

This tutorial shows you how to set up your **iCal calendar** on your iMac, PowerBook or MacBook, 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 iCal 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 iCal calendar.

On the left panel you will see a listing of Calendars – right click (ctrl + click) on any calendar name and a pop up menu will appear. Select 'Subscribe'.

In the dialogue box (Figure 1) you need to paste in the address (URL) of the calendar you want to add.

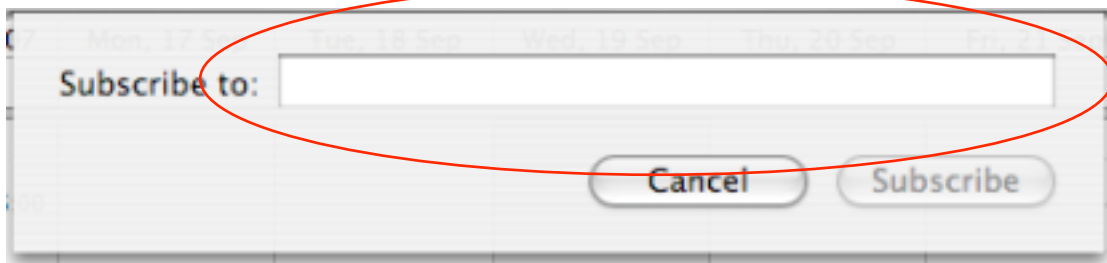


Figure 1

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. The example in Figure 2 is for Church Events.

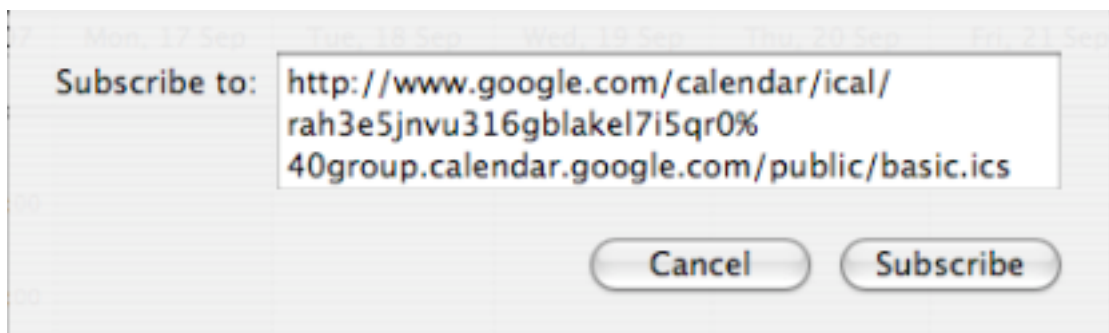


Figure 2

Click on the button 'Subscribe'.

You will now get an option box (Figure 3). You can tick the box to Refresh and select every 15 minutes, hour, day or week.

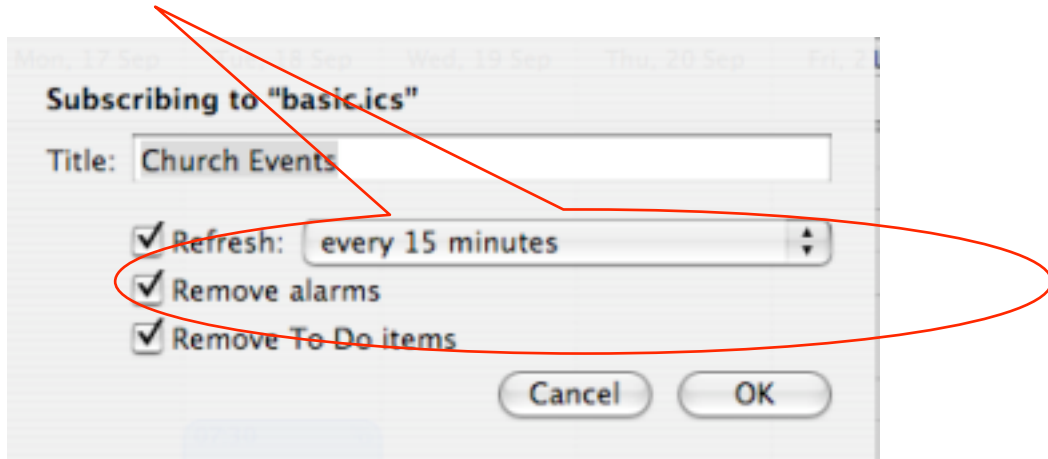


Figure 3

Then click the button 'OK'. The calendar will then be automatically added to your 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	<a href="http://www.google.com/calendar/ical/rah3e5jnvu316gblakel7i5qr0%40group.calendar.google.com/public/basic.ics">http://www.google.com/calendar/ical/rah3e5jnvu316gblakel7i5qr0%40group.calendar.google.com/public/basic.ics</a>
Women's events	<a href="http://www.google.com/calendar/ical/79cmi16r08p457h1fch1h8bor0%40group.calendar.google.com/public/basic.ics">http://www.google.com/calendar/ical/79cmi16r08p457h1fch1h8bor0%40group.calendar.google.com/public/basic.ics</a>
Men's events	<a href="http://www.google.com/calendar/ical/0f8rororr369dm7ovgclqa831o%40group.calendar.google.com/public/basic.ics">http://www.google.com/calendar/ical/0f8rororr369dm7ovgclqa831o%40group.calendar.google.com/public/basic.ics</a>
Special Events	<a href="http://www.google.com/calendar/ical/2367lpejb08ba7m6m0435bi148%40group.calendar.google.com/public/basic.ics">http://www.google.com/calendar/ical/2367lpejb08ba7m6m0435bi148%40group.calendar.google.com/public/basic.ics</a>
Children & Youth	<a href="http://www.google.com/calendar/ical/puke3nk9umnf3s79oa08evpe5o%40group.calendar.google.com/public/basic.ics">http://www.google.com/calendar/ical/puke3nk9umnf3s79oa08evpe5o%40group.calendar.google.com/public/basic.ics</a>
Deacons	<a href="http://www.google.com/calendar/ical/oflphkf8vg6epvj8ga1lsarehs%40group.calendar.google.com/public/basic.ics">http://www.google.com/calendar/ical/oflphkf8vg6epvj8ga1lsarehs%40group.calendar.google.com/public/basic.ics</a>
Team Meetings	<a href="http://www.google.com/calendar/ical/i6i0vup35a6u3md7obts3b51pq%40group.calendar.google.com/public/basic.ics">http://www.google.com/calendar/ical/i6i0vup35a6u3md7obts3b51pq%40group.calendar.google.com/public/basic.ics</a>
Community Events	<a href="http://www.google.com/calendar/ical/h2sc5h31nkjndep7450fdbn4g%40group.calendar.google.com/public/basic.ics">http://www.google.com/calendar/ical/h2sc5h31nkjndep7450fdbn4g%40group.calendar.google.com/public/basic.ics</a>
Small Groups	<a href="http://www.google.com/calendar/ical/06c6g1jst6dq8np1la2b2vc74g%40group.calendar.google.com/public/basic.ics">http://www.google.com/calendar/ical/06c6g1jst6dq8np1la2b2vc74g%40group.calendar.google.com/public/basic.ics</a>

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