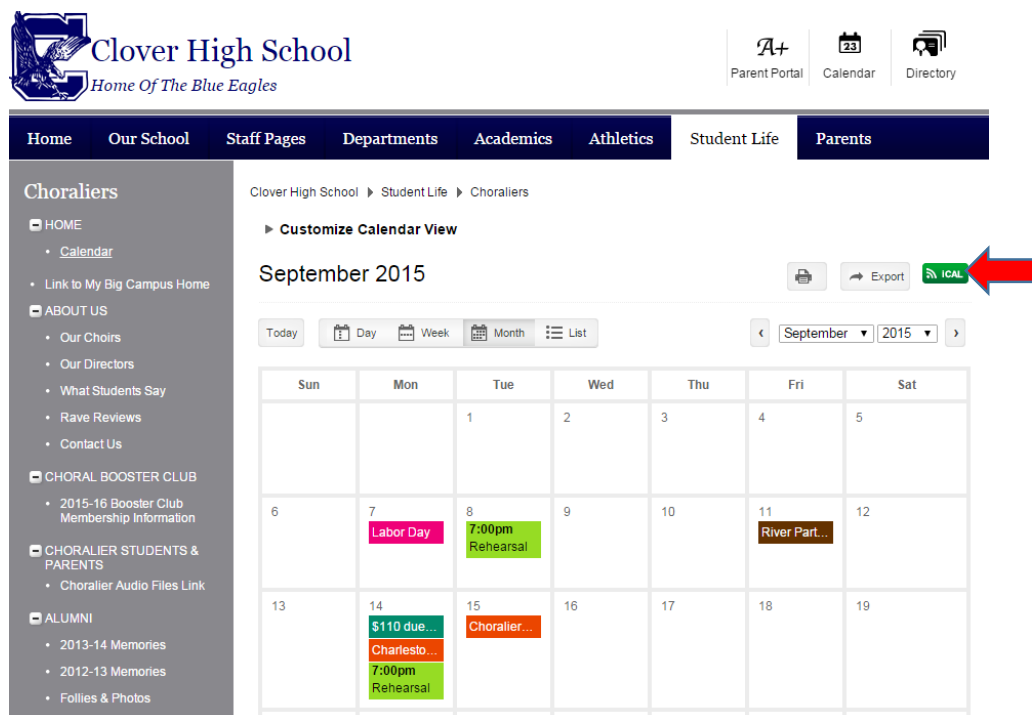# Accessing the CHS Choraliers Calendar via your device

You can set up ancillary calendars on your android, tablet, iPad, and smartphone with many calendar options. The easiest way is to link via your mobile device. The other option is to link via your laptop or tablet. There are instructions for iPhones/iPads, Androids, Outlook etc.

To set up your calendar, please visit the CHS official Choraliers calendar page at: http://www.clover.k12.sc.us/Page/4990.Then click on the iCal link by the red arrow. b

The iCal link will take you to additional instructions: CHS Choraliers Calendar instructions

For iPads/iPhones, copy the URL to your clipboard by clicking on the highlighted button below and follow the additional instructions provided online.

Source: http://www.howtogeek.com/howto/30834/add-an-ical-or-.ics-calendar-to-google-calendar/

You can also combine multiple calendars into one central google calendar on your laptop and/or mobile device. It is flexible and easy to use and most can access it via a mobile device when you are on the go and need it. First you must secure a google calendar/account. If you don't have one, information below for instructions.

Via computer

1. Visit Google Calendar.
2. If you already have a Google Account, sign in. If you don't have one yet, click **Create an account**.
3. Once you sign in, you'll be taken to Google Calendar.
4. To change any of your settings, go to the top right corner and click Settings ⚙▾ .Y

Via android or tablet

1. Visit the Google Calendar page on Google Play.
2. Touch **Install**.
3. Open the app and sign in with your Google Account.

## Via iPhone

1. Visit the Google Calendar page on iTunes.
2. Touch **Get**.
3. Open the app and sign in with your Google Account.

Source: http://www.howtogeek.com/howto/30834/add-an-ical-or-.ics-calendar-to-google-calendar/

Once you install a Google Calendar, login in and open it. Then open the other calendar you are interested in linking to as you will need that calendar's direct link and/or URL. For the Choraliers calendar, copy the URL (beginning with http://…) on the Calendar page CHS Choraliers Calendar instructions to your clipboard.

URL: http://www.clover.k12.sc.us/site/handlers/icalfeed.ashx?MIID=8612

Then, toggle over to your Google Calendar, scroll down to the section on the left hand side entitled "Other Calendars" and click *Add by URL*.
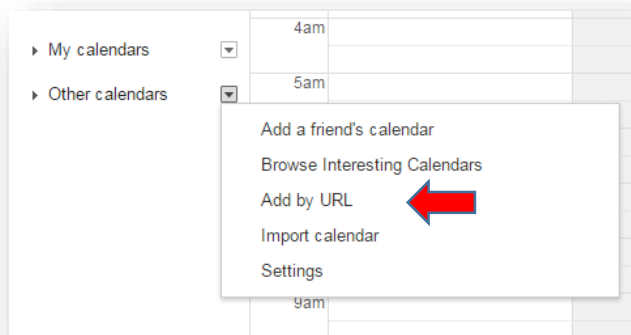

And then paste the address you copied from the Choraliers calendar into the *URL* field in Google Calendar and do not select make the calendar publicly accessible. Click the Add Calendar button.
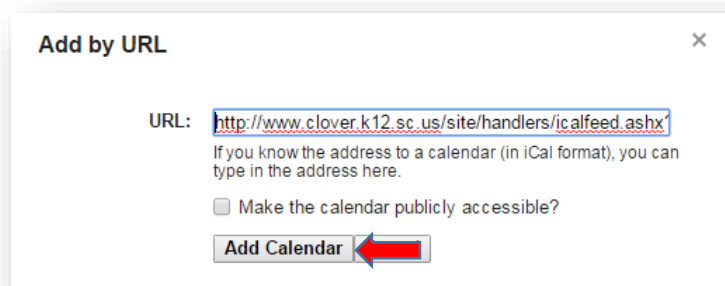

Google may take a few seconds up to a few hours to import your calendar if it contains a large number of appointments. *Please be patient and check back in an hour or so.*

Source: http://www.howtogeek.com/howto/30834/add-an-ical-or-.ics-calendar-to-google-calendar/

Once the calendar is fully loaded, you'll see the new calendar listed on the left under *Other calendars*, and the new appointments will be listed on your calendar.
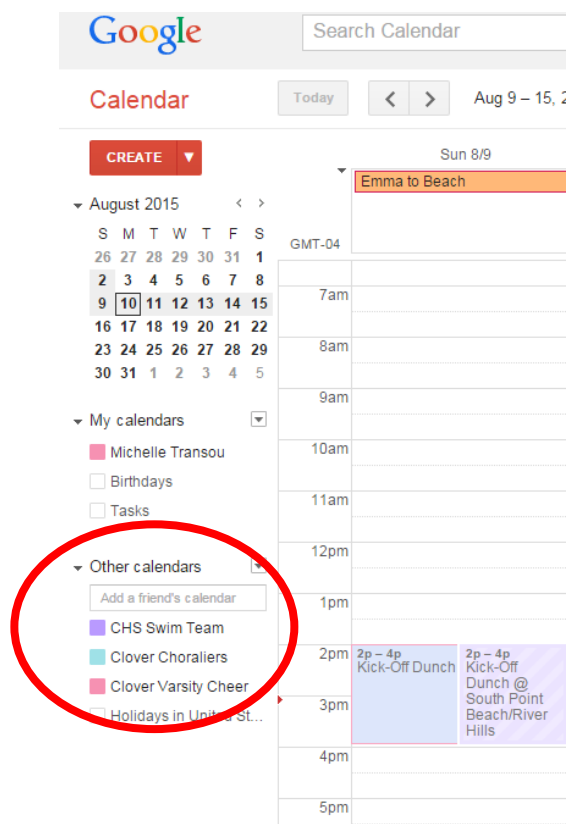
You can customize the name, color schemes, etc.
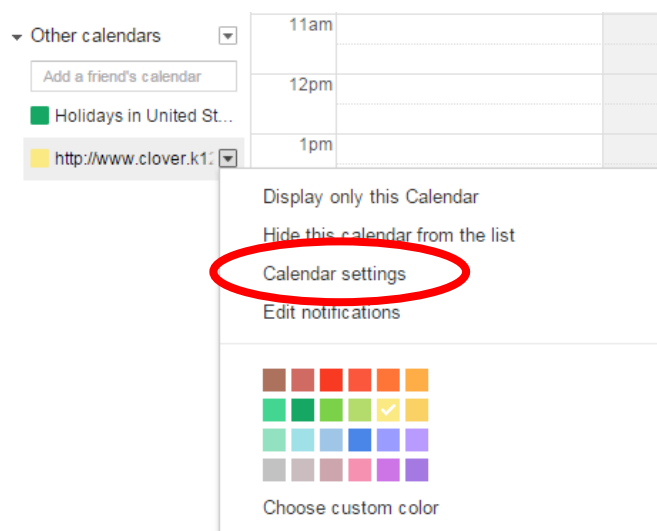
Note multiple school activity calendars can all be added to your one Google calendar for convenience. This will always supply you with an up to date view of your children's activities.

This process can be repeated on their phones, or their grandparents depending on who needs to be in the know. It may also be helpful to add family activities to avoid scheduling conflicts.

How to unsubscribe **from a calendar.**

When you unsubscribe from a calendar, you won't be able to see it again unless there's another owner of the calendar who can re-share it with you.

1. Open Google Calendar on a computer.
2. Click the settings gear in the top right ⚙ ▾ > **Settings**.
3. At the top of the page, click the **Calendars** tab.
4. Find the calendar you no longer want access to, and click the **Unsubscribe** link on the right. Now you no longer have access to the calendar or its events.

Restore a calendar you unsubscribed from