



As we prepare for the 2011/2012 school year, we are changing the calendar again. Although we just announced all the links had changed, they are no longer sync'd. We are moving to a shared calendar that staff and specific coordinators will be able to add/edit calendar entries. Once subscribed to these new calendars you will be instantly updated to any additions/changes that are made.

Below are instructions for popular calendar applications to streamline and simplify adding the calendars to your computer or device. Instructions have been included for **Google Calendar, Outlook 2010, iCal (Mac), and iDevices**. If you use one of these it will take just a few clicks to configure your application.

These instructions will automatically subscribe your calendar to the Music Calendar(s) you need. When the host calendar changes, your calendar will change as long as you have internet access.

Calendars not listed; First consult the help file of your

current calendar software program. Additionally, you can turn to the internet by searching "calendar subscriptions" for your program. You will need to learn if your application accepts .ics files. The .ics file or Internet Calendar format is the most popular calendar format used. If your program uses .ics files the "webcal:// " addresses are embedded in the Hawk Heads below. They should keep you sync'd or subscribed to the host calendar.

If your software is not listed, you can experiment by clicking on the Hawk icons below and see if your calendar will import the calendar file. If all else fails click on the "Website" links on the last page of this document and the most current calendar will open as a web page. Bookmark the web page and so you can refer to it often.

Be sure to forward this documents to friends and family so they can keep up to date with all the activities. Thanks for keeping up to date with Hawk Music!

GOOGLE CALENDAR INSTRUCTIONS

1. If you have a Gmail account and use the calendar feature, please [click here](#).
2. Scroll to the bottom of the calendar.
3. Click on the Google logo.



4. Log into your account.
5. Follow the instructions to add the calendars.

Note:

- This will import all the Music Calendars into your Google Calendar. To delete specific calendars, click on the settings button in the calendar view panel. Delete the calendars you do not want to track.
- Once imported you can click on the names of the various calendars in the My Calendars panel to change the view.
- It is recommended that you keep the Booster, SVUSD, and Fundraiser calendars. This will keep you informed about meetings, dine outs, and the school schedule.

OUTLOOK 2010 INSTRUCTIONS: (COPIED FROM OUTLOOK HELP FILE)

An Internet Calendar Subscription is a calendar that you download and view in Outlook. However, unlike a Calendar Snapshot, Internet Calendar Subscriptions are updated automatically.

These calendars can be found on Web sites where people host calendars. On such a Web site, you can click a link to download and subscribe to the calendar, or someone can send you a link to the Internet Calendar Subscription in an e-mail message. This link is an Internet Web address that begins with `webcal://`, instead of `http://`, and ends with a file name that has the `.ics` file extension.

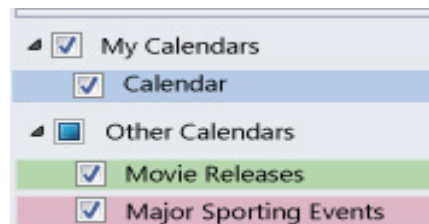
1. Click the link on page 3 for the Internet Calendar Subscription.

You might be prompted to acknowledge that you are opening a hyperlink. You should click Yes only if you know and trust the validity of the linked calendar.

2. At the prompt, Add this Internet Calendar to Outlook and subscribe to updates, click Yes.

The Internet Calendar opens in side-by-side view in the Outlook Calendar and is added to the Navigation Pane in Calendar view under Other Calendars. The calendar will check periodically for any up-

dates made by the calendar publisher.

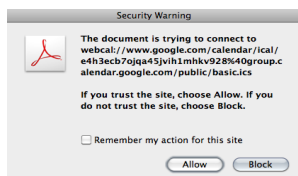


Notes:

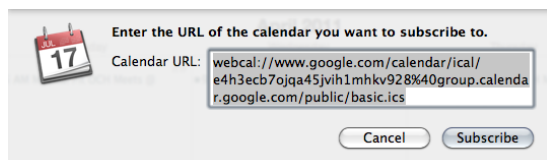
- To remove an Internet Calendar Subscription from side-by-side view, clear the check mark for the calendar in the Navigation Pane.
- To overlay multiple calendars, use the arrow buttons on the calendar tabs.
- You can drag items from the Internet Calendar Subscription to other calendars in side-by-side view.
- To remove the Internet Calendar Subscription from the Navigation Pane, right-click the calendar name, and then click Delete calendar name.
- Internet Calendar Subscriptions can be added, changed, or removed from the Account Settings dialog box. On the Tools menu, click Account Settings, and then click the Internet Calendars tab.

APPLE ICAL (MAC)

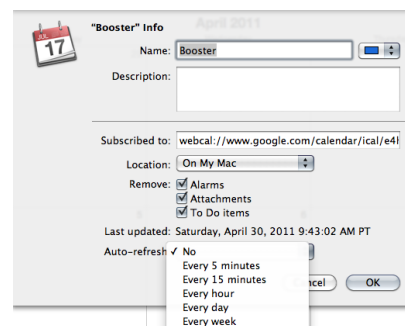
Step 1



Step 2



Step 3



1. Make sure iCal is running. Click on the Calendar(s) you want. You will see a the security dialog box. Click Allow.
2. Click Subscribe.
3. In the subscription dialog select the location and auto-refresh options. (cont.)

- *Location* - If you choose On My Mac only your computer will be kept up to date. If you use Mobile Me account (example, youraccount@me.com), the subscription will be push to your other devices.
- *Auto-Refresh* - Every time you open iCal, the calendar(s) you subscribe to will automatically be updated. If you would like the calendar(s) to be refreshed throughout your iCal session, choose an auto-refresh option.

4. Repeat for all calendars you want a subscription to.

Notes:

- It is recommended that you subscribe to the Booster, SVUSD, and Fundraiser calendars. This will keep you informed about meetings, dine outs, and the school schedule.
- In iCAL you can click on the check boxes to change the view setting.

APPLE IPAD, IPHONE, ITOUCH

IMPORTANT: If you followed the steps above for iCAL chose your mobile me account for the location, you should not need to apply these steps. You can choose to keep you phone sync'd to your mobile me account and both devices will be the same.

To have these calandars only on you iDevice, you will need either iBooks (free) or one of the PDF reader apps (prices vary) on your device to make this work.

1. Email this PDF document to the account you use on your device.
2. Open PDF in mail. Click on arrow at top and "Open In" iBooks.
3. Scroll down and click on calendar(s) you want. (It helps to enlarge the PDF so you can see the Hawk Heads clearly.)
4. Be patient and add calendars one at a time. A dialog will open asking you if you want to leave iBooks and open link. Click yes. Another dialog box opens, stating the calendar has been added and asks if you want to view. Click view.
5. Repeat the above steps for each calendar.

LINKS FOR OUTLOOK AND ICAL

and others that require webcal:// calendar files to create subscriptions (most common.)

<i>Critical Calendars</i>		
	Booster Calendar	 MB/CG 2010/2011
	SVUSD 2010/2011	 MB/CG 2011/2012
	SVUSD 2011/2012	 Drum Line
	Fundraisers	 Winter Guard
		 Jazz
		 ORC & SYM
		 Football Games

Below are the actual links embedded in the Hawk Heads in case you need to cut and paste.
Also, you can use the webpage link which will show the individual calendars as a webpage.

Booster

[webcal://www.google.com/calendar/ical/e4h3ecb7ojqa45jvih1mhkv928%40group.calendar.google.com/public/basic.ics](http://www.google.com/calendar/ical/e4h3ecb7ojqa45jvih1mhkv928%40group.calendar.google.com/public/basic.ics)

Webpage - https://www.google.com/calendar/embed?src=e4h3ecb7ojqa45jvih1mhkv928%40group.calendar.google.com&ctz=America/Los_Angeles

SVUSD 2010/2011

[webcal://www.google.com/calendar/ical/9l22mqnanu6ij2m123kv537qm8%40group.calendar.google.com/public/basic.ics](http://www.google.com/calendar/ical/9l22mqnanu6ij2m123kv537qm8%40group.calendar.google.com/public/basic.ics)

Webpage - https://www.google.com/calendar/embed?src=9l22mqnanu6ij2m123kv537qm8%40group.calendar.google.com&ctz=America/Los_Angeles

SVUSD 2011/2012

[webcal://www.google.com/calendar/ical/l76sqfhubru4fvqfgfmfh17gd88%40group.calendar.google.com/public/basic.ics](http://www.google.com/calendar/ical/l76sqfhubru4fvqfgfmfh17gd88%40group.calendar.google.com/public/basic.ics)

Webpage - https://www.google.com/calendar/embed?src=l76sqfhubru4fvqfgfmfh17gd88%40group.calendar.google.com&ctz=America/Los_Angeles

Fundraisers

[webcal://www.google.com/calendar/ical/k8jd5007424kvp9461108opps%40group.calendar.google.com/public/basic.ics](http://www.google.com/calendar/ical/k8jd5007424kvp9461108opps%40group.calendar.google.com/public/basic.ics)

Webpage - https://www.google.com/calendar/embed?src=k8jd5007424kvp9461108opps%40group.calendar.google.com&ctz=America/Los_Angeles

Drumline

[webcal://www.google.com/calendar/ical/c4e2qv58tl7hk5q484bh7b6mbo%40group.calendar.google.com/public/basic.ics](http://www.google.com/calendar/ical/c4e2qv58tl7hk5q484bh7b6mbo%40group.calendar.google.com/public/basic.ics)

Webpage - https://www.google.com/calendar/embed?src=c4e2qv58tl7hk5q484bh7b6mbo%40group.calendar.google.com&ctz=America/Los_Angeles

Football Games

[webcal://www.google.com/calendar/ical/66ohtg6q9bm9g6c7845i52uv9c%40group.calendar.google.com/public/basic.ics](http://www.google.com/calendar/ical/66ohtg6q9bm9g6c7845i52uv9c%40group.calendar.google.com/public/basic.ics)

Webpage - https://www.google.com/calendar/embed?src=66ohtg6q9bm9g6c7845i52uv9c%40group.calendar.google.com&ctz=America/Los_Angeles

Jazz

[webcal://www.google.com/calendar/ical/jn51obsijtqb5a4af8tok64an8%40group.calendar.google.com/public/basic.ics](http://www.google.com/calendar/ical/jn51obsijtqb5a4af8tok64an8%40group.calendar.google.com/public/basic.ics)

Webpage - https://www.google.com/calendar/embed?src=jn51obsijtqb5a4af8tok64an8%40group.calendar.google.com&ctz=America/Los_Angeles

MG/CG 2010/2011

[webcal://www.google.com/calendar/ical/ktdmrqama8ebjotl6islinsuppk%40group.calendar.google.com/public/basic.ics](http://www.google.com/calendar/ical/ktdmrqama8ebjotl6islinsuppk%40group.calendar.google.com/public/basic.ics)

Webpage - https://www.google.com/calendar/embed?src=ktdmrqama8ebjotl6islinsuppk%40group.calendar.google.com&ctz=America/Los_Angeles

MB/CG 2011/2012

[webcal://www.google.com/calendar/ical/vn6ou2puv3p8hcma7nhj8lna00%40group.calendar.google.com/public/basic.ics](http://www.google.com/calendar/ical/vn6ou2puv3p8hcma7nhj8lna00%40group.calendar.google.com/public/basic.ics)

Webpage - https://www.google.com/calendar/embed?src=vn6ou2puv3p8hcma7nhj8lna00%40group.calendar.google.com&ctz=America/Los_Angeles

ORC & SYM

[webcal://www.google.com/calendar/ical/kgc8quih5ksjsu9tm78dse1vn0%40group.calendar.google.com/public/basic.ics](http://www.google.com/calendar/ical/kgc8quih5ksjsu9tm78dse1vn0%40group.calendar.google.com/public/basic.ics)

Webpage - https://www.google.com/calendar/embed?src=kgc8quih5ksjsu9tm78dse1vn0%40group.calendar.google.com&ctz=America/Los_Angeles

WG

[webcal://www.google.com/calendar/ical/q7kskdvadfteleqcl2oeikmlok%40group.calendar.google.com/public/basic.ics](http://www.google.com/calendar/ical/q7kskdvadfteleqcl2oeikmlok%40group.calendar.google.com/public/basic.ics)

Webpage - https://www.google.com/calendar/embed?src=q7kskdvadfteleqcl2oeikmlok%40group.calendar.google.com&ctz=America/Los_Angeles