Band Calendar

Notification Setup

Overview

Wheaton North
Falcon Band Parent Organization
WheatonNorthBand@gmail.com
www.WheatonNorthBand.com

Band Calendar Basics
- The calendar is a Google calendar attached to the band email WheatonNorthBand@gmail.com.
- The Google calendar is "public" so it can be "read" by external applications.
- You are able to add the calendar to any object using XML, iCal, or HTML.
- The band calendar is maintained by the FBPO officers.

Purpose
- Instructions to add the calendar to your personal Google calendar.
- Setup add, change, delete notifications by email to your personal Google email.
- You will need a Google account to enable the notifications.
- Every student has a Google account assigned by the district that could be used to receive band calendar notifications.
- Alternatively, you can use the iCal URL (see last page) to subscribe to the band calendar using your calendaring tool.

Helpful Links
- http://www.google.com/calendar/about/
- https://support.google.com/calendar/answer/37242?hl=en

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Step 1 – Access the Band Calendar

A. Go to the band calndar on the web site:
   http://wheatonnorthband.com/Calendar/WheatonNorthBandCalendar.html

B. Click on the link circled in red above.

C. The link will take you to the band calendar in Google.

Step 2 – Connect to Band Calendar

A. Click on the button in the lower right-hand side of the window.

B. The button will take you to YOUR Google account. You will need a Google account. If you don't have an account or are not logged into your Google account, you will be prompted to login to your account or create a new account.

C. Clicking on the button in the red circle will pop up a small dialogue asking if you want to add the calendar.

Step 3 – Add the Band Calendar

A. "Click on YES, add this calendar"

B. This action will add the band calendar as a viewable calendar from your personal Google calendar.

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Step 4 – Calendar Item in Your List

A. Notice the Wheaton North Falcon Band calendar added to your personal Google calendar.

B. Also note the band calendar is now viewable from your Google calendar. Additionally the band calendar can be viewed on any mobile app that can read Google calendars.

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Step 5 – Add/Edit Notifications

A. If you place your cursor over the calendar item in the red circle above, a black drop down button is on the right hand side.

B. Click the drop down button and the dialogue box should appear to the lower right of the calendar item.

C. Click on "edit notifications"

Step 6 – Enable Change/Cancel Events

A. Check the X-Boxes to receive notifications for changes and cancelled events.

B. Make sure to "Save" the entries by clicking the button on the lower left hand side of the screen.

Step 7 – Access to XML, iCal or HTML

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A. Alternatively, if you clicked "Calendar Settings" in Step-5, you can get a copy of XML, iCal or HTML to use in other applications.

B. Click on the respective buttons in the red circle and copy the links or code.

C. The iCal link will provide a URL that can be copied and pasted into your personal calendar tool; Outlook, iPhone, Android etc.. Make certain you choose "subscribe" or "sync". If you "import" you will only receive a snapshot of the calendar, not an updated copy that keeps the most current calendar active.