

## Understanding the Classroom Google Calendar Subscription

A Google Calendar subscription allows you to view your child's classroom calendar events directly within your own Google Calendar. This is particularly useful when event details occasionally shift and can be updated directly within the calendar rather than changes having to be shared via email.

### Steps to Subscribe to a Google Calendar

1. **Access the Calendar's iCal Link:** You will receive this from your classroom's teacher or you can access it at any time in the parent portal. Copy this link.
2. **Open Your Google Calendar or iCal:**
  - Google Calendar: Go to [calendar.google.com](https://calendar.google.com) or open the Google Calendar app on your device.
  - iCal: Open iCal on your device
3. **Add the Calendar:**
  - **Google Calendar:**
    - i. **On the Web:** Click the "+" icon on the left sidebar, then select "Add by URL." Paste the iCal link and click "Add Calendar."
    - ii. **On Mobile:** Tap the "+" icon (usually in the bottom right corner), then select "Add calendar by URL." Paste the iCal link and tap "Add."
  - **iCal:**
    - i. **On Mobile:** Click "Calendars" in the bottom middle of your screen, then click "Add Calendar" in the lower left corner. Tap "Add Subscription Calendar," then paste the iCal link and tap "Subscribe."
4. **Customize (Optional):**
  - You may have the option to rename the calendar, change its color, or adjust its notification settings.

### Using the Co-ok Bookings Calendar Link

This calendar link is a specific type of iCal link that allows you to view and manage your co-op appointments. This allows the teachers to invite parents to sign up for their co-op dates and manage any changes directly within the same calendar that they're using for the classroom.

#### To use the Co-Op Bookings calendar link:

1. **Access the Link:** You will receive this from your classroom's teacher or you can access it at any time in the parent portal. Click this link.
2. **View Appointments:** You'll see the available and booked (these will be grayed out and/or have numbers ~~struck through~~) appointments on this page.
3. **Book:** Select the open date that you'd like to book, enter the requested information, and click "Book."

- 4. Remind/Revise:** The calendar will send a booking confirmation to the email address you provided at time of booking. You can use this confirmation to add to your personal calendar to remind you and cancel/revise your booking. You will be able to see your booking on the shared classroom calendar you've subscribed to (see instructions above)..

**Additional Tips:**

- **Manage Subscriptions:** To remove a subscription, go to your Google Calendar settings and click "Unsubscribe" next to the calendar.
- **Sync Across Devices:** Your subscribed calendars should sync automatically across your devices if you're signed in to the same Google account. If you have multiple Google accounts, you may need to manually sync the calendars across multiple devices.

By following these steps, you can easily add and manage Google Calendars on your devices, keeping yourself organized and informed. If you have any questions or need help setting things up, please contact [admin@shiningstarsparkcity.org](mailto:admin@shiningstarsparkcity.org).