



## Newland House School

### School Calendar Subscription

#### Subscribing Via PC

By subscribing, all school events will automatically be created in a new calendar in your default calendar client on your computer e.g. Outlook.

Subscription is very simple using the following steps:

1. Click this link to [install the school event calendar](#) on your computer.
2. You may be asked to run an external application, in which case simply click **Launch Application** and this will launch your default calendar client e.g. Outlook.
3. Click **Yes** to confirm that you would like to subscribe to all updates from the school calendar and your default calendar will now automatically sync with the school calendar.
4. All future changes to school events will also now be automatically synchronised on exiting and reopening the calendar.

*(If the above is unsuccessful, you can also go directly into your calendar settings and manually add the calendar subscription and entering the following link:*

*<webcal://newlandhouse.fluencycms.co.uk/Webservices/WebCal.svc/GetEvents?calendarId=4> ).*

#### Subscribing via iPad or iPhone

In addition to, or alternatively, you can also subscribe to the calendar using an iPhone or iPad as follows:

##### Method 1

- a. Follow the link to [subscribe to the school calendar](#)
- b. Confirm that you want to subscribe by tapping **Subscribe**
- c. Tap **Done** or **View Events**

##### Method 2

- a. Go to iPad/iPhone **Settings** and select **Mail Contact Calendar**
- a. Select **Add Account**
- b. Select **Other**
- c. Select **Add Subscribed Calendar**
- d. In the server box enter  
<webcal://newlandhouse.fluencycms.co.uk/Webservices/WebCal.svc/GetEvents?calendarId=4>
- e. Click **Next**
- f. Click **Done**

After completing these steps, the calendar will have fully synced into your calendar application on your iPad/iPhone and all events will be showing. You can choose whether or not the calendar should display by tapping the tick mark next to the desired calendar. All future changes to events will also automatically be synchronised on exiting and reopening the calendar.

## Subscribing on your Android device



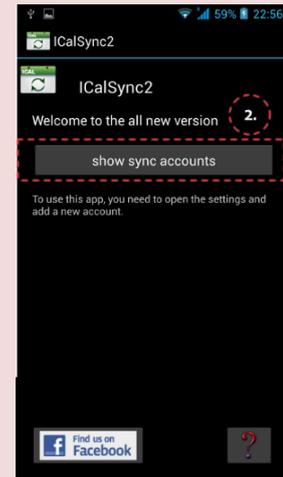
You will need to search on your device for the following application ICALSYNC in the google play store, or click on:

<https://play.google.com/store/search?q=ICalSync+khoas&c=apps>

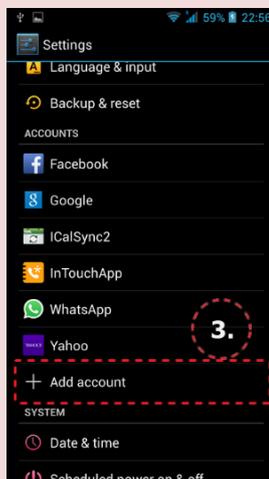
**Step 1**  
Click on Icalsync2



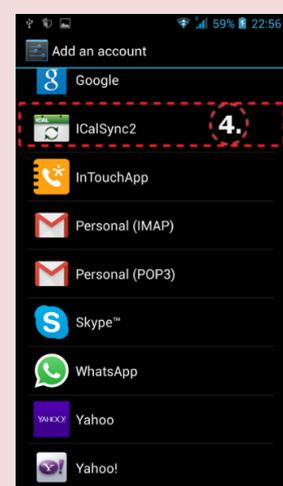
**Step 2**  
Select Show Sync Account. (you might need to visit the accounts section in your settings)



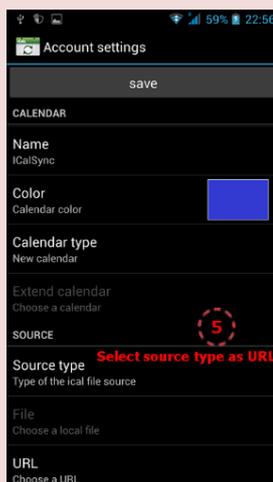
**Step 3**  
Click on Add account.



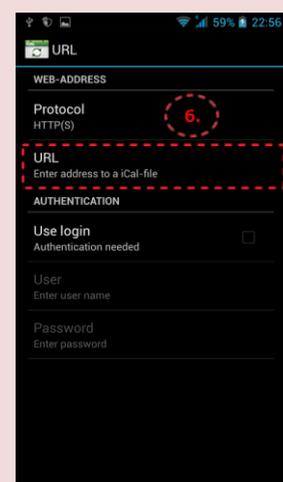
**Step 4**  
Select Icalsync2.



**Step 5**  
You can input name, select the color to show Ical sync event on calendar, Select source as URL



**Step 6**  
Copy the following NHS Webcal link into the URL field as shown in the picture below. Untick 'user authentication needed' if it is selected.  
<webcal://newlandhouse.fluencycms.co.uk/Webservices/WebICal.svc/GetEvents?calendarId=4>



### Step 7

Set the time interval to 15 min and click on save. It will take a few minutes for your Calendar app to update with the appointments.

