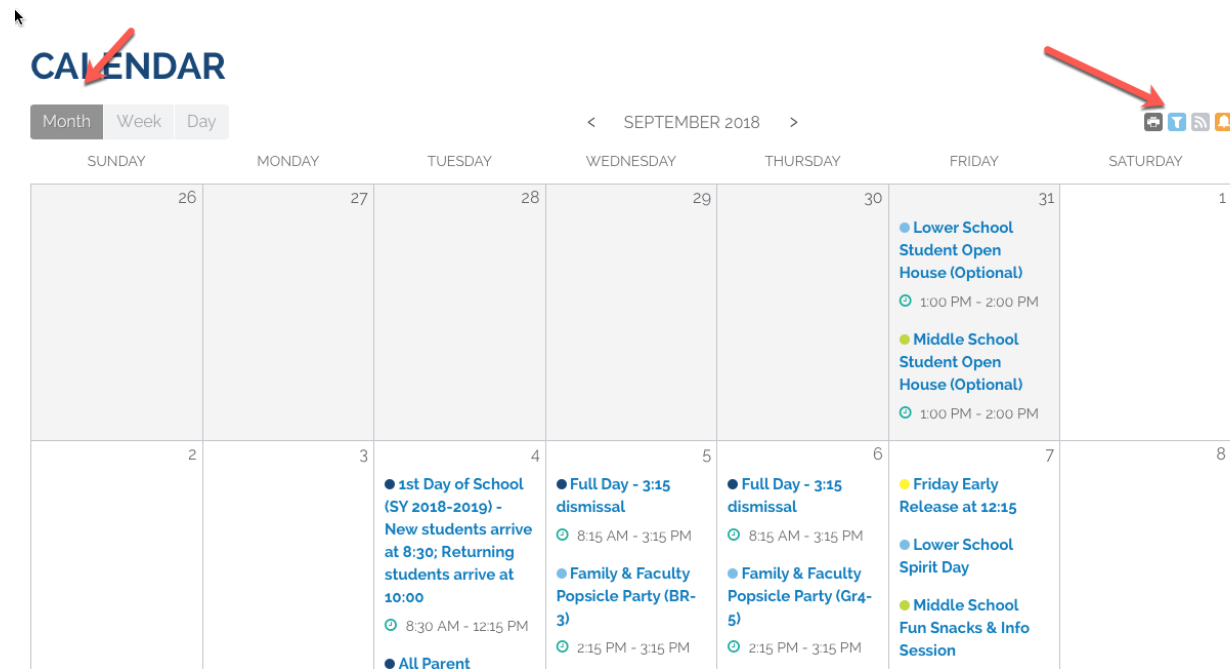


**The best way to access the School Calendar is to use the website version.** It is mobile-friendly and includes the most robust info: event name, time, location, details, and more.

Go to: <https://www.carrollschool.org/student-life/calendar>

**It's also very flexible!** You can view by Month/Week/Day or filter by calendar type. You can also sign up for email/text alerts using the gold bell button.



## Calendar Feeds

If you are currently subscribed to our former GOOGLE calendar, please note that the events are no longer being updated. We apologize for the inconvenience!

Our new School Calendar also allows you to subscribe or add to an existing iCal or Google calendar. Note: the information provided is limited to event, date/time and location.

There are 3 options to subscribing to our school calendars:

1. Using the Standard iCal URL
2. Using the Google iCal URL

### 3. Add to Your Default Calendar App

You will have the option to subscribe to ALL Public Calendar or the following individual calendars:

- Admissions
- All School
- High School Placement
- Holidays & Closings
- Lower School
- Middle School
- Summer@Carroll
- Upper School

## How to Subscribe to and Get Alerts about a Calendar

Select the "Alerts" icon above the calendar.



In the "Manage Calendar Subscription" window, select the calendars you would like to subscribe to and customize the alert settings according to your preference. For text alerts, you'll need a mobile number on file (you can add/update that in your profile settings). Click "Update Settings" button when done.

**MANAGE CALENDAR SUBSCRIPTION** ← Back

Sign up to receive a reminder for this event! When finished click the "Update" button.

**CALENDAR INFO:**

Calendars: select all deselect all

- Admissions
- All School
- High School Placement
- Holidays and Closings
- Lower School
- Middle School
- Summer@Carroll
- Upper School

**ALERT SETTINGS:**

Send To: Email Phone  
 adempster@carrollschool.org -- 0 sms enabled phone numbers --

Reminder:  18 Hours Before

Update Settings

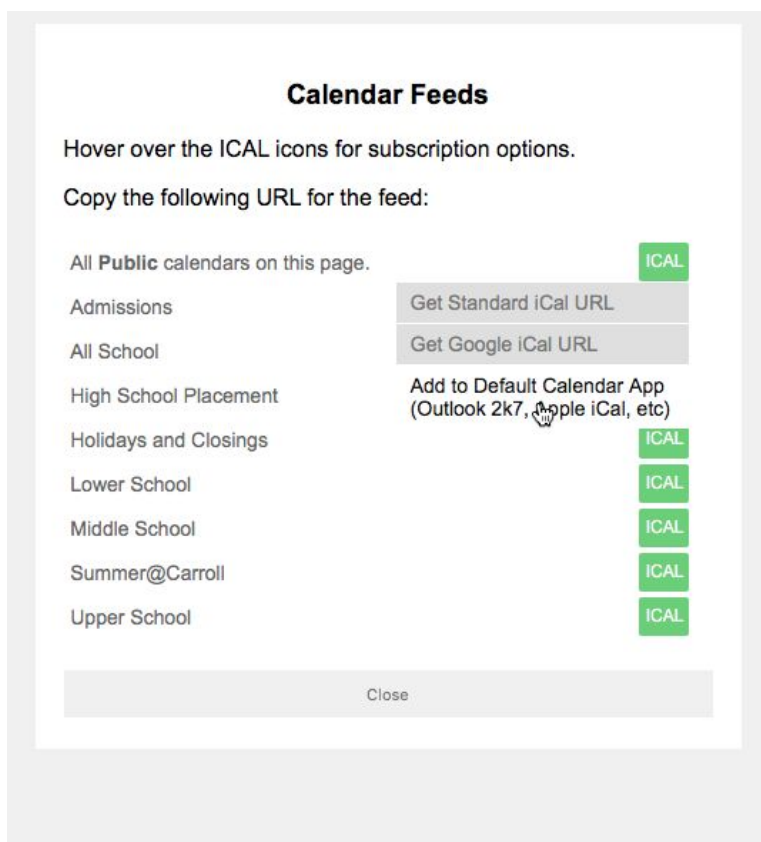
## How to Add a Calendar/Feed to an iOS device

To find the iCal URL, select the “Feeds” icon above the calendar.



In the “Calendar Feeds” window, hover over the ICAL green button for “all public calendars” or the individual calendar for which you’d like to subscribe. You have two options:

1. On your mobile device: Hover over “Add to Default Calendar App” and click option. Your device will verify that you want to subscribe to the calendar.



2. Use the URL option: Hover over “Get Standard iCal URL” and click option. URL will appear above it. Select the URL and copy it.

### Calendar Feeds

Hover over the ICAL icons for subscription options.

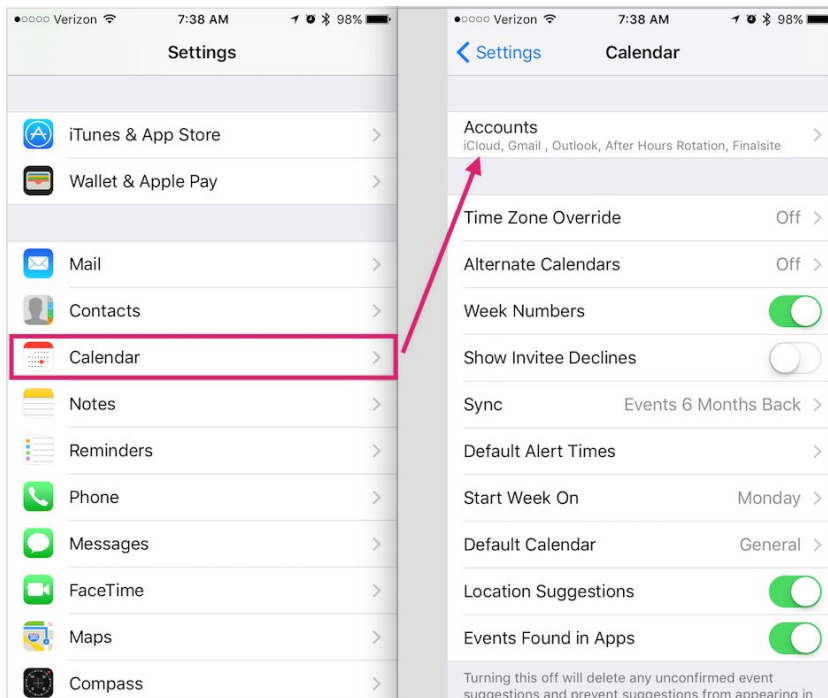
Copy the following URL for the feed:

All **Public** calendars on this page. ICAL

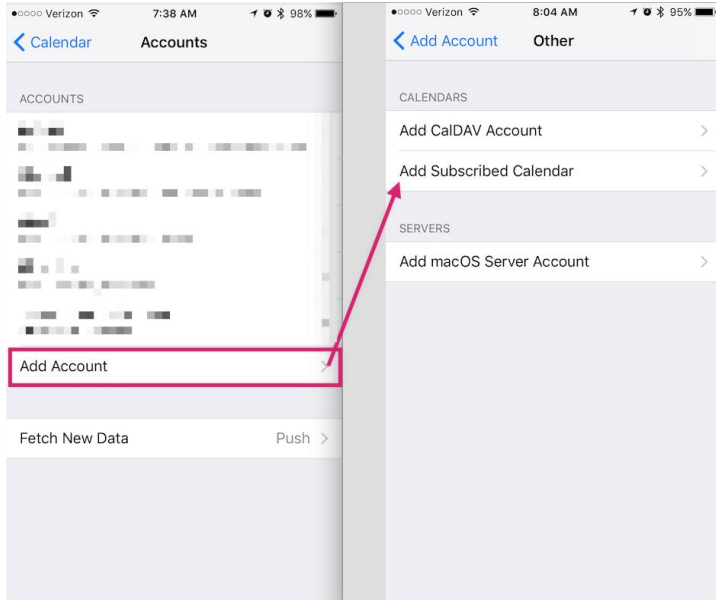
Admissions	Get Standard iCal URL	
All School	Get Google iCal URL	
High School Placement	Add to Default Calendar App (Outlook 2k7, Apple iCal, etc)	
Holidays and Closings		ICAL
Lower School		ICAL
Middle School		ICAL
Summer@Carroll		ICAL
Upper School		ICAL

Once you have copied the feed URL, add it to your mobile device in the "Settings" menu to automatically track any updates to the calendar. To add a calendar feed to your iOS device, start in the Settings app.

Go to the menu item labeled "Calendars" and select "Account" at the top of the screen.



On the list of account types, select "Add Account" at the bottom. Then select "Other" followed by "Add Subscribed Calendar."



Paste in the iCal feed URL that you previously saved to your clipboard in the field marked "Server" and select "Next."

Your device will verify the feed URL and add it to your calendar. Subsequently, new events will automatically populate in the Calendar app.

The fields that are synced are:

- Start Date / Start Time
- End date / End time
- Title
- Location

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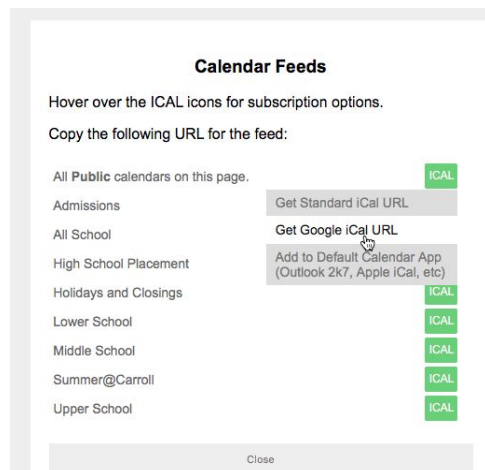
## **How to Add a Calendar/Feed to a Google Calendar**

**This is best done on desktop.** To find the iCal URL, select the "Feeds" icon above the calendar.

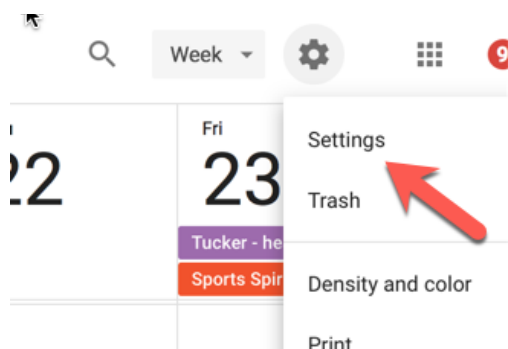


In the "Calendar Feeds" window, hover over the ICAL green button for "all public calendars" or the individual calendar for which you'd like to subscribe. Hover over

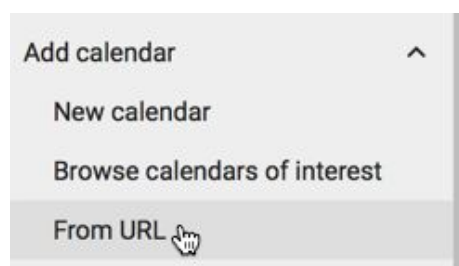
“Get Google iCal URL” and click option. URL will appear above it. Select the URL and copy it.



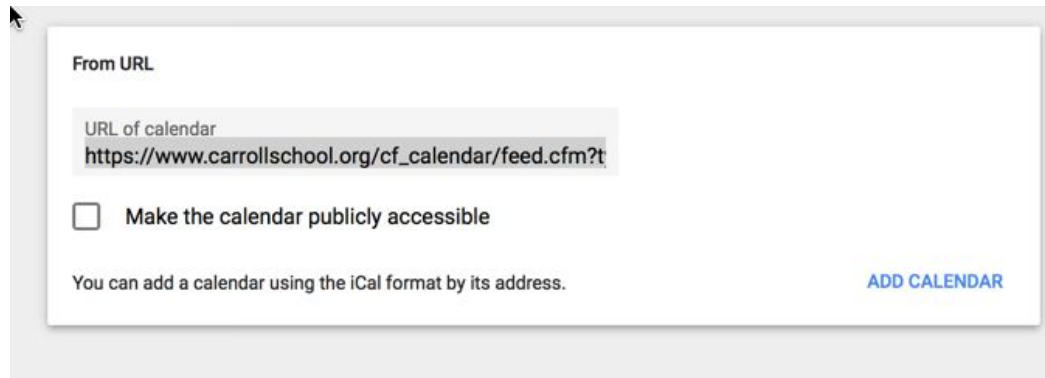
Login to your Google Calendar and go to Settings (under gear icon).



On the left, find “Add calendar” menu, pull down, select “From URL”



Paste copied URL into the URL field. Click “Add Calendar” button when finished.



The image shows a web form titled "From URL" for adding a calendar. It features a text input field containing the URL "https://www.carrollschool.org/cf\_calendar/feed.cfm?t". Below the input field is a checkbox labeled "Make the calendar publicly accessible", which is currently unchecked. At the bottom of the form, there is a blue button labeled "ADD CALENDAR" and a small instructional text: "You can add a calendar using the iCal format by its address."

**From URL**

URL of calendar  
`https://www.carrollschool.org/cf_calendar/feed.cfm?t`

Make the calendar publicly accessible

You can add a calendar using the iCal format by its address. [ADD CALENDAR](#)

The fields that are synced are:

- Start Date / Start Time
- End date / End time
- Title
- Location