



Monarch Preschool

5701 Clark Dr., #5 Huntington Beach, CA 92648

714-846-2713

www.monarchpreschool.org

To add the shared Monarch Preschool Calendar to your own digital calendar, please follow the steps below:

Instructions if you use Google Calendar:

1. Go to your **Google Calendar** page at <https://www.google.com/calendar>
NOTE: if you are doing this on your phone, make sure you scroll to the bottom and change from “mobile view” to “browser view”
2. In the left-hand panel, click on the little plus (+) beside “Add a Friend’s Calendar”
3. Then click on **Add by URL**
4. Copy the link below and paste into the **URL box**:

<https://calendar.google.com/calendar/ical/e5bjaut58c2f232t3p5nqihrg%40group.calendar.google.com/public/basic.ics>

Add by URL

URL: Paste Here

If you know the address to a calendar (in iCal format), you can type in the address here.

☐ Make the calendar publicly accessible?

Add Calendar **Cancel**

5. You should now see *Monarch Preschool Calendar* in your “Other Calendars” list
6. You can set the calendar to notify you of upcoming events and changes
 - a. In the left-hand panel, under “Other Calendars”, hover your pointer over the *Monarch Preschool Calendar* dots that say “Options for Monarch Preschool” and choose **Settings**
 - b. In the *Edit Notifications* section, you can set it up to receive notifications for *New Events, Changed Events, and Cancelled Events*
 - c. To complete the change, click **SAVE**

Instructions if you use iCal:

1. You need to have a Google account to add our calendar to iCal. If you already have a Google or Gmail account, skip to step two. If not, you will need to create one.
NOTE: You can create a Google account with your current email address (it does NOT have to be a Gmail account)



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- a. Go to <https://accounts.google.com/NewAccount> and create a Google Account with your current email address
2. In your browser (i.e., Safari), go to <https://www.google.com/calendar> to configure the new calendar
NOTE: If you are doing this on your phone, make sure you scroll to the bottom and switch from “mobile view” to “desktop view” and make sure that your email address is showing in the right-hand corner of the Google header
 - a. In the left-hand panel, click on the little plus (+) beside “Add a Friend’s Calendar”
 - b. Then click on **Add by URL**
 - c. Copy the link below and paste into the **URL box**:

<https://calendar.google.com/calendar/ical/e5bjaut58c2f232t3p5nqihrgk%40group.calendar.google.com/public/basic.ics>

Add by URL

URL:

☐ Make the calendar publicly accessible?

Add Calendar **Cancel**

- d. You should now see *Monarch Preschool Calendar* in your “Other Calendars” list
- e. If you wish, you can set the calendar to notify you of upcoming events and changes
 - i. In the left-hand panel, under “Other Calendars”, hover your pointer over the *Monarch Preschool Calendar* dots that say “Options for Monarch Preschool” and choose **Settings**
 - ii. In the *Edit Notifications* section you can set it up to receive notifications for *New Events*, *Changed Events*, and *Cancelled Events*
 - iii. To complete the change, click **SAVE**
3. Next, go into your phone's setting menu and click on “Accounts and Passwords”, if your Google account is already there, open it and turn on “Calendars”. If your Google account is not showing up here, then tap on “Add Account”. Enter your Google account information and turn on “calendars”.
4. Now, open iCal and from the bottom center, click on “Calendars”. Scroll down to “Other Calendars” and click on **Monarch Preschool**
5. Now all you'll need to do is wait for the calendars to synchronize!