There are four ways to view our Allegretto digital calendar:

## **#1 GOOGLE CALENDAR USERS**

If you have a google account <u>AND use google calendars</u>, log into your google account on a computer. It is best to use a computer and not a cellphone to first add this calendar to your google account. After it has been added, you should be able to see it on any device. Click on the red link below. It will take you to google calendar and ask if you want to "Add Calendar". Add the calendar and you will now see all events in your google calendar.

https://calendar.google.com/calendar/u/0?cid=YWxsZWdyZXR0b0Bjb2x1bWJ1c2No aWxkcmVuc2Nob2lyLm9yZw

## **#2 iPHONE CALENDAR USERS**

If you have an iPhone <u>AND use the Apple calendar app</u>, open the app on your iPhone. Click on "Calendars" at the bottom of the screen and then "Add Calendar." Copy and paste the purple link listed below into the box and add the calendar. You will now see all events in your Apple calendar app.

https://calendar.google.com/calendar/ical/allegretto%40columbuschildrenschoir.org /public/basic.ics

## #3 USERS OF OUTLOOK, YAHOO, ETC.

Google calendars can sync with many calendar programs. Search for "sync shared google calender with\_\_\_\_\_" and follow the directions specific to your calendar program.

## #4 BUT I DON'T USE A DIGITAL CALENDAR!

No worries! If you do not use either google or iOS calendars then you can click on the link below and see a web-based calendar from any device that has internet access. While I call it a "public" calendar, know that only people who have this link can access it. This is also the link that will be included in all future weekly update emails.

https://calendar.google.com/calendar/embed?src=allegretto%40columbuschildrens choir.org&ctz=America%2FNew\_York

I appreciate your help with starting this digital calendar. Please try your best to sync our calendar with your preferred program and device (find the techiest person you know) but know that we're available to try and problem solve if you get stuck.