MCC GOOGLE CALENDAR

It is important to synch with the MCC calendar to stay up to date with changes.
If you do not have an online account, we recommend you check your choir calendar online weekly when you read the newsletter for changes.

If you already have a google calendar account:
Go to your choir page
Scroll down to your calendar
Click on "google calendar" (bottom right hand side)
When you click this, your google calendar should pop up with a question:
Would you like to add this calendar? Click yes, add this calendar
Then you will note on the left hand side that the calendar has been added

Want to synch with your iPad or iPhone?
First, lets make sure your Calendar is properly synced. The process is the same on both devices.
Go to Settings, then open Mail/Contacts/Calendars.
If you already have a Gmail account choose that Gmail from the account list & be sure that the toggle switch is on (green)
Otherwise, click add gmail account. Enter login & password & be sure toggle switch is on (green)
You will be able to see thee the next time you open google calendar on your phone/ipad

Next, you must choose which calendars to sync to your phone or tablet:
To do this, you need to visit the following Google website:
     www.google.com/calendar/iphoneselect OR click calendar on ipad/ phone
Provided you're signed into your Google account, on this page you'll see a list of all your calendars, with a check box against them.
Tick the boxes of the calendars you want to sync with the iPhone and iPad.
It's important to note that shared calendars need selecting individually, and the default setting is "Off."
This means when a new calendar is shared, you must repeat these last few steps to ensure it syncs with your iPhone and iPad.

Click done or save.
Open the Calendars app on your iPhone or iPad and wait for it to sync.
That's it, all your calendars should be ready and waiting for you.

Want to synch the MCC calendar with another online calendar program?
Sign into your Google calendar from a computer
Click on **My Calendars (right down arrow)**
Click on **Settings**
Click on the underlined name of the specific Google calendar you'd like to add to
Scroll to the bottom of that page (DO NOT click on the "Share my calendar" link at the top of the page)
Under the private address section, click on **"iCal"** to get the private URL
Copy that private URL
Then sign in to your other online calendar & follow that sites directions