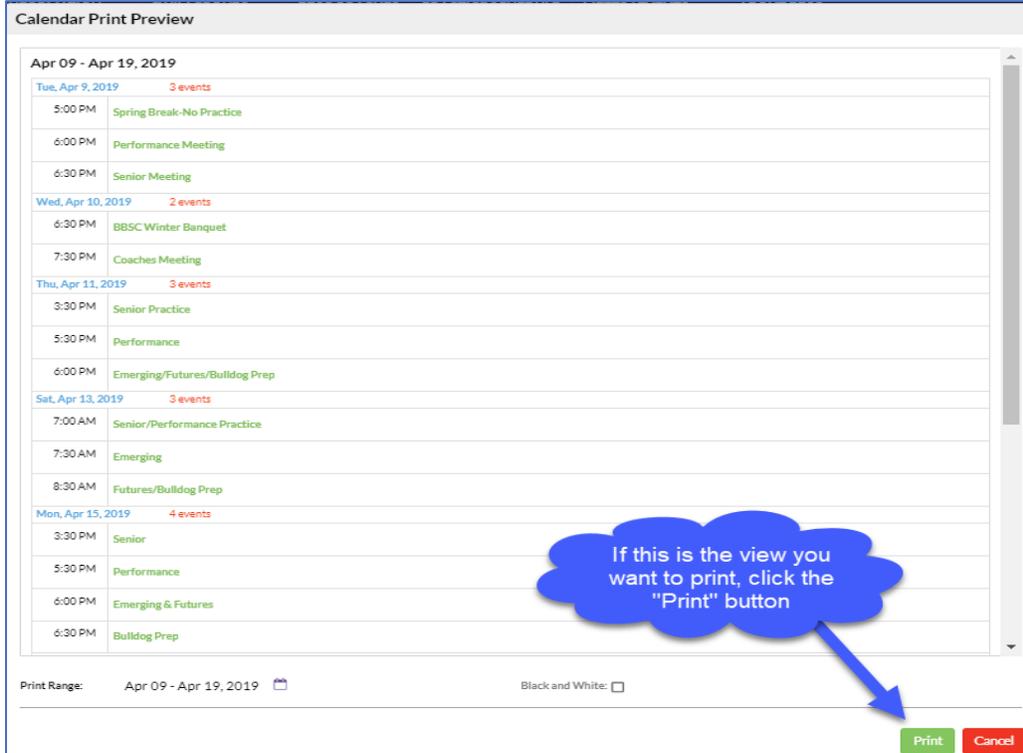
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## Print Calendar

Once you have the calendar in the appropriate view, with the appropriate filter, you can print that calendar using the "Print" button.



The print dialog will show you how the calendar will print.



If this is the view you want to print, click on the "Print" button.

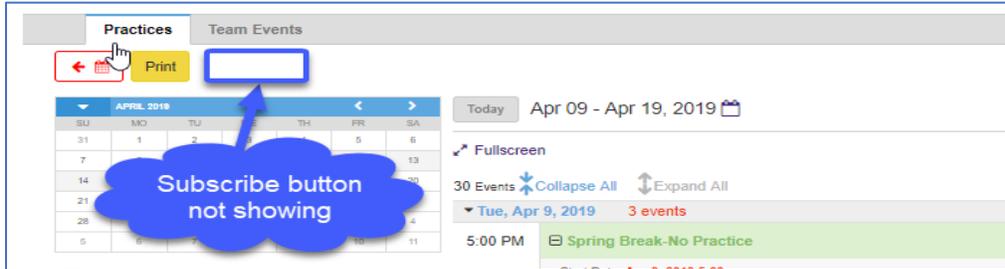


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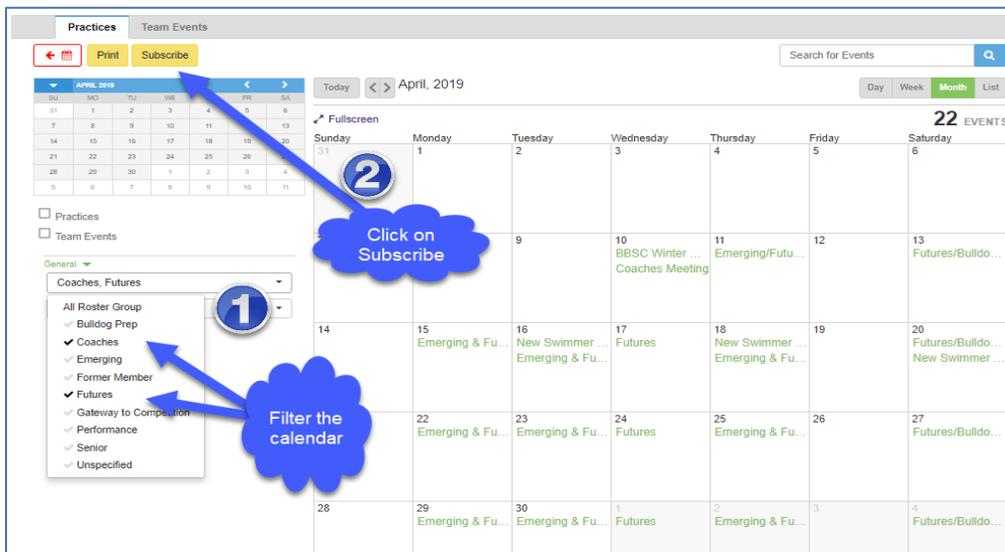
## Add Calendar

In order to add this calendar to your other personal calendars (Google calendar, Android or iPhone), you need to be logged into the Team Unify website. The screens below show the difference on the calendar screen based on whether you are logged in or not.

### Not Logged In



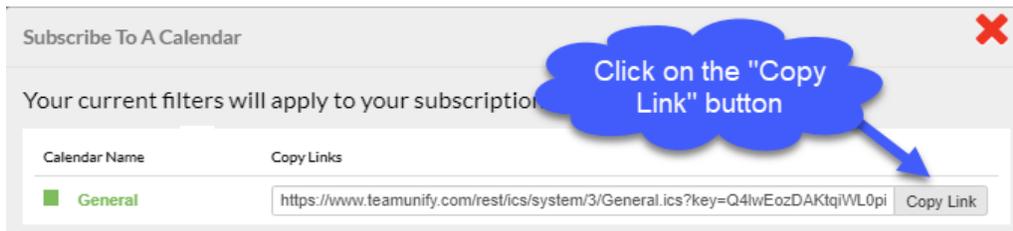
### Logged In



Once you are logged in, do the following steps:

1. Filter the calendar
2. Click on the subscribe button

The next screen shows the link to this calendar, including the filters you've chosen.





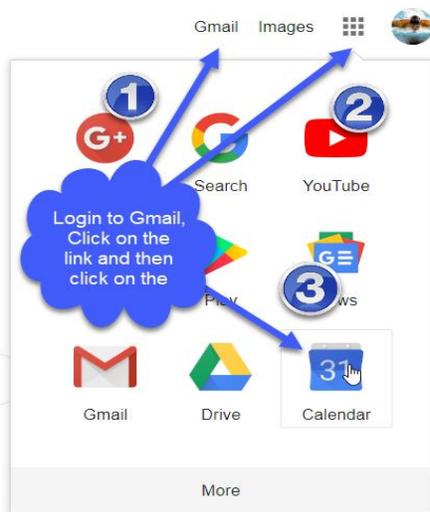
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Once you have copied the link (also known as a URL), you need to place this link in whichever calendar program you are using. In this example, I'm going to add it to a Google Calendar.

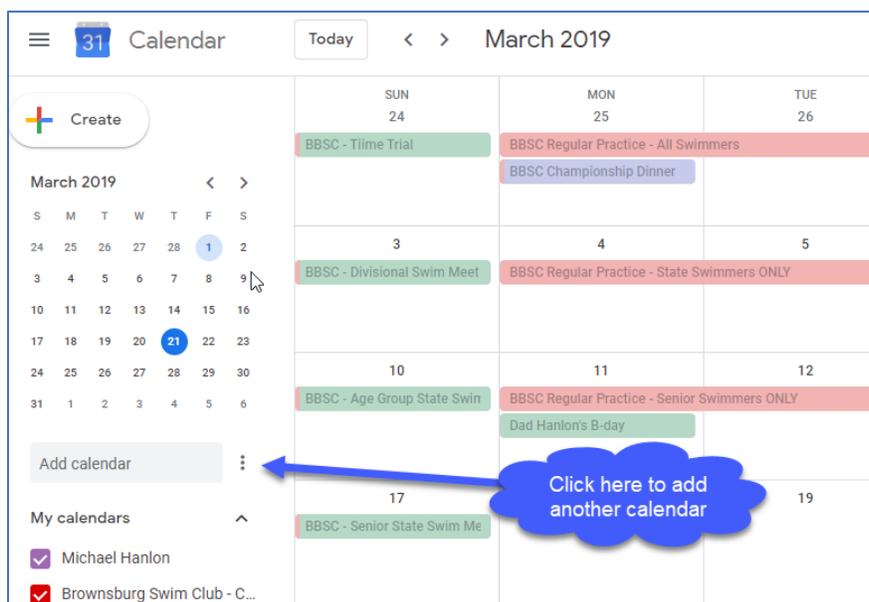
NOTE: Almost all calendar programs using the same process to link to an external calendar. You will need to find the appropriate place in your private calendar to add this URL.

In this example, I had to:

1. Login to Gmail
2. Click on the  icon
3. Click on the Calendar button 



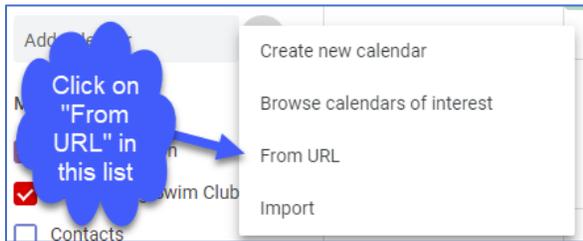
On the next screen, you would need to click on the  symbol to add the link



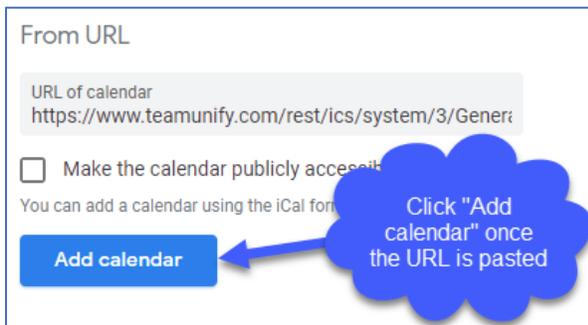


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The next popup requests how you want to add the new calendar. The correct choice is "From URL".



The next screen is asking for the URL that you copied previously. You need to right-click your mouse and click on "Paste" to add the previously copied link to this area. Then click on the "Add calendar" button to finalize the process.



If this calendar is added to your Google Calendar and your Google Calendar is already installed on your smartphone, you will be able to see all of the entries on your smartphone and any changes that are made on the [www.brownsburgswimclub.com](http://www.brownsburgswimclub.com) website will be synchronized automatically to your smartphone.