

Instructions to Synchronize the Troop Calendar to your Personal Calendar

Do you want to synchronize the Troop's calendar with your personal calendar? You can always stay up-to-date without any manual data entry!

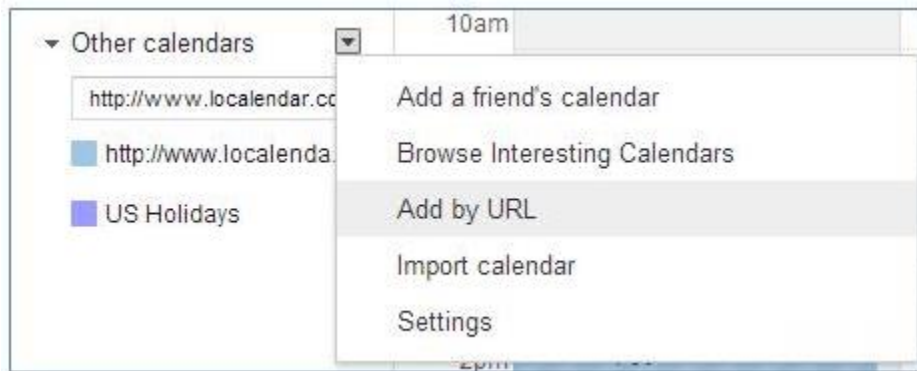
I have documented the steps below to simply view the calendar, sync to your Google Calendar and sync to your iPod/iPhone (the process is similar with Yahoo and Hotmail).

VIEW the Troop's Calendar:

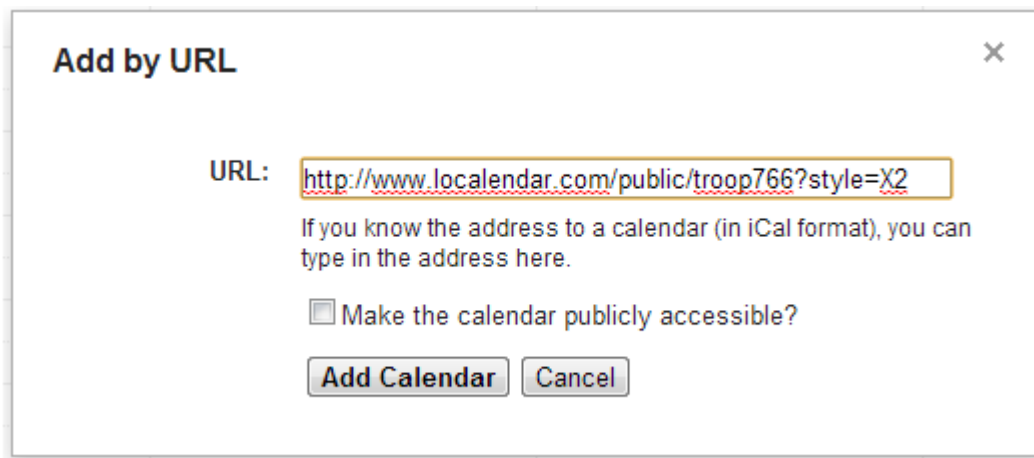
- 1) Browse to <http://www.bsatroop766.org/>
- 2) Click the "Calendar" icon in the upper right corner of the webpage.

IMPORT the Troop's Calendar into your Google Calendar:

- 1) Browse to your personal Google Calendar (e.g.; <https://www.google.com/calendar/>)
- 2) On the left side of the webpage, click the "Other Calendars" down arrow, then click "Add by URL"



- 3) Paste the following URL: <http://www.localendar.com/public/troop766?style=X2>, then click "Add Calendar" button.



IMPORT the Troop's Calendar into your iPod/iPhone Calendar:

- 1) Settings
- 2) Mail, Contacts, Calendars
- 3) Add Account
- 4) Other
- 5) Add Subscribed Calendar
- 6) Type in: [localendar.com/public/troop766?style=X2](http://www.localendar.com/public/troop766?style=X2) (type this address carefully and make sure the "X" is capitalized)
- 7) Next