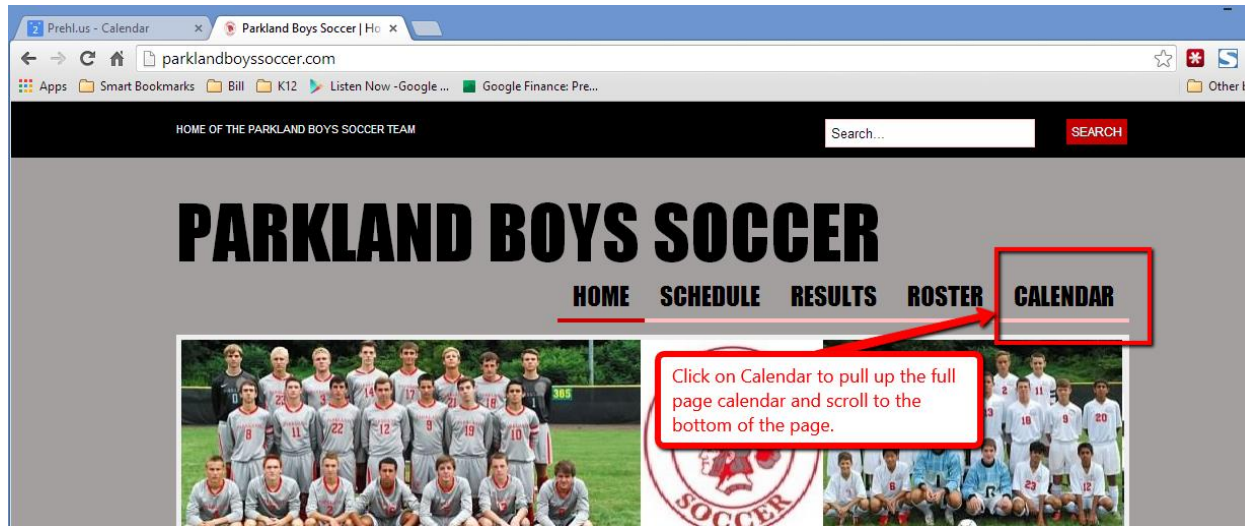


# INSTRUCTIONS TO ADD A CALENDAR TO YOUR GOOGLE CALENDAR

## 1) LOG INTO YOUR GOOGLE ACCOUNT / CALENDAR

The screenshot shows a web browser with several tabs open: "Prehl.us - Calendar", "Calendar | Parkland Boys", "Prehl.us - Calendar", and "Sync Settings". The address bar shows the URL "https://www.google.com/calendar/render?pli=1". The page features the Google logo, a search bar, and navigation options like "Day", "Week", "Month", and "3 We". A red callout box with a white background and a red border contains the text: "Log into your Google Calendar Account. You do not need to sign up for a Gmail email account as you can use your existing email as your Google login." The calendar view is set to "April 2014" and "GMT-05". The main calendar grid shows events for Wednesday, April 2nd and Thursday, April 3rd. Events include "9 - 11 Church", "9:15 - 11 Emma and Tyler acolyte", "2:45p - 4:15p Jazz Band Rehearsal", "2:45p - 4:15p Rehearsal I - Violins", "2:45p - 4:15p 7th Grade Band Rehearsal", "4:15p - Computer club", "2:45p - 4:15p 8th Grade Band Rehearsal", "4:15p - Club med picku", "5:45p - 6:15p Karate", and "5p - 5:45p Karate". A sidebar on the left lists "My calendars" with color-coded entries: Bill, Bill-Personal, Church, Emma, Fun, KEP, Kory, Max, Music, Prehl Consulting, and School-PSD.

2) Now open the web site with the published Google Calendar



3) Find the Google Badge and click on it

### Parkland Boys Soccer

Today ◀ ▶ Wednesday, April 2 Print Week Month Agenda

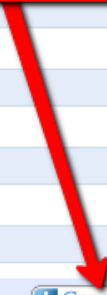
Showing events after 4/2. [Look for earlier events](#)

<b>Monday, May 5</b>	LSE Run
<b>Tuesday, May 6</b>	Speed & Conditioning Self Workout
<b>Wednesday, May 7</b>	Light Cross Training
<b>Thursday, May 8</b>	Speed & Conditioning
<b>Friday, May 9</b>	FTF Gauntlet Test
<b>Saturday, May 10</b>	FDR
<b>Monday, May 12</b>	LSE Run
<b>Tuesday, May 13</b>	Speed & Conditioning Self Workout
<b>Wednesday, May 14</b>	Light Cross Training
<b>Thursday, May 15</b>	Speed & Conditioning Self Workout
<b>Friday, May 16</b>	FTF Gauntlet Test

Events shown in time zone: Eastern Time

[+ Google Calendar](#)

Click on the Google Calendar badge to activate the option to add it to your "Other" calendars. Make sure you are already logged into your Google Account or it will ask you.



4) Click Yes to add the calendar to your Google Account as an "Other" calendars.

**Do you want to add this calendar?** ✕

Would you like to add calendar: Jack Stengel <parklandboysoccer@gmail.com>?

**Click Yes**

This is the name that the owner of the calendar called it. You will be able to rename it once you mash it into your account.

2:45p - 4:15p  
hearsa  
Violins

4:15p  
Grade Band  
arsal

Club med picku

5p - 5:45p  
Karate

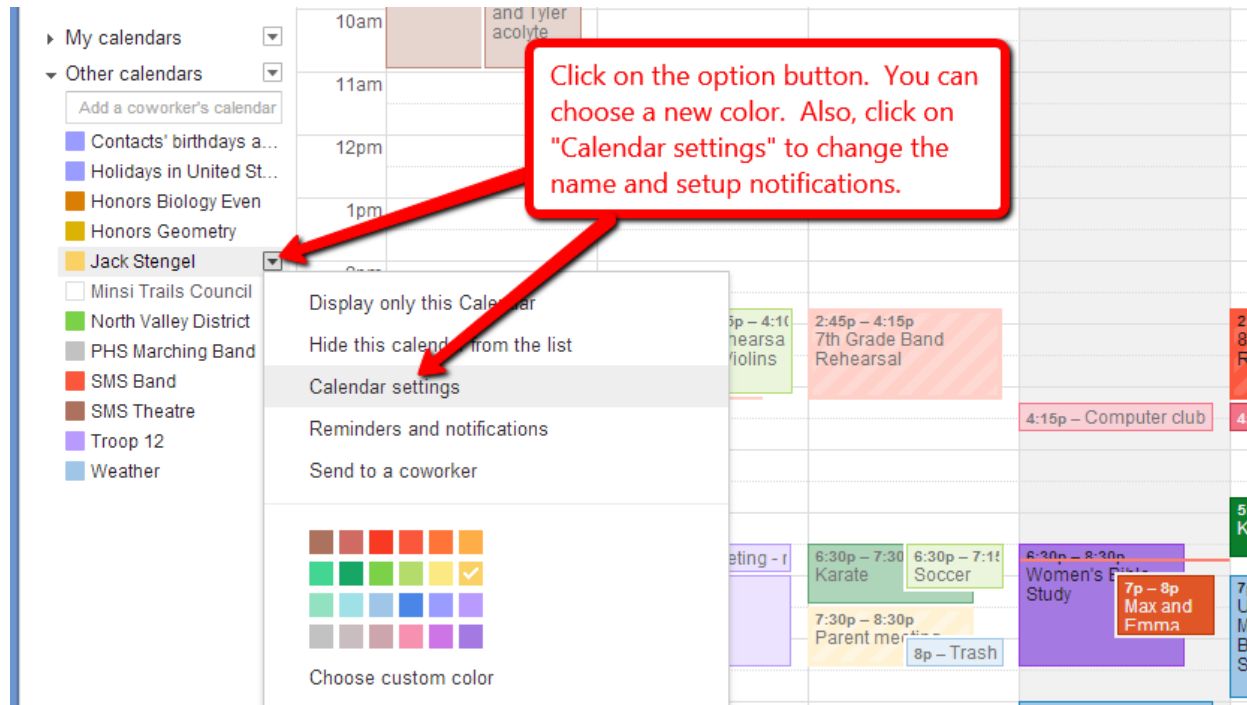
5:45p - 6:15p  
Karate

6p - 7:30p

5) The calendar will show up in the "Other Calendars" calendar group. The name and the color are customizable.

The screenshot shows the Google Calendar interface. At the top, there is a search bar and navigation buttons for 'Today', previous/next days, and the current date range 'Mar 30 - Apr 5, 2014'. Below this, there are view options for 'Day', 'Week', and 'Month'. The main calendar grid shows events for Sunday 3/30 through Thursday 4/3. On the left side, there is a sidebar with a 'CREATE' button, a calendar grid for April 2014, and a list of calendars under 'My calendars' and 'Other calendars'. A red callout box with a white background and a red border points to the 'Other calendars' list, specifically to the entry 'Jack Stengel'. The text inside the callout box reads: 'It has been added to my "other" calendars. You can customize the name and the color.'

- 6) Using the option button next to the newly added calendar click on Calendar Settings to change the name for your personal preference and then return to this and click on Reminders and Notifications to setup email/SMS notifications when changes are made to the calendar events.



7) After clicking Calendar Settings you will be able to change the name of the calendar for your personal preference.

Google

### Jack Stengel Details

Calendar Details [Reminders and notifications](#)

[« Back to calendar](#)

Calendar Name:


Calendar Owner: parklandboysoccer@gmail.com  
[Share my calendar with this person](#)

Description: Parkland Boys Soccer

Location:

Calendar Time Zone: (GMT-05:00) Eastern Time

**Embed This Calendar**  
Embed this calendar in your website or blog by pasting this code into your web page. To embed multiple calendars, click on the Customize Link



Calendar Address: [XML](#) [ICAL](#) [HTML](#) (Calendar ID: parklandboysoccer@gmail.com)

Anyone can: See all event details

You can: See all event details

[« Back to calendar](#)

Fix the name to something you would prefer to see on your calendar/phone/tablet.

Click the Save button.

You will need to come back to the settings to change the notifications.

8) Go back to the options of the new calendar and click on Reminders and Notifications

30 31 1 2 3 4 5  
6 7 8 9 10 11  
13 14 15 16 17 18  
20 21 22 23 24 25  
27 28 29 30 1 2  
4 5 6 7 8 9

▶ My calendars  
▼ Other calendars

Add a coworker's calendar

- Contacts' birthdays and anniversaries
- Holidays in United States
- Honors Biology Even
- Honors Geometry
- Minsi Trails Council
- North Valley District
- PHS Boys Soccer
- PHS Marching Band
- SMS Band
- SMS Theatre
- Troop 12
- Weather

Display only this Calendar  
Hide this calendar from the list  
Calendar settings  
Reminders and notifications  
Send to a coworker

Choose custom color

5p – 4:10p Rehearsal for Violins  
2:45p – 4:15p 7th Grade Band Rehearsal

6:30p – 7:30p PLC Meeting  
6:30p – 7:10p Soccer  
8p – 8:30p Parent Meeting  
8p – Trast

9pm

New name for my personal preference. Next click "Reminders and notifications".



9) Now select to receive email and/or SMS notifications for New, Changed and Canceled events. Go through the Mobile Setup to enable the option to receive SMS text messages.

### PHS Boys Soccer Details

[Calendar Details](#) Reminders and notifications

[« Back to calendar](#)

**Event reminders:** [?](#)  
Unless otherwise specified by the individual event.

No reminders set [Add a reminder](#)

Email reminders for events that were created on Google+ are sent by Google+. You can control which emails you want to receive for these events in your [Google+ settings](#). [Learn more.](#)

**Choose how you would like to be notified:** [?](#)

**New events:**  
Receive a notification when someone sends you an invitation to an event.

Email

SMS



**Changed events:**  
Receive a notification when someone sends an update about a changed event.



**Canceled events:**  
Receive a notification when someone sends an update about a canceled event.



**Event responses:**  
Receive a notification when guests respond to an event for which you can see the guest list.



**Daily agenda:**  
Receive an email with your agenda every day at 5am in your current time zone.



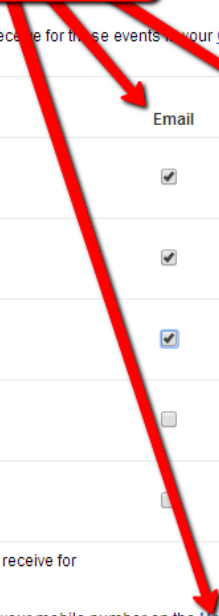
Email notifications for events that were created on Google+ are sent by Google+. You can control which emails you want to receive for these events in your [Google+ settings](#). [Learn more.](#)



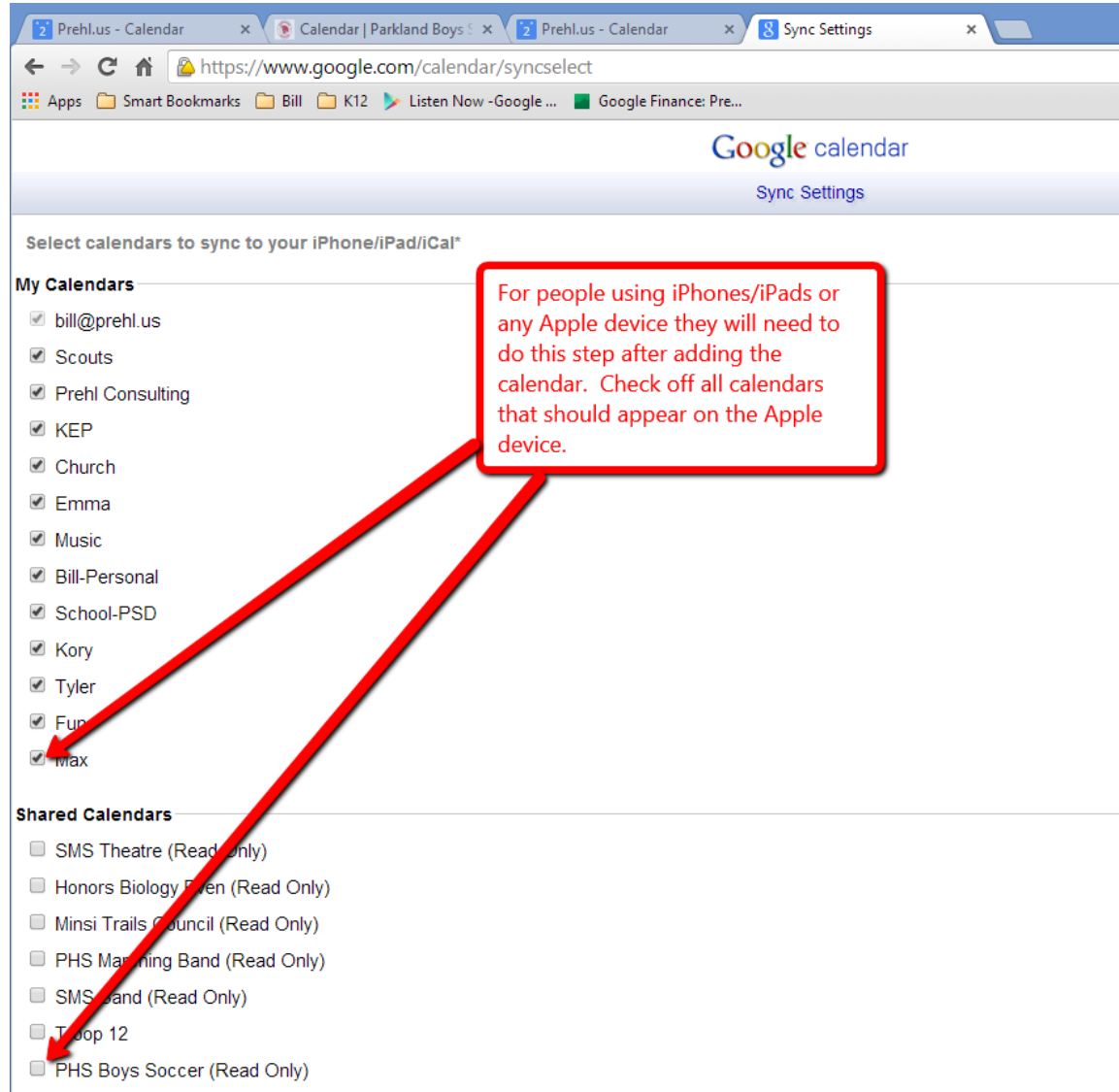
If you have SMS reminders or notifications enabled, they will be sent to [REDACTED]. You can change or remove your mobile number on the [Mobile Setup](#) page. To learn more about SMS reminders and notifications visit our [Help Center](#).

Select Email notification for New, Changed and Canceled events. SMS or text messages can also be sent directly to your phone in addition to email IF you go through the Mobile Setup.

No need for these types of notifications for a calendar that we do not control.



10) Apple users need to complete one more step. They must open a new web browser tab and navigate to [www.google.com/calendar/syncselect](https://www.google.com/calendar/syncselect) and then check off and Save all calendars that should be synced to the Apple device.



The screenshot shows the Google Calendar Sync Settings page. The browser tabs include 'Prehl.us - Calendar', 'Calendar | Parkland Boys', 'Prehl.us - Calendar', and 'Sync Settings'. The address bar shows 'https://www.google.com/calendar/syncselect'. The page title is 'Google calendar Sync Settings'. The main heading is 'Select calendars to sync to your iPhone/iPad/iCal\*'. Under 'My Calendars', there is a list of 14 items, all with checked boxes: bill@prehl.us, Scouts, Prehl Consulting, KEP, Church, Emma, Music, Bill-Personal, School-PSD, Kory, Tyler, Fun, and max. Under 'Shared Calendars', there is a list of 7 items, all with unchecked boxes: SMS Theatre (Read Only), Honors Biology Even (Read Only), Minsi Trails Council (Read Only), PHS Marching Band (Read Only), SMS Band (Read Only), Top 12, and PHS Boys Soccer (Read Only). A red callout box with a black border contains the text: 'For people using iPhones/iPads or any Apple device they will need to do this step after adding the calendar. Check off all calendars that should appear on the Apple device.' Two red arrows point from the callout box to the 'max' checkbox in the 'My Calendars' list and the 'PHS Boys Soccer (Read Only)' checkbox in the 'Shared Calendars' list.

Prehl.us - Calendar x Calendar | Parkland Boys x Prehl.us - Calendar x Sync Settings x

← → ↻ 🏠 <https://www.google.com/calendar/syncselect>

Apps Smart Bookmarks Bill K12 Listen Now - Google ... Google Finance: Pre...

Google calendar  
Sync Settings

Select calendars to sync to your iPhone/iPad/iCal\*

**My Calendars**

- bill@prehl.us
- Scouts
- Prehl Consulting
- KEP
- Church
- Emma
- Music
- Bill-Personal
- School-PSD
- Kory
- Tyler
- Fun
- max

**Shared Calendars**

- SMS Theatre (Read Only)
- Honors Biology Even (Read Only)
- Minsi Trails Council (Read Only)
- PHS Marching Band (Read Only)
- SMS Band (Read Only)
- Top 12
- PHS Boys Soccer (Read Only)

For people using iPhones/iPads or any Apple device they will need to do this step after adding the calendar. Check off all calendars that should appear on the Apple device.