

# Adding Google Team Calendar

Outlook (pg 2) and iPhone (pg 12) Instructions

(gmail account required)

Go to the PCMS Volleyball calendar page, and click on the link at lower right. This will ask you to log into your google account (required) if you have not already.

PEACHTREEVOLLEYBALL

HOME

CALENDARS

TEAMS

COACHES

MORE

PAY DUES

GOLD AND RED TEAMS

PRACTICES, MATCHES, TOURNAMENTS AND EVENTS

GOLD & RED TEAMS PEACHTREE VOLLEYBALL FALL 2018

Today

◀

▶

August 2018

▼

Print

Week

Month

Agenda

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29 1:30pm Callbacks	30	31	Aug 1	2	3	4
5	6 First Day of School Season Starts +3 more	7	8 4:15pm Gold & Red	9 12pm Deadline to	10 4:15pm Gold & Red	11
12 4:15pm Gold & Red	13	14	15 4:15pm Gold & Red	16	17 4:15pm Gold & Red	18 8:30am Woodward
19 4:15pm Gold & Red	20	21	22 5pm Match at PCMS 7pm Match at PCMS	23 5pm Attend Dunwoody	24 4:15pm Gold & Red	25
26 4:15pm Gold & Red	27	28	29 5pm Match at St. 6pm Match at St.	30	31 4:15pm Gold & Red	Sep 1

Events shown in time zone: Eastern Time - New York

+ Google Calendar

To add this Calendar  
CLICK  
+GOOGLE CALENDAR

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Click the “Add” link

The screenshot shows the Google Calendar web interface. On the left, there's a sidebar with a calendar view for August 2018 and a list of calendars: "DV Vanke", "Birthdays", "Tasks", and "Holidays in United States". The main area displays a weekly calendar grid for August 5th to 10th. A modal window is open in the center, titled "Add calendar". It contains the text "GOLD & RED TEAMS PEACHTREE VOLLEYBALL FALL 2018" and two buttons: "CANCEL" and "ADD". The "ADD" button is circled in yellow. Below the modal, there's a section for "Mobile apps" with links to "Google Play" and "App Store", and a "GOT IT" button. In the top right corner, there's a notification that says "You're missing out" with buttons "NO, THANKS" and "YES, SEND LINK".

Calendar interface showing a modal for adding a calendar. The modal title is "Add calendar". The event name is "GOLD & RED TEAMS PEACHTREE VOLLEYBALL FALL 2018". The modal includes "CANCEL" and "ADD" buttons. The "ADD" button is circled in yellow. Below the modal, there are links to "Google Play" and "App Store" for mobile apps, and a "GOT IT" button. The background shows a calendar grid for August 2018.

Click the 3 dots to display “Options...”

The screenshot shows a Google Calendar interface in a web browser. The browser's address bar displays the URL: <https://calendar.google.com/calendar/r?cid=tevlmrcnde7jrunr88fo4l3gas@group.calendar.google.com&pli=1>. The calendar is set to a week view for August 2018, with the current day being Sunday, August 5th. The calendar shows several events, including "First Day of School" and "Season Starts" on Monday, August 6th, and "Gold & Red Practice" on Wednesday, Thursday, and Friday. A yellow circle highlights the "Options for GOLD & RED TEAMS PEACHTREE VOLLEYBALL FALL 2018" link in the "Other calendars" section on the left. A notification on the right states: "You're missing out. The Calendar app isn't on your phone. We'll send an SMS to your account recovery phone number." The Windows taskbar at the bottom shows the time as 8:00 PM on 8/6/2018.

Calendar interface showing a week view for August 2018. The calendar displays events for the week of August 5th to 10th. A yellow circle highlights the "Options for GOLD & RED TEAMS PEACHTREE VOLLEYBALL FALL 2018" link in the "Other calendars" section on the left. The calendar also shows a notification on the right: "You're missing out. The Calendar app isn't on your phone. We'll send an SMS to your account recovery phone number." The Windows taskbar at the bottom shows the time as 8:00 PM on 8/6/2018.

# Click Settings

The screenshot shows a Google Calendar interface in a web browser. The browser's address bar displays the URL: <https://calendar.google.com/calendar/?cid=tevmrcnde7jrunr88fo4l3gas@group.calendar.google.com&pli=1>. The calendar is set to August 2018, with the current view showing a week starting from Sunday, August 5th, to Friday, August 10th. The calendar is titled "Calendar" and shows a "TODAY" button. The left sidebar contains a mini-calendar for August 2018, a list of "My calendars", and "Other calendars". Under "Other calendars", there are two entries: "GOLD & RED TEA..." and "Holidays in United States". A yellow circle highlights the "Settings" option in the "Other calendars" section. The main calendar area shows several events, including "First Day of School" and "Season Starts" on Monday, August 6th, and "Gold & Red Practice" on Wednesday, August 8th, and Friday, August 10th. A notification banner at the top right states: "You're missing out. The Calendar app isn't on your phone. We'll send an SMS to your account recovery phone number." with buttons for "NO, THANKS" and "YES, SEND LINK". The bottom of the screen shows the Windows taskbar with various application icons and the system clock displaying 8:02 PM on 8/6/2018.

HOME | Peachtree Middle | Google Calendar - Week |

Secure | <https://calendar.google.com/calendar/?cid=tevmrcnde7jrunr88fo4l3gas@group.calendar.google.com&pli=1>

Salesforce | Envestnet | 5500 Search | Lord Abbett | NetDocs | Imported From IE | RunningAHEAD | VANGUARD INCOM | VANGUARD MONTE | DCIO Resources | PCMS Volleyball | NAVC | Infinite Campus | Volley Perf | NAVC 13-1 Carpool

Calendar | TODAY | < > August 2018

August 2018 | < >

S M T W T F S

29 30 31 1 2 3 4

5 6 7 8 9 10 11

12 13 14 15 16 17 18

19 20 21 22 23 24 25

26 27 28 29 30 31 1

2 3 4 5 6 7 8

Add a friend's calendar +

My calendars

Other calendars

☒ GOLD & RED TEA... X

☒ Holidays in United States

Display this only

Hide from list

Settings

GMT-04

9am

10am

11am

12pm

1pm

2pm

9pm

10pm

11pm

First Day of School

Season Starts

Gold & Red Practice

4:15 - 6:15pm

Distribute Team Je

4:30 - 5:30pm

Parent Meeting

5:30pm, Peachtree Middle School

Gold & Red Practice

4:15 - 6:15pm

Peachtree Middle School

Gold & Red Practice

4:15 - 6:15pm

Peachtree Middle School

Deadline to Purchase Volleybal, 12pm

You're missing out

The Calendar app isn't on your phone

We'll send an SMS to your account recovery phone number.

NO, THANKS YES, SEND LINK

Terms - Privacy

Type here to search

8:02 PM 8/6/2018

Scroll down to integrate calendar. Highlight and copy the “public address in iCal format.”

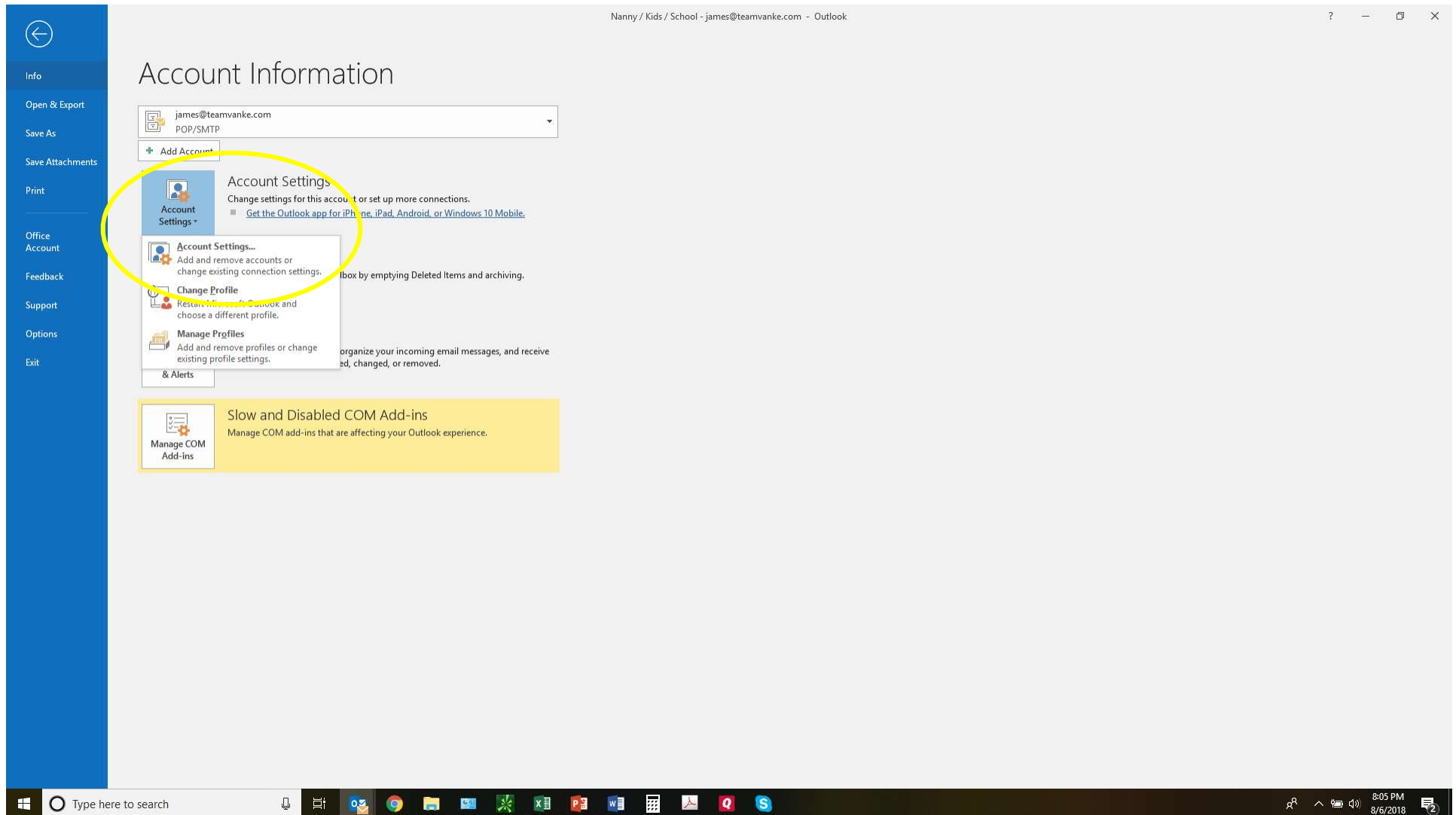
The screenshot shows the Google Calendar settings page for a user named DV Vanke. The left sidebar contains navigation options: General, Add calendar, Import & export, Settings for my calendars (DV Vanke, Birthdays), and Settings for other calendars (GOLD & RED TEAMS P... ^). The main content area is titled 'Settings' and includes sections for 'New events', 'Changed events', 'Canceled events', 'Event responses', 'Daily agenda', 'Integrate calendar', and 'Remove calendar'. The 'Integrate calendar' section is highlighted with a yellow oval and contains the following information:

- Calendar ID:** tevlmrcnde7jrnr88fo4l3gas@group.calendar.google.com
- Public URL to this calendar:** <https://calendar.google.com/calendar/embed?src=tevlmrcnde7jrnr88fo4l3gas%40group.calen>  
Use this URL to access this calendar from a web browser.
- Embed code:** `<iframe src="https://calendar.google.com/calendar/embed?src=tevlmrcnde7jrnr88fo4l3gas%40group.calen" ...>`  
Use this code to embed this calendar in a web page.
- Public address in iCal format:** <https://calendar.google.com/calendar/ical/tevlmrcnde7jrnr88fo4l3gas%40group.calendar.google.com/public?ics=1>  
Use this address to access this calendar from other applications.

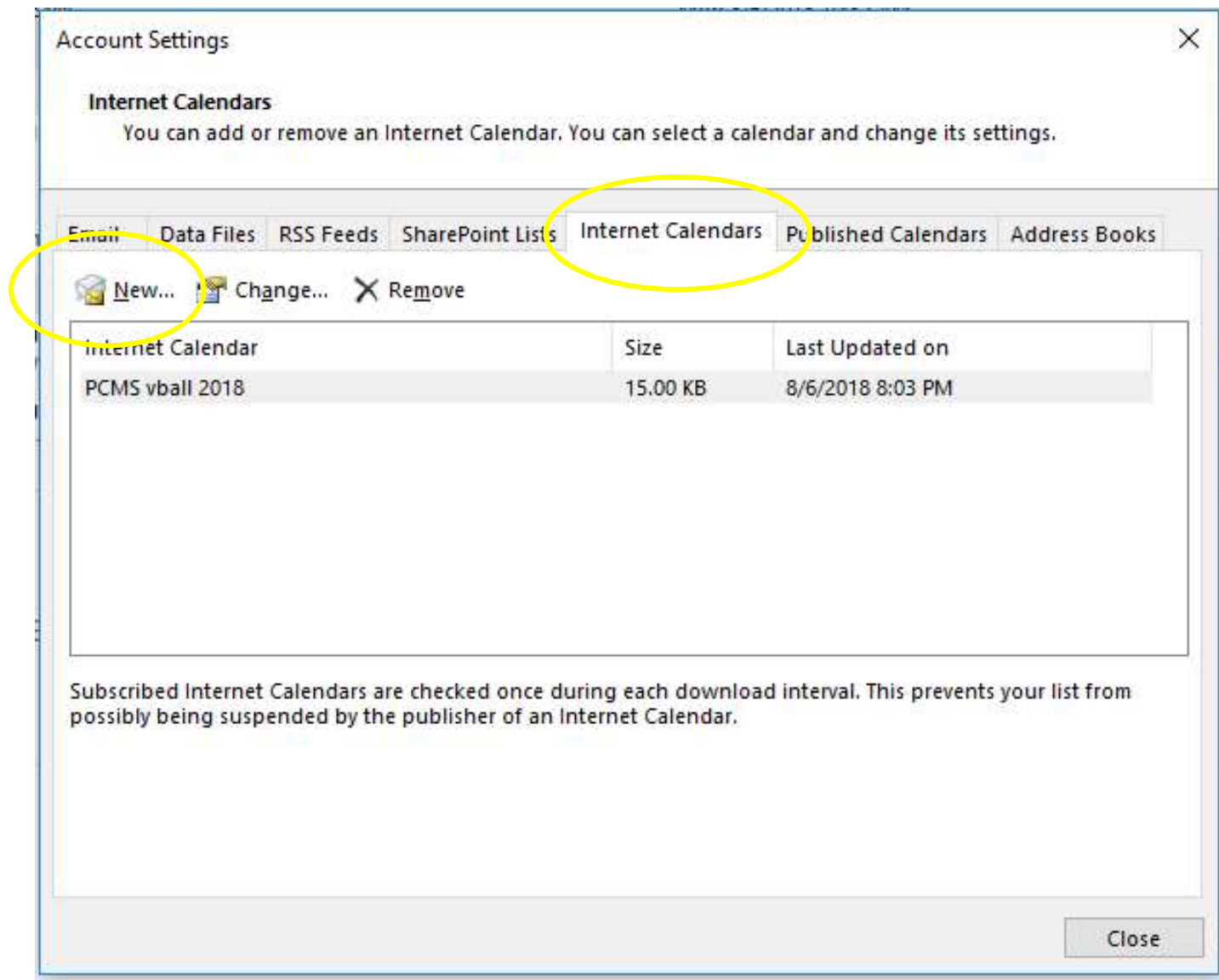
The 'Remove calendar' section at the bottom states: 'By unsubscribing, you will no longer have access to this calendar. [Learn more](#) [UNSUBSCRIBE](#)'.

At the bottom of the page, there is a copyright notice: ©2018 Google, Terms of Service - Privacy.

Open Outlook and go to Account Settings → Account Settings

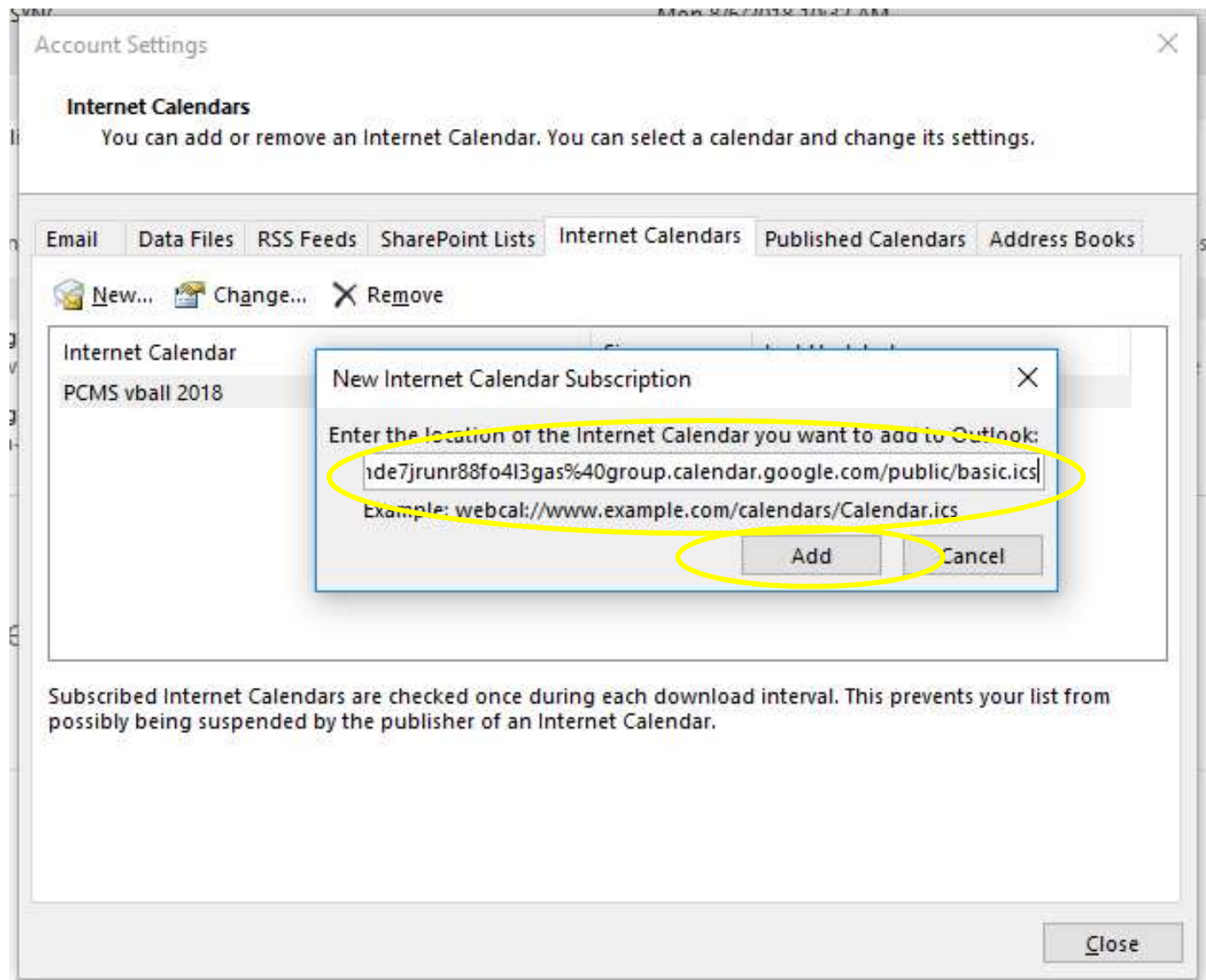


Go to the “Internet Calendars” tab and select “New”

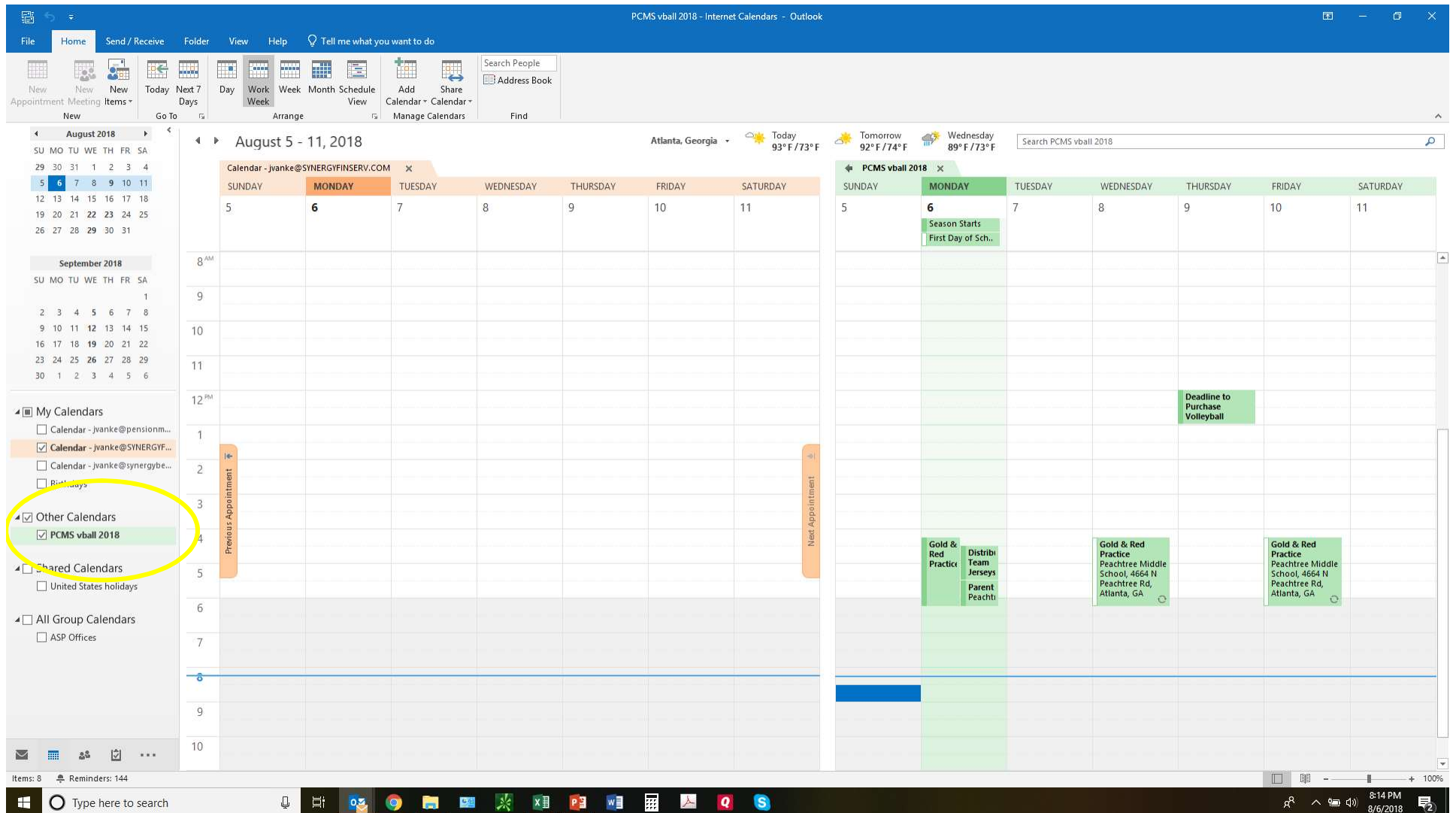




Paste the link in the window and click “Add”



You will need to name your new calendar and click the box to show it  
Default is side-by-side view



You can click the arrow to the left of your new calendar name to overlap it with your existing calendar

Outlook will automatically sync when you open, and periodically while it remains open

The screenshot shows the Microsoft Outlook application window. The title bar reads "PCMS vball 2018 - Internet Calendars - Outlook". The ribbon at the top includes "File", "Home", "Send / Receive", "Folder", "View", and "Help". The "View" tab is active, showing options for "Day", "Work Week", "Week", "Month", "Schedule", and "View". The "Work Week" view is selected. The left sidebar shows the "My Calendars" section with a list of calendars. The "PCMS vball 2018" calendar is checked and highlighted. The main calendar area displays a week view for August 5-11, 2018. The "PCMS vball 2018" calendar is overlaid on the existing "Calendar - jvanke@SYNERGYFINSERV.COM" calendar. A small arrow icon next to the "PCMS vball 2018" tab name is circled in yellow, indicating the action to click to overlap it with the existing calendar.

Calendar - jvanke@SYNERGYFINSERV.COM x PCMS vball 2018 x

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

5 6 7 8 9 10 11

Season Starts  
First Day of School

Deadline to Purchase Volleyball Spiritwear

Gold & Red Practice  
Distribute Team Jerseys, take Team and Parent Meeting  
Peachtree Middle School, 4664 N Peachtree Rd, Atlanta, GA 30338, USA

Gold & Red Practice  
Peachtree Middle School, 4664 N Peachtree Rd, Atlanta, GA 30338, USA

Gold & Red Practice  
Peachtree Middle School, 4664 N Peachtree Rd, Atlanta, GA 30338, USA

**Before you begin iPhone setup, go to this link**  
<https://calendar.google.com/calendar/syncselect>

Select the box for the vball calendar on the left, and click save on the right  
**(If you skip this step, the vball calendar will not link to your google account on iPhone)**

HOME | Peachtree Middl... x Sync Settings x

Secure | <https://calendar.google.com/calendar/syncselect>

Salesforce | Envestnet | 5500 Search | Lord Abbett | nd | NetDocs | Imported from IE | RunningAHEAD | VANGUARD INCOM | VANGUARD MONTE | DCIO Resources | PCMS Volleyball | NAVC | Infinite Campus | Volley Perf | NAVC 13-1 Carpool

Google Calendar

Sync Settings

Select calendars to sync to your iPhone/iPad/iCal\*

**My Calendars**

☒ Contacts

**Shared Calendars**

☒ GOLD & RED TEAMS PEACHTREE VOLLEYBALL FALL 2018 (Read Only)

☒ Holidays in United States (Read Only)

Cancel Save

\* or any other CalDAV device.

dvshopper1@gmail.com - [Sign out](#)

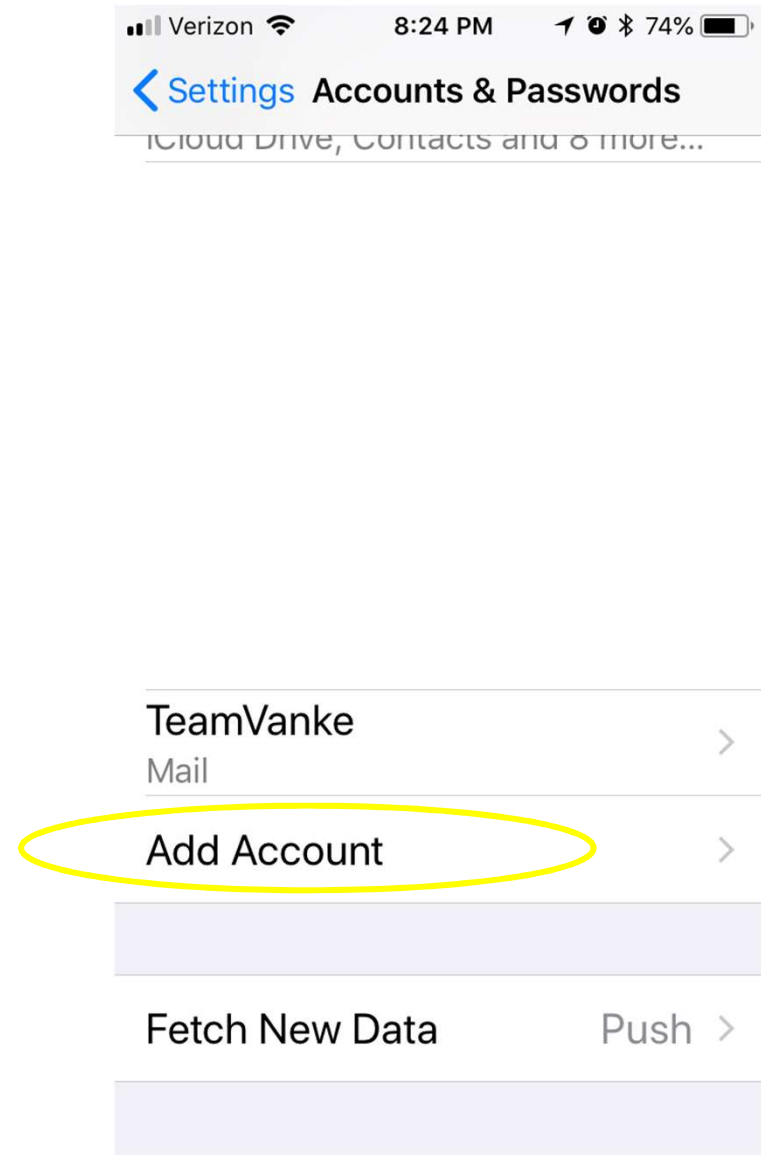
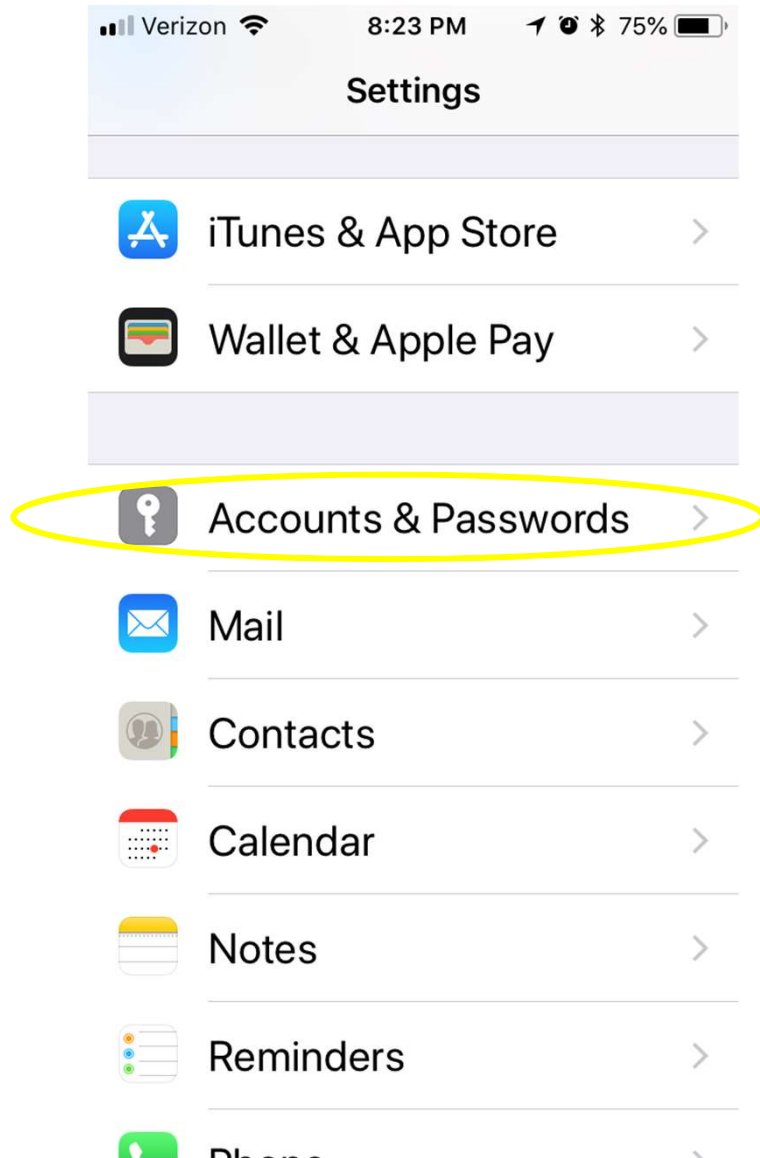
[Google Mobile](#) - [Help](#)

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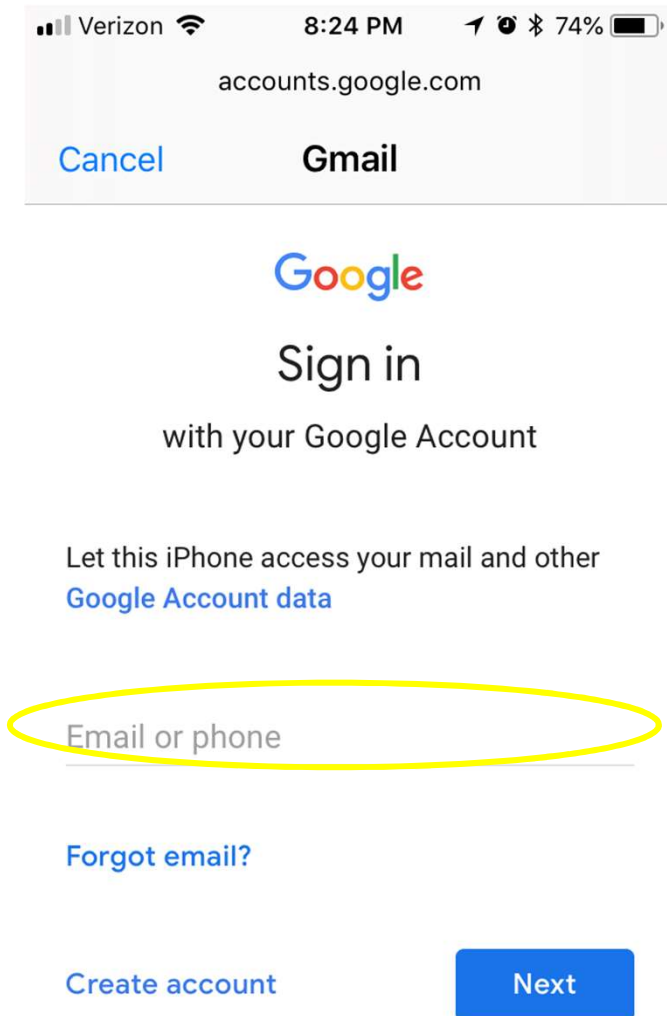
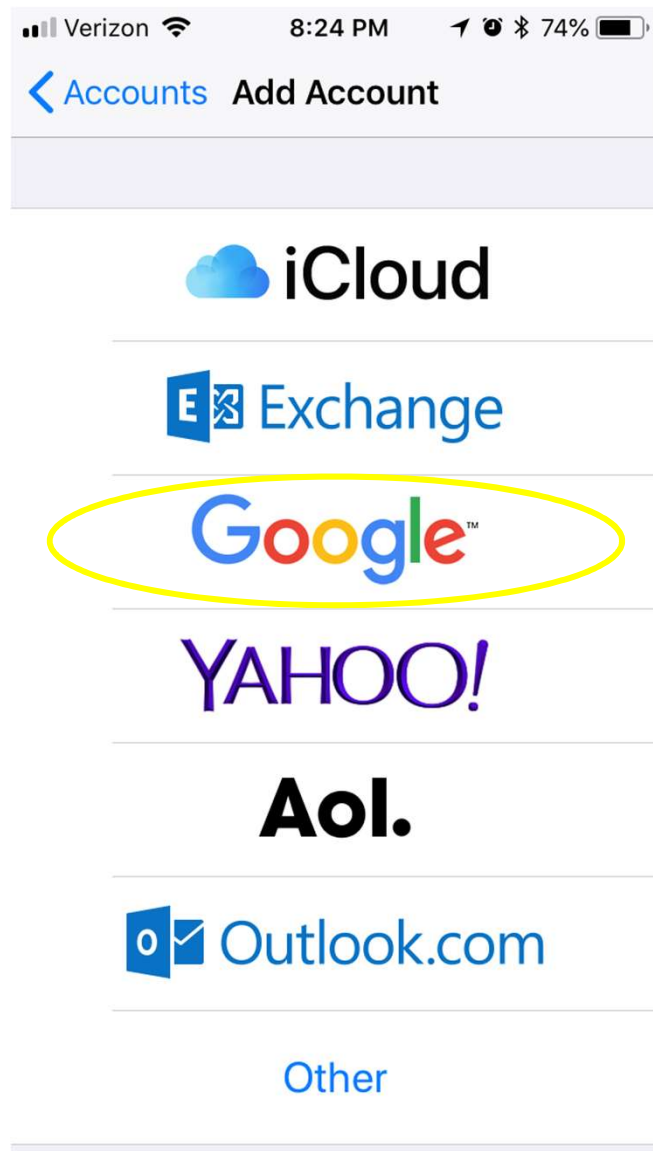
Type here to search

8:51 PM 8/6/2018

On your iPhone, go into settings and select “Accounts & Passwords”, then “Add Account”



Select Google and then Sign in



Deactivate Mail, Contacts, and Notes if you do not want those to sync from Google

Save and close Settings. Open your calendar, and you should be in business!  
(Might require closing and re-opening calendar and/or a moment or two to sync)

