
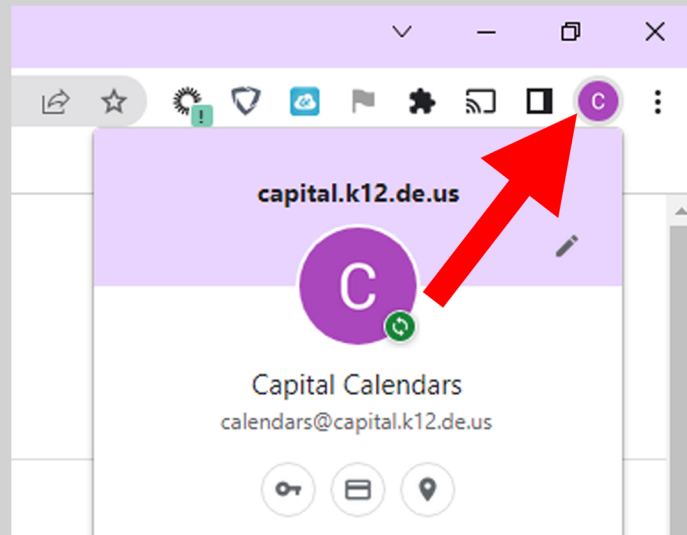
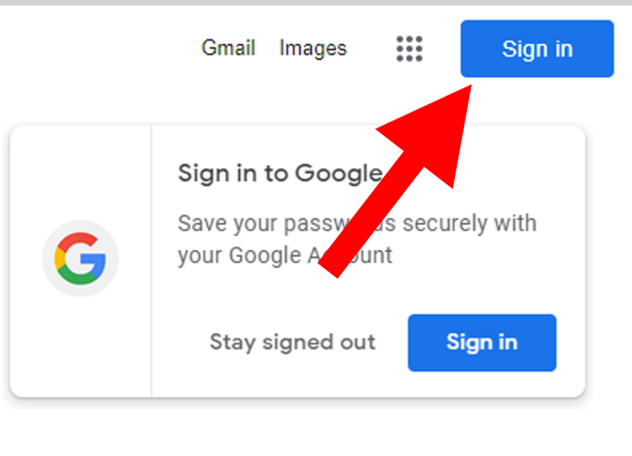


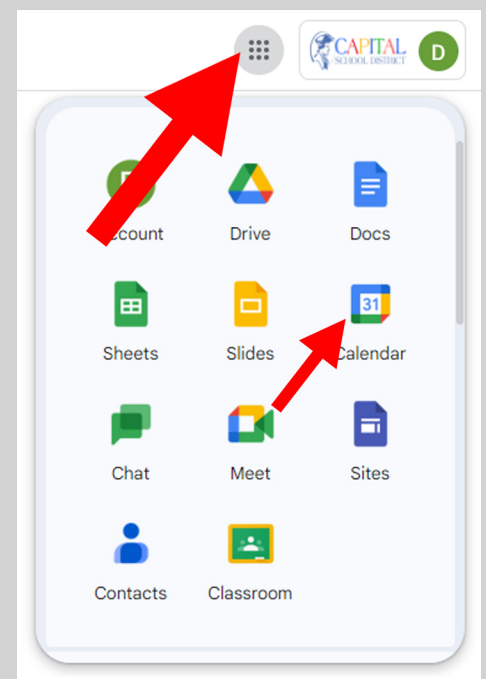
# How to add your school's Website Calendar to your Google Account

**Step 1:** Login to your Capital Google Account or make or make sure you are logged in already.

You can log into your account through the staff portal or by selecting the  icon or Sign In upper right corner of the browser (you must go to Google.com to reach these options)



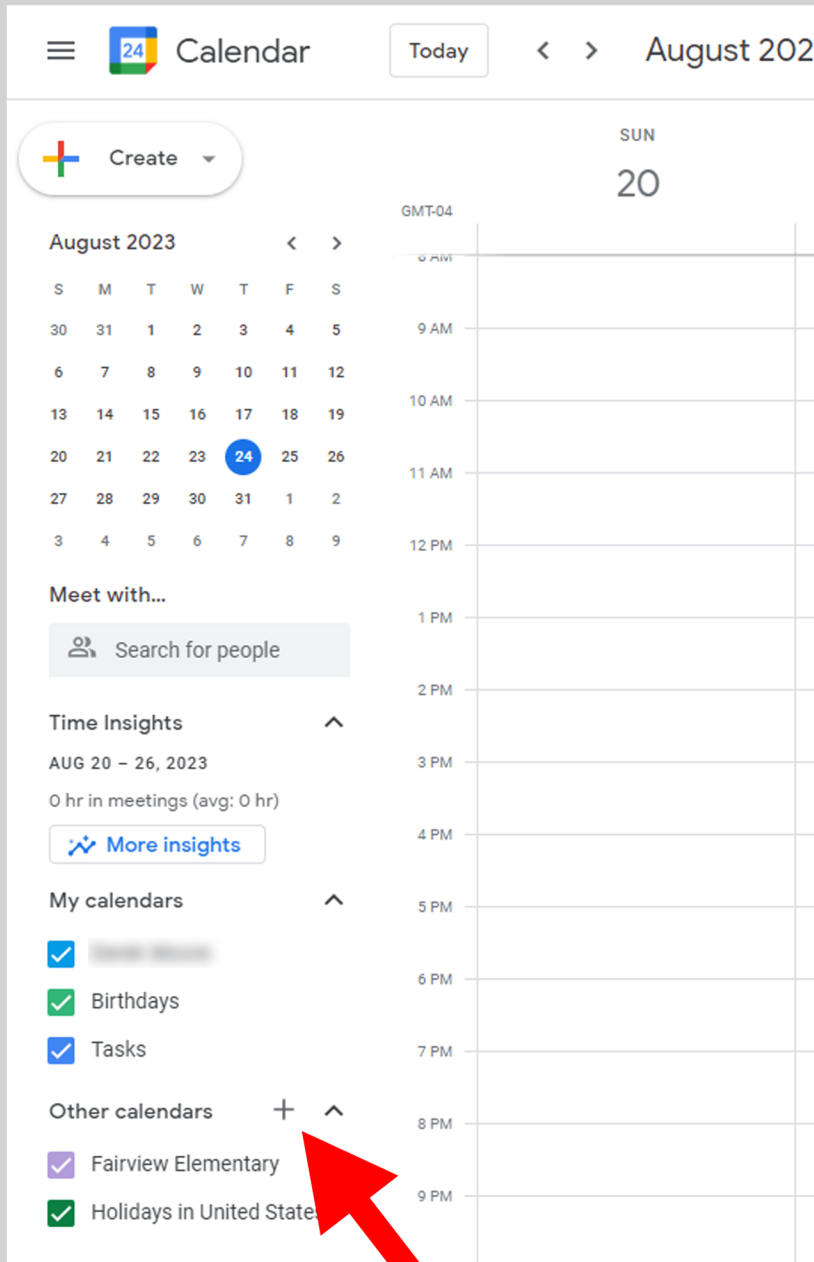
**Step 2:** Login to Google Callendar with your Capital Google Account from the staff portal or <http://www.google.com/calendar> or from the drop down menu under the dots in the upper right corner of the Google home page



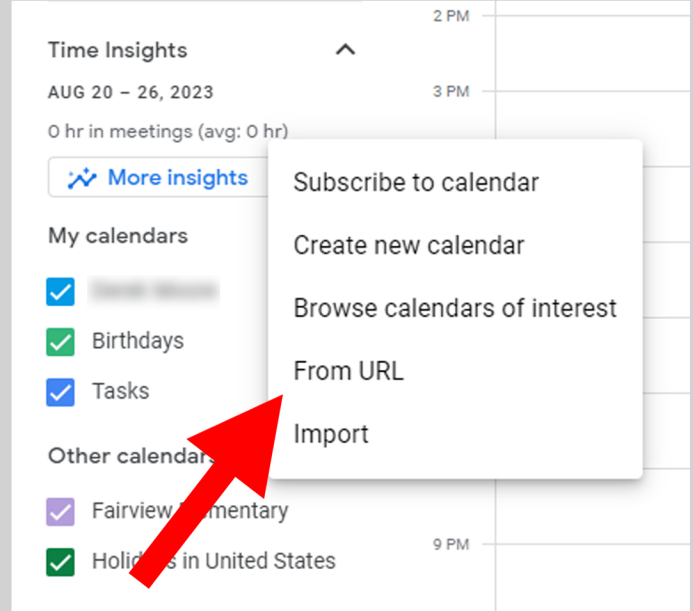
# How to add your school's Website Calendar to your Google Account

**Step 3:** On the left side of the screen, select the + symbol under “Other Calendars” and select “From URL”

1.



2.



# How to add your school's Website Calendar to your Google Account

**Step 4:** On the next page, enter the Google ISC Link for your building's Google Calendar in the box shown, then press "Add Calendar"

From URL

URL of calendar

Make the calendar publicly accessible

You can add a calendar using the iCal format by its address.

Add calendar

**Note:** Follow the steps below if you don't have the link for your building

In a new tab or window visit: [www.capital.k12.de.us/calendar](http://www.capital.k12.de.us/calendar)

Then scroll to the bottom under "Subscribe to School Calendars". Using your mouse or touch pad, right click on the building name that you wish add and select "Copy Link" (or something similar depending on your browser). Then paste the address in the box from **Step 4**. Repeat steps 1 to 4 as needed until you've added all the schools you wish to use.

**Subscribe to ALL Schools and District Calendar (Single Subscription)**

This will add all school and district events to your calendar at one time under a single subscription. Please use the individual schools below if you want a more refined view.

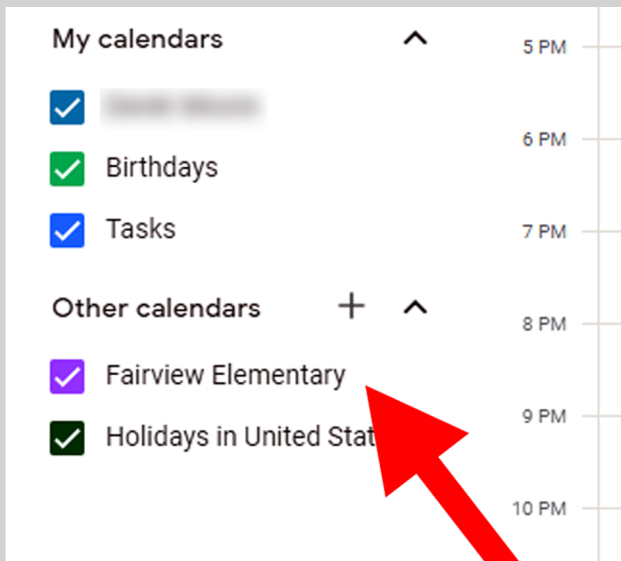
Subscribe to School Calendars	Subscribe to Athletic Calendars
<b>District</b> <ul style="list-style-type: none"><li>Capital School District and District Office</li><li>Capital School District Board of Education</li></ul>	<b>Dover High School</b> <ul style="list-style-type: none"><li>All Sports</li><li>Individual Sports</li></ul>
<b>Elementary Schools</b> <ul style="list-style-type: none"><li>Booker T. Washington Elementary School</li><li>East Dover Elementary School</li><li>Fairview Elementary School</li><li>Hartly Elementary School</li><li>North Dover Elementary School</li><li>South Dover Elementary School</li><li>Towne Point Elementary School</li></ul>	<b>Central Middle School</b> <ul style="list-style-type: none"><li>All Sports</li><li>Individual Sports</li></ul>
<b>Secondary Schools</b> <ul style="list-style-type: none"><li>Central Middle School</li><li>Dover High School</li><li>William Henry Middle School</li></ul>	
<b>County Schools</b> <ul style="list-style-type: none"><li>Kent County Community School</li><li>Kent County Secondary ILC</li></ul>	

**Subscribe to School Calendars**

**Subscribe to Athletic Calendars**

District	Dover High School
<ul style="list-style-type: none"><li>Capital School District and District Office</li><li>Capital School District Board of Education</li></ul>	<ul style="list-style-type: none"><li>All Sports</li><li>Individual Sports</li></ul>
<b>Elementary Schools</b> <ul style="list-style-type: none"><li>Booker T. Washington Elementary School</li><li>East Dover Elementary School</li><li>Fairview Elementary School</li><li>Hartly Elementary School</li><li>North Dover Elementary School</li><li>South Dover Elementary School</li><li>Towne Point Elementary School</li></ul>	<b>Central Middle School</b> <ul style="list-style-type: none"><li>All Sports</li></ul>
<b>Secondary Schools</b> <ul style="list-style-type: none"><li>Central Middle School</li><li>Dover High School</li><li>William Henry Middle School</li></ul>	
<b>County Schools</b> <ul style="list-style-type: none"><li>Kent County Community School</li><li>Kent County Secondary ILC</li></ul>	

# How to add your school's Website Calendar to your Google Account



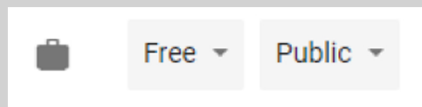
If this was successful, your school calendar will show under "Other Calendars"

Select the Date you wish to add events to and a dialog box will appear. Fill in all the fields that apply.

**If your building admin has approved your ability to edit your school's calendar, you must follow these additional steps:**

- To post for the school instead of yourself, you must change from your name to the schools name in the event box.

- When adding an event to the calendar that you want the public to see, set status to *Free* and events exclusively for staff should be set to *Private*



- There is a 1 hour delay from adding events to the Google Calendar and it displaying on the web page

## Event Box

