

This tutorial shows you how to set up your personal **Google calendar** to be updated with events from one or more of Crawley Baptist Church's calendars. The process is called 'subscribing' to a calendar, which means that your Google calendar will check with the church calendar(s) and update your calendar accordingly. Once you have set it up you need do no more – it will be kept up-to-date automatically!

Firstly, open up your Google calendar.

On the left panel you will see a listing of 'My Calendars' - Click the drop arrow against 'Add' and from the menu select 'Add by URL' (Figure 1)

You will now be given a new dialogue box asking you to 'Add Other Calendar' (Figure 2)

In the box next to 'Public Calendar Address' you need to paste in the address (URL) of the calendar you want to add.

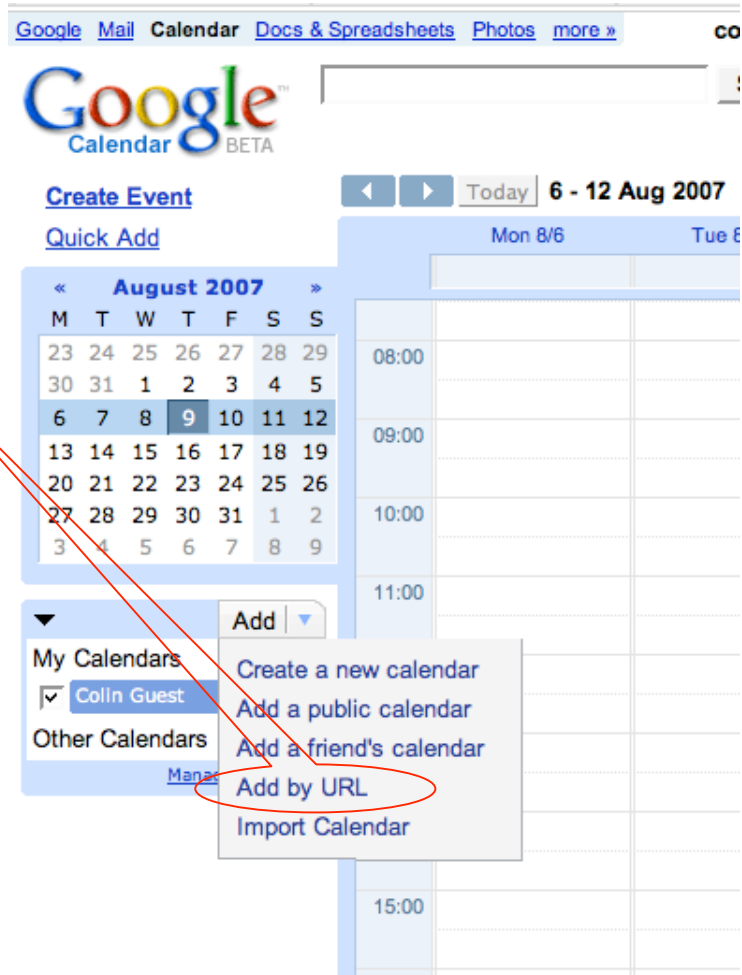


Figure 1

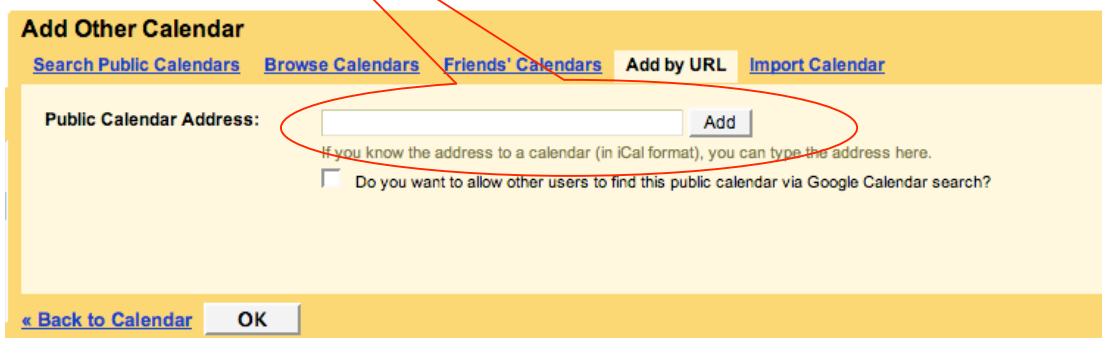


Figure 2

To get the Address you need, look at the list of calendars below and select the one you wish to subscribe to. Then with your mouse/pointer select the whole of the long URL (starting with http:// and ending with .ics) and copy and paste it into the box. Then click the button 'Add'. The calendar will then be automatically added under 'Other Calendars' on your Google calendar.

You can select or de-select any calendar to show/hide it from your calendar view.

The available calendars are listed here with the URL under each heading:

Calendar Name	Address (URL)
Church events	http://www.google.com/calendar/ical/rah3e5jnvu316gblakel7i5qr0%40group.calendar.google.com/public/basic.ics
Women's events	http://www.google.com/calendar/ical/79cmi16r08p457h1fch1h8bor0%40group.calendar.google.com/public/basic.ics
Men's events	http://www.google.com/calendar/ical/0f8rororr369dm7ovgclga831o%40group.calendar.google.com/public/basic.ics
Special Events	http://www.google.com/calendar/ical/35vrd43a542udqcr1prtqdi9g0%40group.calendar.google.com/public/basic.ics
CYM team	http://www.google.com/calendar/ical/puke3nk9umnf3s79oa08evpe5o%40group.calendar.google.com/public/basic.ics
Deacons	http://www.google.com/calendar/ical/oflphkf8vg6epvj8ga1lsarehs%40group.calendar.google.com/public/basic.ics
Finance team	http://www.google.com/calendar/ical/i6i0vup35a6u3md7obts3b51pg%40group.calendar.google.com/public/basic.ics
Listening Ear	http://www.google.com/calendar/ical/a9mb7dhmrue67pigtkohikfgg%40group.calendar.google.com/public/basic.ics
PA team	http://www.google.com/calendar/ical/rmqqs81pj301l3hscfofggroup.calendar.google.com/public/basic.ics
Prayer team	http://www.google.com/calendar/ical/lf6ogvmm8dfi7614cv43%40group.calendar.google.com/public/basic.ics
Worship team	http://www.google.com/calendar/ical/l03f842v981dm23hkg9v40group.calendar.google.com/public/basic.ics
Crawley Contact Centre	http://www.google.com/calendar/ical/5qjkh8lm6c06opoudb7oj8lj5o%40group.calendar.google.com/public/basic.ics
External bookings	http://www.google.com/calendar/ical/633nmb0diep9m40f005qqgc450%40group.calendar.google.com/public/basic.ics

If you want to add a number of calendars then repeat this procedure over again for each calendar.