

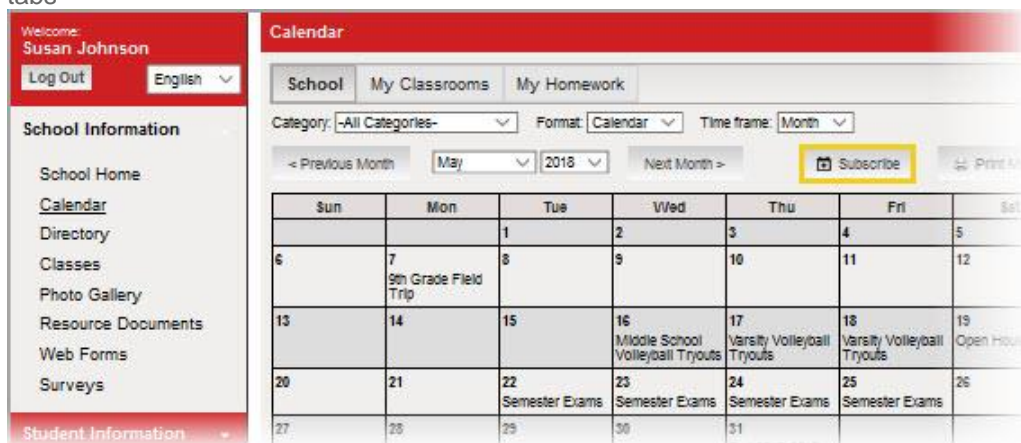
Subscribe to RenWeb Calendars

It is possible for staff, parents, and students to subscribe to your school calendar(s) to view events in their Google Calendar, Microsoft Outlook Calendar, Apple Calendar, or other calendar utilizing iCal.

Once subscribed, their calendar application will display events beginning from the first day of the previous month. For example, if you subscribed on April 17, 2018, events from March 1, 2018 forward will display.

As events are created or updated in ParentsWeb, the events will also be created or updated automatically in the calendar application (Google Calendar, Microsoft Outlook Calendar, Apple Calendar, or other calendar utilizing iCal).

1. From your ParentsWeb account, click **Calendar**.
The **School** calendar displays. Other options include **My Classrooms** and **My Homework** calendar tabs



2. Click **Subscribe**.
Subscription options display.



3. Select all desired calendars.
4. Highlight the displayed URL, copy, and paste into your preferred calendar application.
5. Click **OK** to exit the dialog.

Click the links below for instructions on adding ParentsWeb calendar(s) to your:

- **Google Calendar** - select your device type (Computer, Android, iPhone and iPad), then click **Add using a link**.
- **Microsoft Outlook Calendar** - scroll down to **Subscribe to a calendar**.
- **Apple Calendar** - select **Subscribe to a calendar**.