## How to subscribe to your Team Site's Calendar using the Team Site App:

Note: the Subscribe to Calendar feature currently only works for iPhones.

- Once logged into your Team Site App, tap the Menu Bar icon  $\blacksquare$ .
- Tap Calendar option.
- Tap Subscribe to Calendar.
- You will see a pop up Subscribe to Calendar "TeamSideline Calendar."
- Tap the Subscribe option.
- You will see a pop up The Calendar "TeamSideline Calendar" has been added.
- Tap the View Events option.
- You will be taken to your Calendar.

Note: Android phones are tightly integrated with Google, so to access a subscribed calendar on an Android phone, you must first subscribe through Google Calendar. Google does not provide a way to do this through the mobile app, so it must be done through their web interface.

## To add your TeamSideline organization calendar to your Google Calendar, follow these steps:

- 1. Go to your TeamSideline Organization Site's desired public Calendar page.
- 2. Click the *Subscribe to this Calendar* information icon -- it looks like an exclamation point.
- 3. Copy the URL for the calendar URL.
- 4. Go to your Google Calendar and click the + sign next to Other calendars
- 5. Select Add by URL from the menu.
- 6. Paste the URL into the field provided.
- 7. Click the Add Calendar button. The calendar will appear in the Other Calendars section of the calendar list to the left.

To add your TeamSideline site game schedule to your Google Calendar, follow these steps:

- 1. Go to your TeamSideline Organization Site's desired public facing division game schedule page.
- 2. Click the *Subscribe* button.
- 3. Copy the URL for your team.
- 4. Go to your Google Calendar and click the + sign next to Other calendars
- 5. Select Add by URL from the menu.
- 6. Paste the URL into the field provided.
- 7. Click the Add Calendar button. The calendar will appear in the Other Calendars section of the calendar list to the left.