



EAST LAKE ACADEMY

A Roman Catholic School of Academic Excellence

Why Sync?

While it can be common for people to copy, download, print and import calendars, none of these processes offers the real-time benefit of syncing. Once you sync to one or more of East Lake Academy's calendars, updates and additions to those calendars are automatically reflected within your calendar system.

How Do I Sync to the East Lake Academy Calendar?

Most smart phones and tablets are now compliant with a calendar syncing protocol called CalDAV. If you are using an Apple (iOS) or Google-based phone or tablet, chances are you can sync to ELA's Google calendar system. It is easiest to complete this process if you are already using your smartphone or tablet. Follow the appropriate steps below to complete this simple process. You can repeat this process for all the ELA calendars as you wish.

STEP 1: Select and copy your desired calendar from the list below.

East Lake Academy All School Calendar

- school holidays, vacations and late starts
- exams and testing days
- special academic events for students and parents

Select and copy this calendar address:

<https://calendar.google.com/calendar/ical/13911elacalendar%40gmail.com/public/basic.ics>

East Lake Academy Athletics Calendar

- practice schedules
- game schedules
- all athletic events

Select and copy this address:

<https://calendar.google.com/calendar/ical/elaathletics%40gmail.com/public/basic.ics>

East Lake Academy Seraphim Summer Calendar

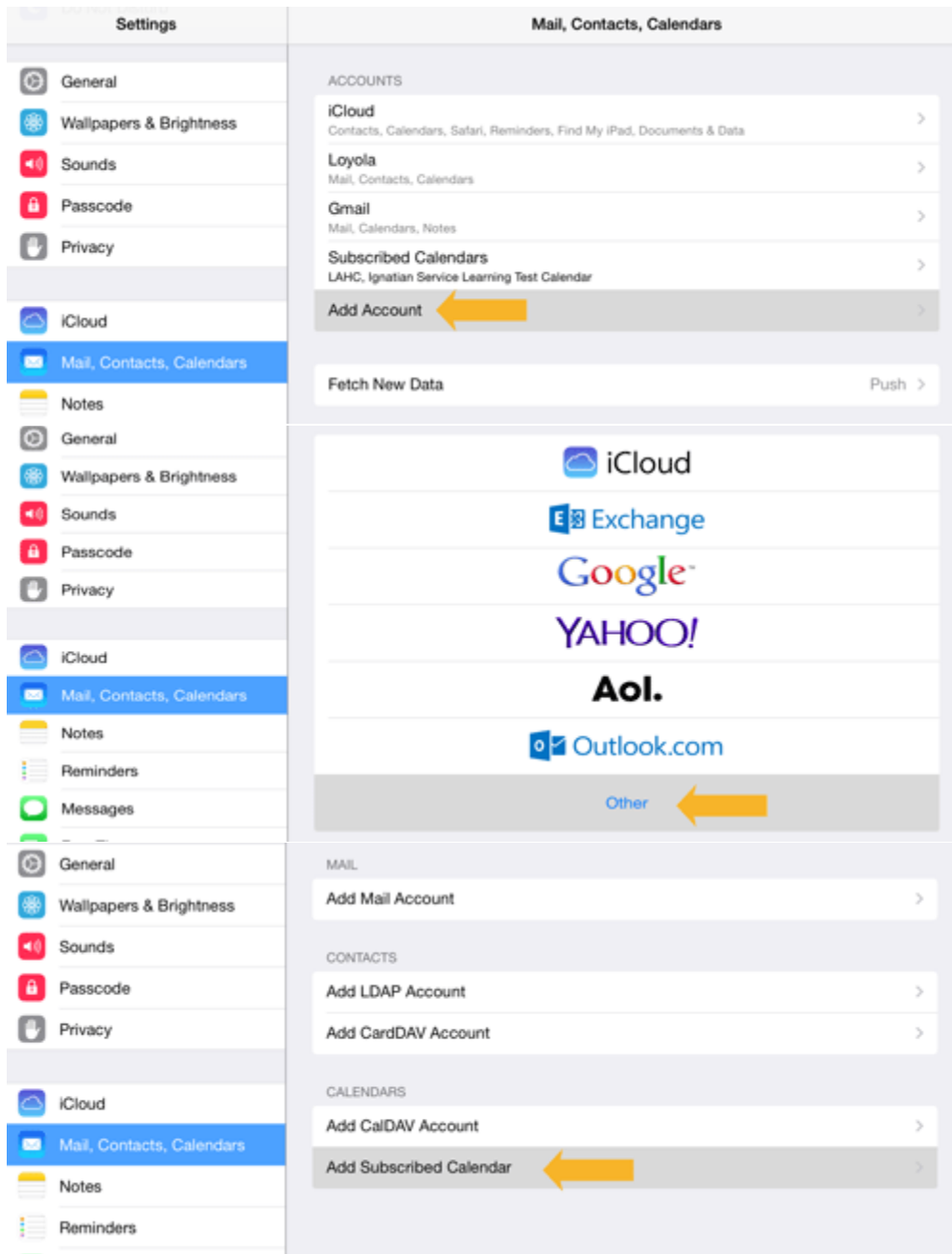
- Field trip time and locations
- Daily activities
- Permission slips

Select and copy this address

<https://calendar.google.com/calendar/ical/elaseraphimsummer%40gmail.com/public/basic.ics>

STEP 2a: Create a new calendar on an iPhone or iPad

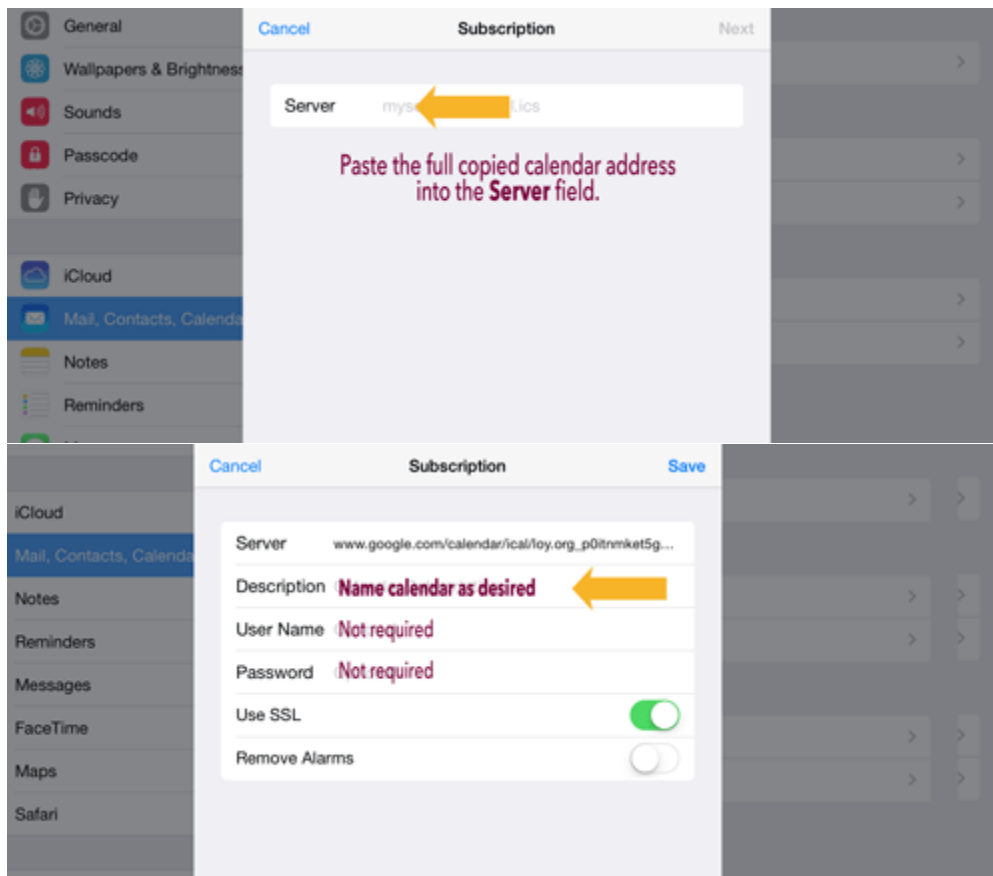
The link that you've copied can be used to create a generic calendar account on your iPhone or iPad. Using this link, you will not need a username or password to link to the calendar. Please use the diagrams below, which depict how the process is completed within iOS 7.





EAST LAKE ACADEMY

A Roman Catholic School of Academic Excellence

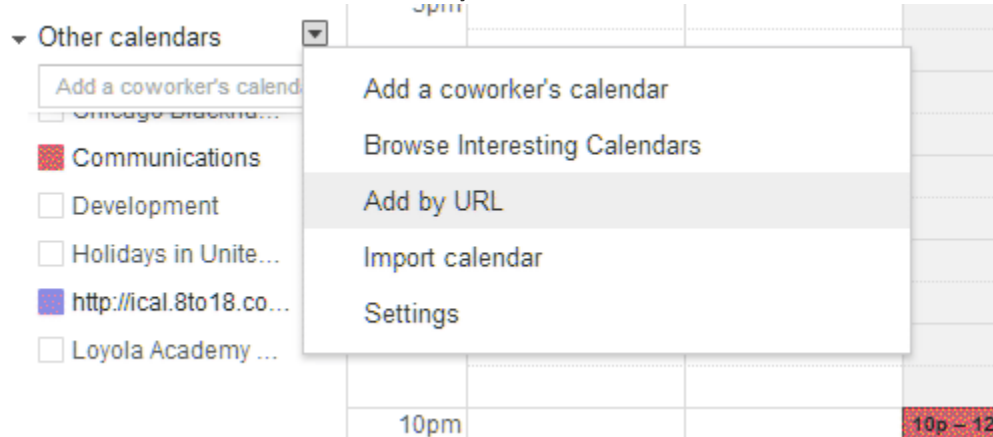


Once you **save** your entry, you will be synced to this calendar. Please note that it may take up to eight (8) hours for changes in this calendar feed to be reflected in your newly synced iOS calendar.

Step 2b: Add a new calendar to a Google account

The link that you've copied can be used to quickly add a new calendar to an existing Google account. Please use the diagrams below, which depict how the process is completed within Google Calendars.

1. Within a Google Calendar system (shown below on a desktop computer), click the down-arrow next to the **other calendars** and select **Add by URL** from the menu.



2. Paste your copied calendar address into the URL field and click the **Add Calendar** button.

Add by URL

✕

URL:

If you know the address to a calendar (in iCal format), you can type in the address here.

Make the calendar publicly accessible?

The new calendar will appear in the **other calendars** section of your calendar screen, in the lower left. Please note that it may take up to eight (8) hours for changes in this calendar feed to be reflected in your newly synced Google calendar.