Synchronising you iPhone / iPad to the Club's Calendar

1. Open the **Settings app** on your iPad or iPhone.



- 2. Select Accounts & Passwords from the list
- 3. Select Add Account.

	Settings Accounts & Passwords	
	App & Website Passwords	>
	ACCOUNTS	
	iCloud iCloud Drive, Reminders and 3 more	>
	Gmail (Joint) Mail, Contacts, Calendars, Notes	>
	Gmail (R)	>
	Add Account	>
	Fetch New Data Push	>

4. Choose Other.

5. Choose Add Subscribed Calendar.



6.	You will now see	Cancel	Subscription	Next	
		Server	example.com/cal.ics		
	Into here type the following URL:				
	portal.clubrunner.ca/9726/calendar-feed				
	Make sure the spelling is correct.				
		q w e	rtyu		
			xcvb		
		123	. /	om Next	

7. Then choose Next (Top RHS corner)

You will then see the iPhone/iPad verifying that the typed address is valid. If the verification fails then check the spelling of the address and try again.

8.	You will then see	Cancel	Subscription	Save	
		Server	portal.clubrunner.c	a/9726/	
			Description portal.clubrunner.ca/9726/		
9.	Change the Description		Optional		
	eg. Rotary Clubrunner.	Password	Optional		
		Use SSL			
	Note: You <i>do not</i> need to add your Clubrunner username and password into here as it is a public calendar.		Remove Alarms		

10. Choose **Save** in the top RHS corner.

11. Now *go to* the **Calendar app** and you will see our meetings and events in the Calendar.



Every time someone in the Club changes the Clubrunner calendar your calendar will automatically update. Therefore you should always have up-to-date information about our meetings and events.