

(December 2016)

Adding the Minch School calendar to your Google calendar via a PC (note you cannot do this via the Google calendar phone app)

1. Open Google Calendar.
2. On the left side, find "Other calendars" and click the down arrow.
3. Select Add by URL.
4. Enter the calendar's address in the field provided. The address needs to be an ICAL link, for Minch School calendar it is:
"https://calendar.google.com/calendar/ical/minchschooll.net_sjqveuceduj27ip9lmsbbq8vm4%40group.calendar.google.com/public/basic.ics"
5. Click Add calendar. The calendar will appear on the left side under "Other calendars" as "Parent Calendar"
6. If you now hover the mouse over the "Parent Calendar" under "Other calendars" on the left hand side a down arrow appears next to it and clicking this allows you to change various settings including the colour of the Parent Calendar entries in your calendar, edit the associated email notifications and other settings.

If you want to have email notifications of changes to the Parent calendar do the following:

7. Follow step 6 and select "Edit notifications" settings for the Parent Calendar
8. On the new page click which events you want emails to be sent to you for (I have them for New events, Changed events and Cancelled events) and click save.
9. Award yourself a large gin (Scottish measures), you have now won at parenting.

Add School calendar to iPhone / iPad (Tested with iOS 10)

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Open Settings>Calendar>Add Account>Other>Add Subscribed Calendar

Then paste this link

https://calendar.google.com/calendar/ical/minchschooll.net_sjqveuceduj27ip9lmsbbq8vm4%40group.calendar.google.com/public/basic.ics