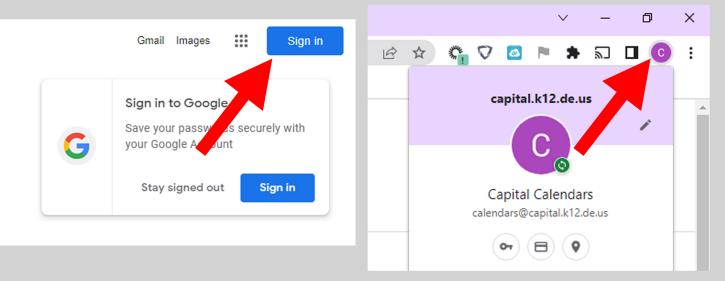
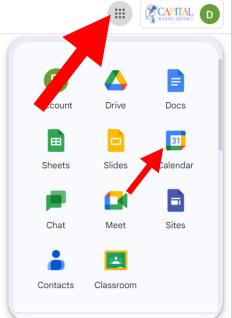
Step 1: Login to your Capital Google Account or make or make sure you are logged in already.

You can log into your account through the staff portal or by selecting the **O** 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



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

24 Calendar	Today < > August 202	Time Insights
	, (aguet 101	AUG 20 – 26, 2023 3 PM
	SUN	0 hr in meetings (avg: 0 hr)
Create 👻	20	More insights Subscribe to calendar
igust 2023 < >	GMT-04	My calendars Create new calendar
M T W T F S	o AM	
31 1 2 3 4 5	9 AM	Browse calendars of interes
7 8 9 10 11 12		From URL
14 15 16 17 18 19	10 AM -	Import
21 22 23 24 25 26	11 AM	Other calendar
28 29 30 31 1 2		Fairview mentary
4 5 6 7 8 9	12 PM	Holice in United States
eet with	1 PM	•
Search for people		
ne Insights 🔨	2 PM	
G 20 - 26, 2023	3 PM	
nr in meetings (avg: 0 hr)		
✤ More insights	4 PM	
y calendars	5 PM	
The second second		
Birthdays	6 PM	
Tasks	7 PM	
·	7 1 103	
her calendars + 🔺	8 PM	
Fairview Elementary		
Holidays in United State	9 PM	

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"

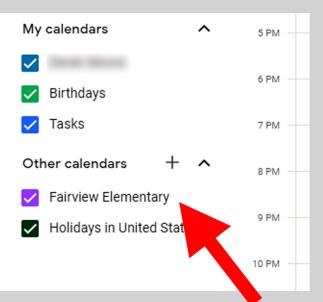
From URL		
URL of calendar		
	dar publicly accessible using the iCal format by its address.	
Add calendar		

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

Then scroll to the bottom under "Subcribe 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). The 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)			Subscribe to School Calendars	ICal	Subscribe to Athletic Calendars	
Please use the individual schools below if you want a more refined view.		Distri	ict	Dover High School		
Subscribe to 📸	Subscribe to Athletic Calendars		pital School District and Distric pital School District Board of E		<u>All Sports</u> <u>Individual Sports</u>	
District	Dover High School	Elem	entary Schools		Central Middle School	
 Capital School District and District Office Capital School District Board of Education Elementary School East Dever Elementary School East Dever Elementary School East Dever Elementary School Hartly Elementary School North Dever Elementary School South Dever Elementary School South Dever Elementary School South Dever Elementary School Borth Dever Elementary School South Dever Elementary School Borth Dever Elementary School Borth Dever Elementary School Borth Dever Elementary School Secondary Schools William Henry Middle School William Henry Middle School Kent County Scennunity School Kent County Scennary LC 	 <u>All Sports</u> <u>Individual Sports</u> Central Middle School <u>All Sports</u> <u>Individual Sports</u> 	• Ea • Fai • Ha • No • Soo • Tov • Cee • Do • Wi • Coun • Kee	oker T. Washington Elementar st Dover Elementary School riview Elementary School rthy Elementary School rth Dover Elementary School whe Point Elementary School mdary Schools ntral Middle School liam Henry Middle School hty Schools nt County Community School pt County Secondary ILC	Coben link in new t Coben link in split : Coben link in split : Coben link as t Coben	vindow vate window screen window	



If this was successful, your school callendar 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

String Add title Sort Focus time Concerned on a concerned on

