Subscribing to the 4J Calendar

JUL 17

Introduction

Eugene School District 4J recently discontinued its print calendar, and instead has an online calendar that can easily be viewed via the district website. However, you may also wish to subscribe to it in the calendar system of your choice, such as the Google Calendar site or Apple's iCal program.

Google Calendar

1. Open your preferred web browser, such as Firefox or Safari.
2. Decide whether you want to add the district calendar to your 4J Google Calendar account or your personal Google Calendar account.
   a. To access Google Calendar with your 4J email address and password, go to:
      http://gcal.4j.lane.edu
   b. To use the standard Google Calendar with your Gmail address and password, go to:
   http://calendar.google.com
3. Sign in to your Google Calendar account with the appropriate name and password.
4. Look for **Other Calendars** in the left sidebar of Google Calendar, and click the **Add** link found at the bottom of the list.
5. In the menu that appears, select **Add by URL**.
6. Type the address **http://bit.ly/4jcalendar** and click the **Add** button. A new calendar titled **http://bit.ly/4jcalendar** will appear under **Other Calendars**.
7. To rename it, click the triangle immediately to its right and click **Calendar settings**.
8. In the **Calendar Name** field, enter an easy-to-recognize name such as "4J Calendar."
9. Click **Save** to finish. You are now subscribed to the 4J calendar in your Google Calendar account.
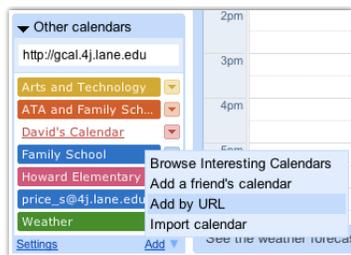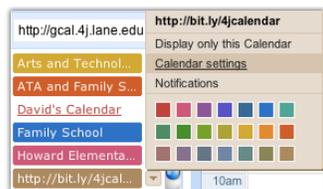
iCal (Mac OS X)

1. Make sure you have logged into the Internet by going to a non-4J website using Firefox or Safari.
2. Open the iCal application. If it's not in your Dock, look in the Applications folder on your hard drive.
3. Click on the **Calendar** menu.
4. Click **Subscribe…**.
5. When prompted for a URL, enter **http://bit.ly/4jcalendar** and click the **Subscribe** button.
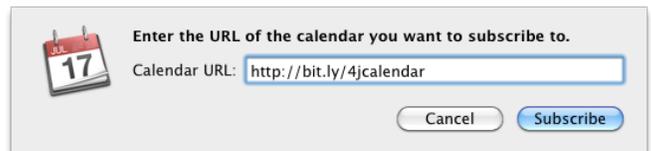
6. You will be given the opportunity to set some options for this calendar.
   a. Give the calendar a **Name**, such as "4J Calendar."
   b. You should also set the **Auto-refresh** option to ensure that it automatically adds future revisions to the calendar. In the example below, it will refresh **Every day**.
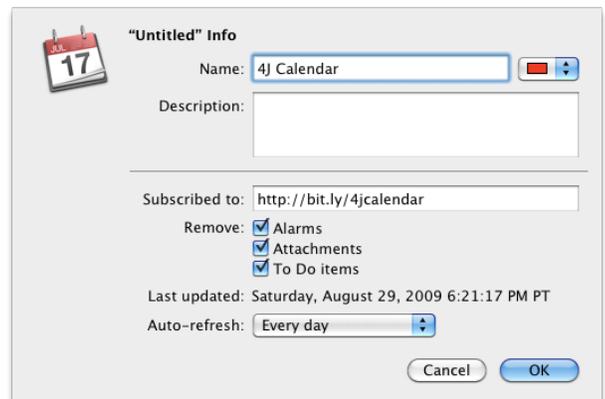
7. Click **OK** to finish and add the 4J calendar to iCal.