

Collegedale Academy Calendar Subscribing Instructions

All CA families are welcome to subscribe to each building's calendar. Upon subscribing, all the events for that particular calendar will be placed on your digital calendars. Below are instructions on how to subscribe.

Note: If you subscribe to more than one building calendar, you may have repeated events on your calendar, holidays in particular.

Steps to subscribe:

- Access CA's calendar of choice:
 - Go to; collegedaleacademy.com > Calendars (a link at the top of the webpage) OR scroll to the middle of the homepage for another way to access the calendars.
- Click the small red "subscribe" button near the calendar to which you'd like to subscribe.
- Next a Google Calendar will show.
- On bottom right, click "+Google Calendar" (see attached screen shot).
- From there follow the directions of your digital calendar app.

The screenshot displays a calendar grid with several events highlighted in blue. The events include:

- 1:30pm College Fair
- 5pm Cross-Country Race-Grove Level Start
- End of 1st Quarter
- Union College Volleyball & Golf Tournament
- 4:30pm Cross-Country Race-Front Runner A
- SA Vespers
- Orchestra @ University Church Evensong
- NACA Volleyball Tournament
- Race
- Band Backpacking Trip
- Orchestra @ Apison SDA Church Service
- Opus @ Korean SDA Church Service
- 7pm Orchestra @ Collegedale Commons, Et

At the bottom right of the calendar, there is a red text link that says "Click Here" which points to a button labeled "+ Google Calendar".