

## PRSD Calendar Subscription Directions

The eChalk website allows you to include our PRSD online calendar in your personal calendar such as Google or Outlook. Please follow one of directions below based on your preference:

**To subscribe to all district, school, and athletic calendar events, go to the district homepage ([www.pearlriver.org](http://www.pearlriver.org)):**

- Go to the “Calendar” link at the top of the page.
- Click “Subscribe” at the top left corner of the screen (on a mobile device, “Subscribe” will be listed under the calendar).
- Click “Copy Link to Clipboard”. The URL link will now be in your copy buffer.
- Go to your primary calendar and add a new calendar by pasting the URL.

**To subscribe to a specific school or athletic calendar events, go to the district homepage ([www.pearlriver.org](http://www.pearlriver.org)):**

- Go to the “Calendar” link at the top of the page.
- Scroll to the bottom of the page
- All the calendar sources used in the district are listed; click the one you want.
- Click “Subscribe” at the top left corner of the screen (on a mobile device, “Subscribe” will be listed under the calendar).
- Click “Copy Link to Clipboard”. The URL link will now be in your copy buffer.
- Go to your primary calendar and add a new calendar by pasting the URL.
- If you want to subscribe to another calendar source, repeat the above steps.
- For elementary schools: make sure you subscribe to the “ELF Joint Information” calendar as well as the specific school to ensure you have all calendar events.