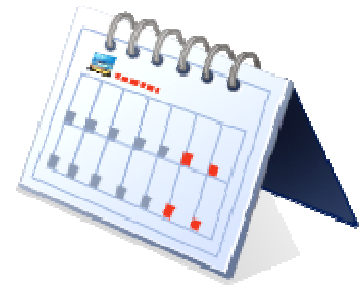


## Subscribing to our School's eChalk Calendar



### Through Google Calendar:

1. Login to Google Calendar
2. Click "Other Calendars"
3. Click "Add by URL".
4. Paste the school's url in the text box.

Ward's url is:

<webcal://ward.nred.org/Calendar.ics?id=e91a68f2-a6b0-4af7-add8-a3a67e6969e0>

5. Click "Add Calendar" button.
6. In a few moments the School eChalk calendar events will display on your Google Calendar.

*Each cell phone will function differently but these are some general steps for syncing.*

### Syncing Google Calendar and an Android device:

1. After completing the steps above return to your android.
2. Click "Settings"
3. Click "Accounts and Sync"
4. Click "Add account"
5. Select "Google"
6. Choose "Existing"
7. Enter your Google email address and password.
8. Click "Sign in"
9. Wait
10. Not now if you do not want to setup Google Wallet.
11. Deselect the Google features you do not want to add to your phone (gmail, contacts, etc) and select the features that you would like to add to your phone (calendar, etc).
12. Next
13. In a few moments the School Calendar events will display on your android's Calendar app.

### Through Subscribed Calendars Feature of iphone:

1. Click "Settings"
2. Click "Mail, Contacts, Calendars"
3. Click "Add Account"
4. Click "Other" at the bottom of the choices
5. Click "Subscribed Calendars"
6. In the "server" field please type the ical address carefully:  
<ward.nred.org/Calendar.ics?id=e91a68f2-a6b0-4af7-add8-a3a67e6969e0>
7. Click "Next"
8. In a few moments the School Calendar events will display on your iphone's Calendar app.