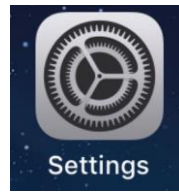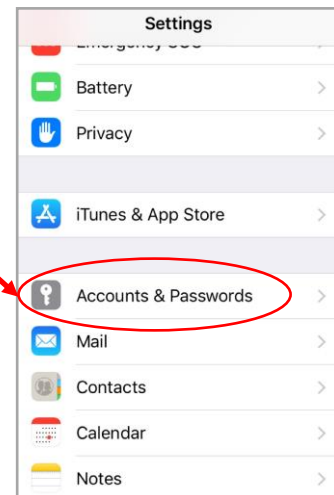# Synchronising you iPhone / iPad to the Club's Calendar
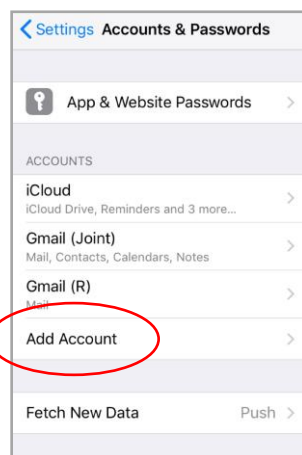
1. *Open* the **Settings app** on your iPad or iPhone.
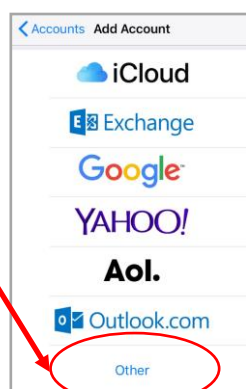
2. *Select* **Accounts & Passwords** from the list.
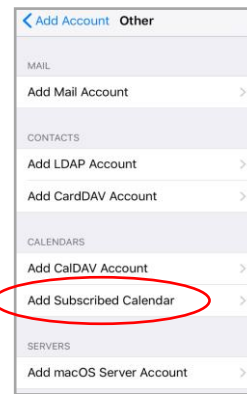
3. *Select* **Add Account**.

4. *Choose* **Other**.

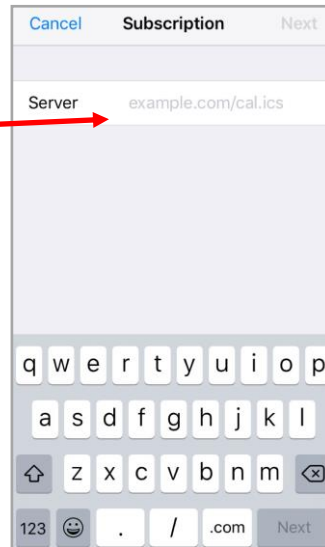5. *Choose* **Add Subscribed** Calendar.

6. You will now see …

    Into here
    type the following URL:
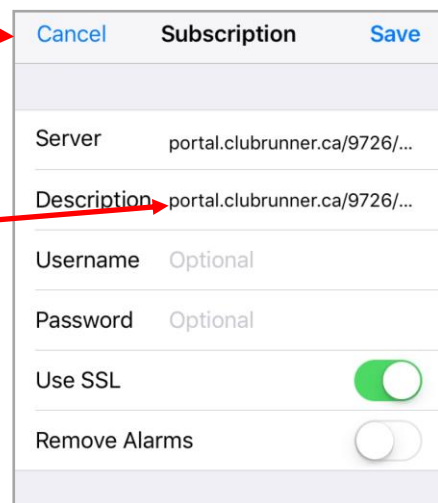
    portal.clubrunner.ca/9726/calendar-feed

    Make sure the spelling is correct.

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...

9. *Change* the **Description**
    to something that you understand.
        eg. Rotary Clubrunner.

    Note: You *do not* need to add your Clubrunner
    username and password into here as it is a public
    calendar.

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.