HOW TO: Add Web Calendars on Phones

Go to Website

1. Visit www.sagehillschool.org/

For an Android device, use a computer and click “Calendar.”

On your iOS device, touch the menu icon (three lines) and then touch “CALENDAR.”

Choose Your Calendar Options

2. Under “Event Categories” to the right, select the calendars you want to receive by checking the boxes. (Checked boxes will be included in your calendar.)

Also check the boxes next to sports under “Athletics” heading if you wish to add games.

When your selections are complete, click “Refresh”.

NOTES: We recommend “Student Events” category at minimum. You may need to return for future sports seasons to become available.

Select the Feed URL

3. After the page refreshes and appears again, click the green RSS symbol underneath the find button. [Arrow #3, at left.]

On an a recent iOS mobile device, a “Subscribe to this Address” menu will pop up. Click “Subscribe” to agree to add the calendar.

On a computer, select all of the address in this box; it’s a long address. COPY this address. You may need to click the icon and wait for it to open a new tab. The address begins with “webcal://”...
This is the final step for iOS devices. Congratulations!

For Android or Google Calendar, keep going...

Shorten the Feed URL

5. Open a new tab and visit https://bitly.com/, the URL Shortner. Paste the Feed URL you copied from the Sage Hill Website into the box.

Change the “webcal://” portion of the address to “http://”

6. Click the “Shorten URL” button to receive your new shorter feed address. Copy this address.

Add a Subscribed Calendar to your Google Calendar

6. Now, sign in to your Google Mail account on your computer. (It must be the same one used on your Android phone.) In the apps menu (six dots at the top right), select “Calendar”
7. At the Calendar page, click the small arrow to the right of the heading “Other Calendars” then click “Add From URL”

8. On the new page that pops up, paste your new short URL. Click “Add Calendar.” (Leave the other box blank.)

Give Google some time to import your calendar, which will be named by the URL at the left.

9. Finally, you will set your Android phone to show this calendar. Android phone settings vary, but you should find a calendar setting in your Android phone which then allows you to choose which calendars attached to your Google Account to show. It will look something like the menu at left.