

# Adding the Club's Calendar to Google Calendar and to Google Calendar on Android Devices

ClubRunner now offers the ability to subscribe to a Calendar of Events. As events are added to the website they will show up automatically on your personal calendar.

If you wish to have the Club's calendar on your Android mobile devices, and you use the standard Google calendar on them, then you must first set up the online Google calendar because your phone automatically synchronises to this. This is explained below.

*Note: If you do not use the standard calendar that comes with your device (eg. you use Outlook) then contact me for instructions.*

## Summary of Steps

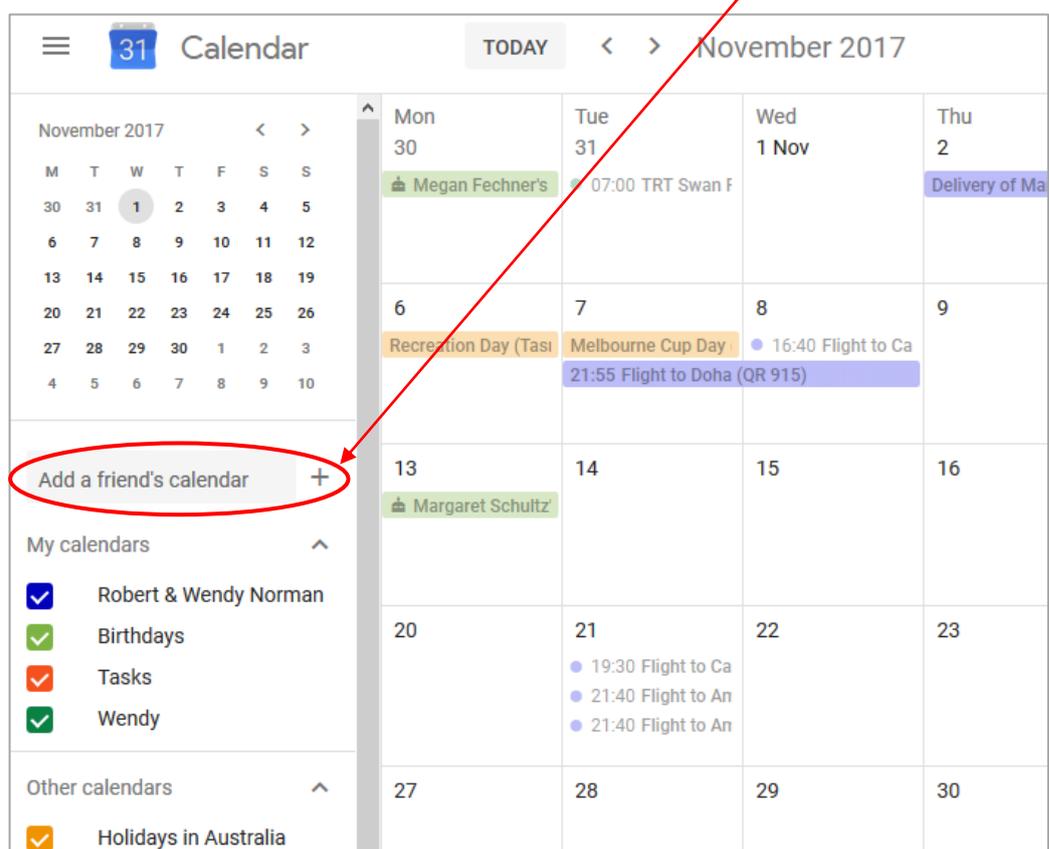
- A. Add the club's calendar to the online version of Google calendar. It will be **easier to use a desktop computer or tablet** for this. The screenshots within the instructions are from a desktop but will be the same for a tablet.
- B. Synchronise the Android device, phone and/or tablet, to the online Google Calendar.

## A. Adding the Club's Calendar to Google Calendar

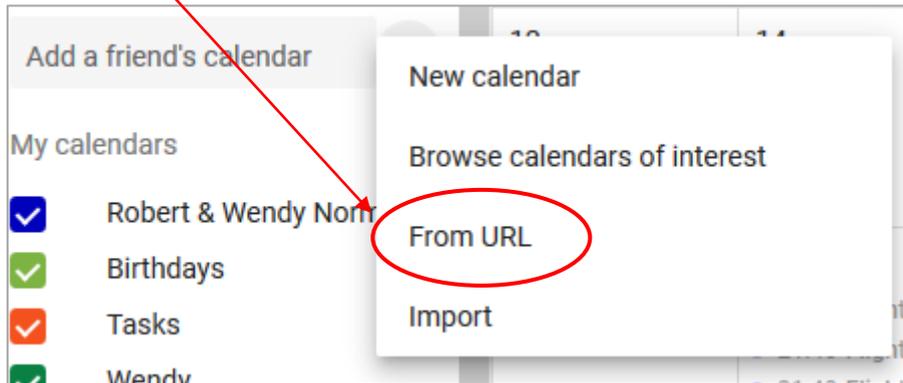
1. Open Google Calendar <https://calendar.google.com> in your favourite browser (eg. Internet Explorer, Firefox, Chrome, Safari).

This may or may not take you to the Google login screen – it will depend upon how you have your Gmail set up. If it does then enter your Google username and password - same as your Gmail.

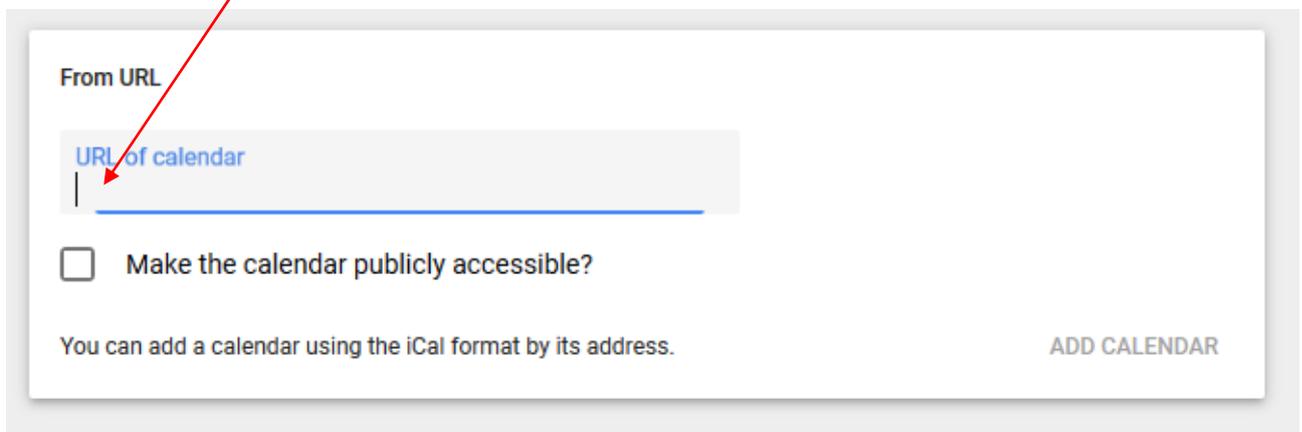
2. You will now see your personal Google Calendar. On the left hand side next to **Add a friend's calendar**, click on the **plus (+) symbol**.



3. Click on **From URL**.

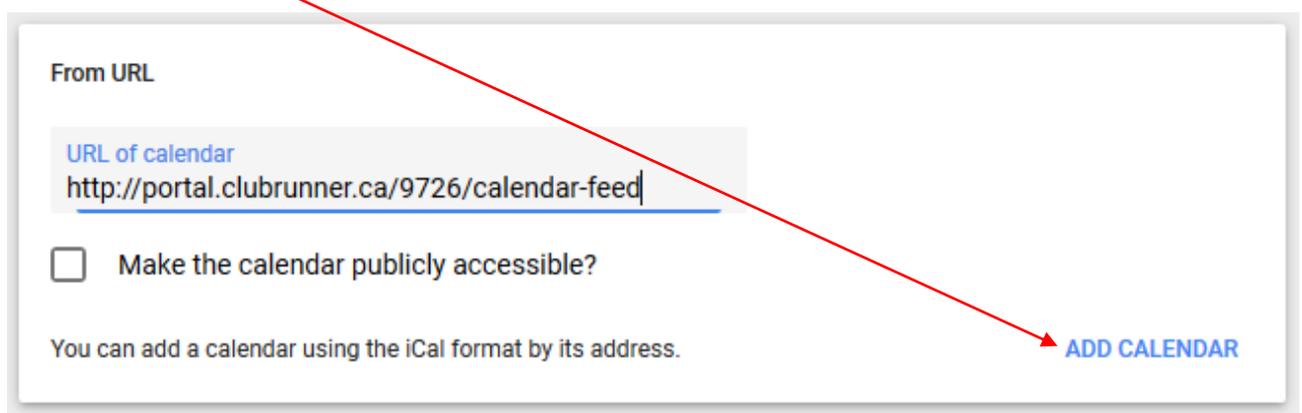


4. The 'Setup' screen will appear and it will contain the following box labelled 'From URL'.  
Into the **URL of calendar** line type `http://portal.clubrunner.ca/9726/calendar-feed`



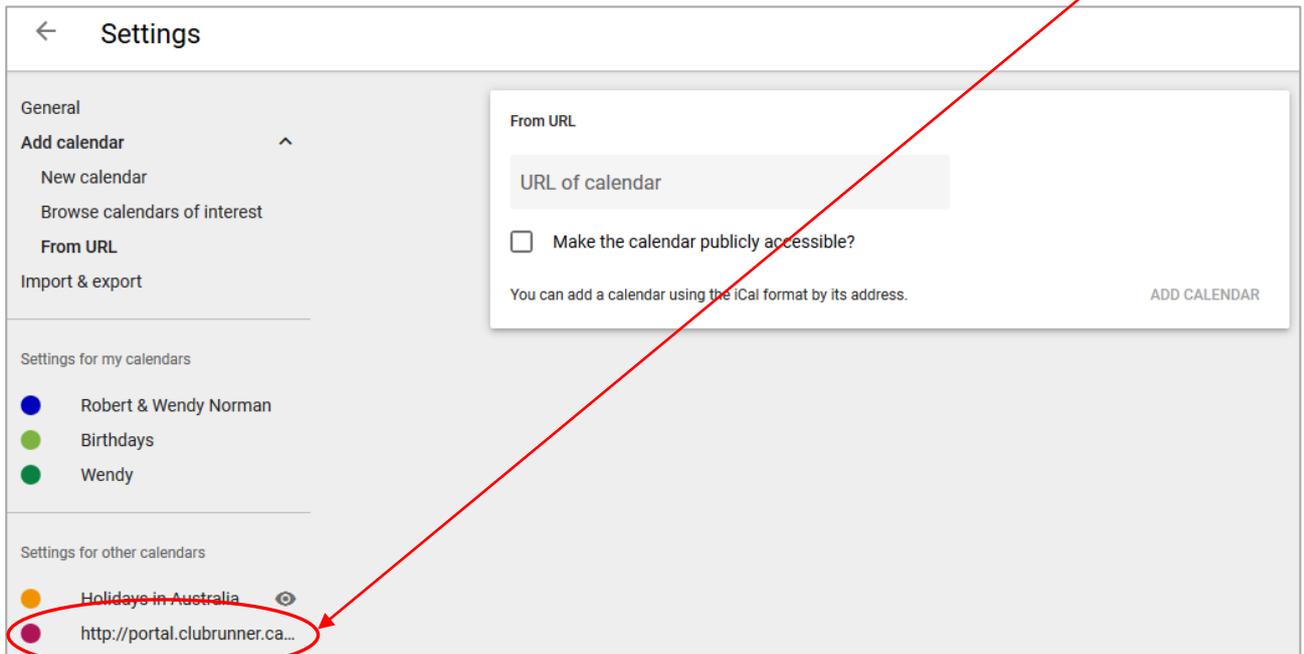
Do not tick the 'Make the calendar publicly available' box.

5. Click **Add Calendar**.



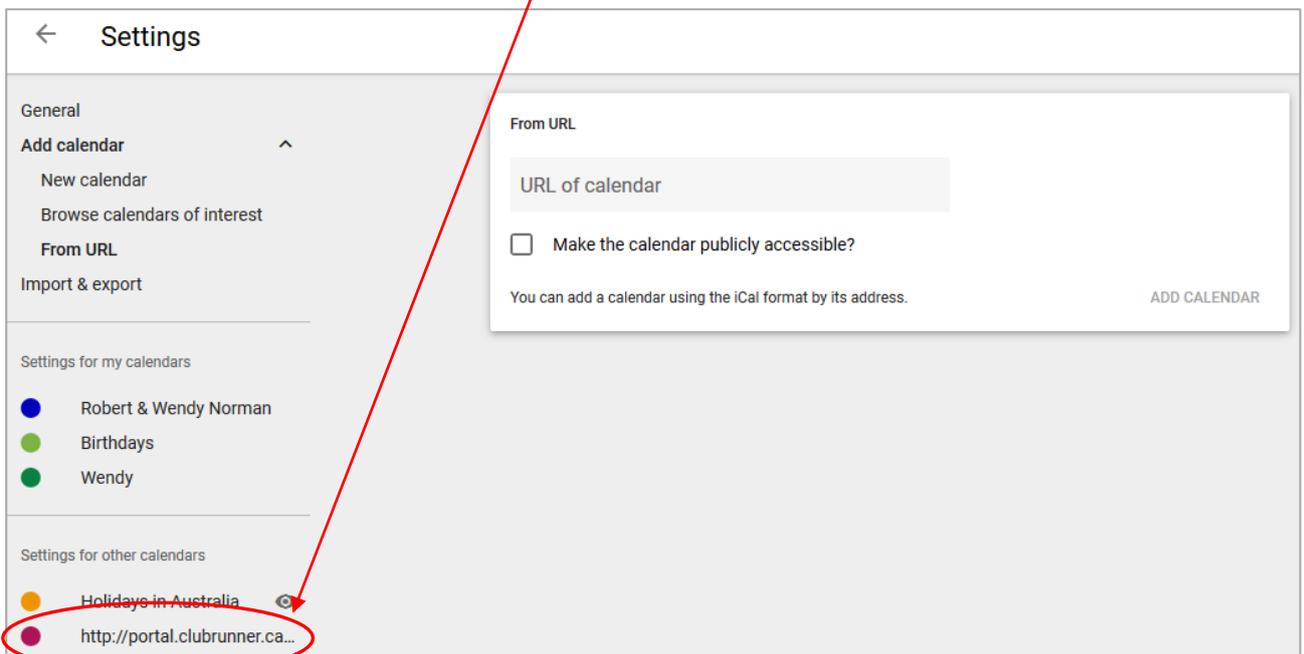
Very briefly at the bottom of the screen will appear a popup box indicating that the calendar has been added to your personal calendar.

6. On the left hand side of the screen, under **Settings for other calendars**, you should now see something similar to the following. (If you do not see this then check the spelling of your typing and try again.)



7. We will now rename the calendar to something more recognisable.

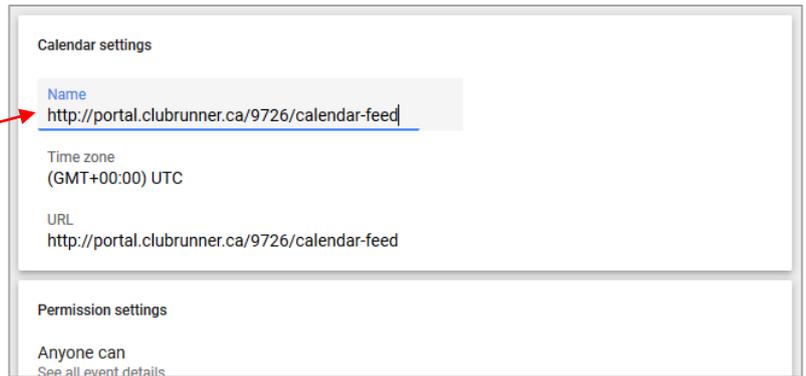
8. Under **Settings for other calendars** click on your new calendar 'http://portal.club.....'



9. You will now see the adjacent on the screen.

The only section that we need to change is the **Name** of the calendar.

Under **Name** delete the 'http://portal.clu.....' and *replace it* with something meaningful like **Rotary Club of Waikerie**



Calendar settings

Name  
<http://portal.clubrunner.ca/9726/calendar-feed>

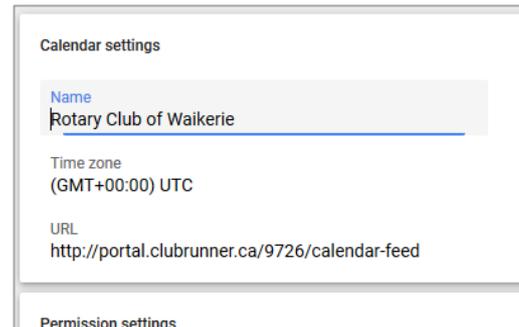
Time zone  
(GMT+00:00) UTC

URL  
<http://portal.clubrunner.ca/9726/calendar-feed>

Permission settings

Anyone can  
[See all event details](#)

10. You should now have something similar to the adjacent picture.



Calendar settings

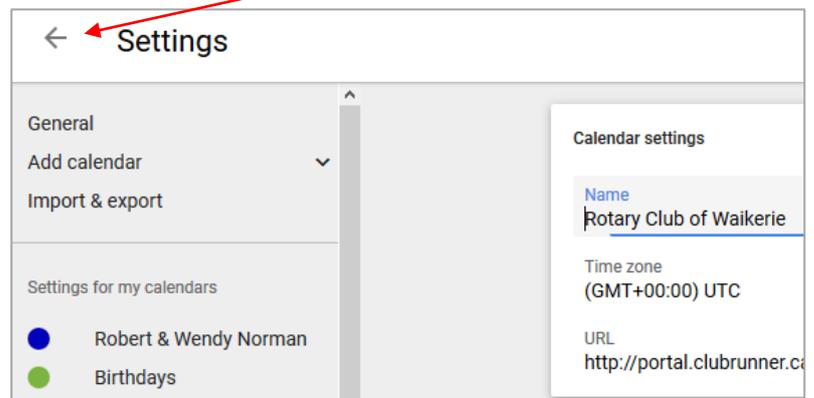
Name  
[Rotary Club of Waikerie](#)

Time zone  
(GMT+00:00) UTC

URL  
<http://portal.clubrunner.ca/9726/calendar-feed>

Permission settings

11. You have now finished setting up the calendar so *click* on the **large left pointing arrow** near the top left of the window – adjacent to 'Settings'.



← Settings

General

Add calendar

Import & export

Settings for my calendars

- Robert & Wendy Norman
- Birthdays

Calendar settings

Name  
[Rotary Club of Waikerie](#)

Time zone  
(GMT+00:00) UTC

URL  
<http://portal.clubrunner.ca>

12. You will now see your personal calendar with the Club's events and meetings displayed.

## **B. Adding the Club's Calendar to your Android Device's Calendar**

*Note: This will only work if you use the standard Google calendar that comes with your Android device. If you use any other third party calendar (eg.Outlook) then contact me.*

1. *Open* the calendar on your device (phone or tablet).
2. To add the Rotary Calendar, *select* the **three dots at the top right of the screen.**
3. *Go to* **Manage calendars.**  
The Rotary Calendar should appear in the list.  
*Make sure it is turned on* (blue).
4. The Club's events should now be there. If not then give it a little time for the phone to synchronise with the online Google database. (If the events and meetings do not appear after a reasonable time then contact me.)
5. *Done*