

## HOW TO — SUBSCRIBE TO GOOGLE CALENDAR

### SUBSCRIBING TO CALENDARS

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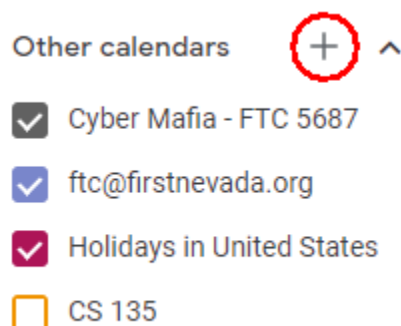
#### Google Calendar

If you have a Google account and use Google Calendar as your calendar application, the easiest way to create an active connection (i.e., get live updates) is to subscribe to the program calendar via its respective email address (also called the “Calendar ID” in Google terminology).

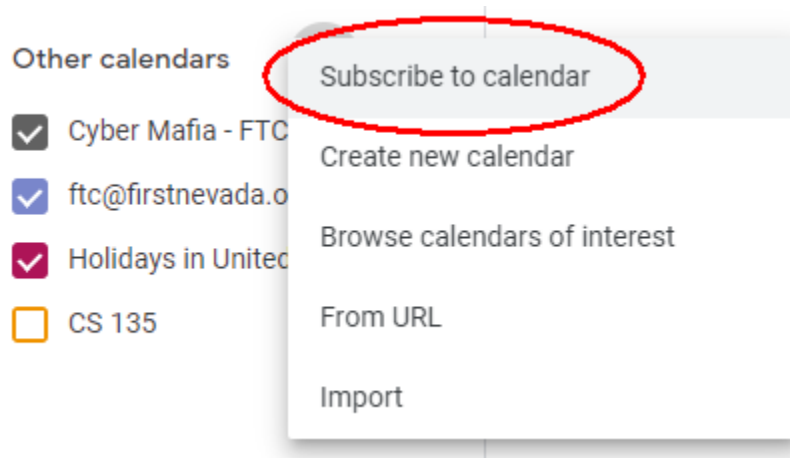
Subscribe via Google Calendar with Google Calendar ID

- [FIRST LEGO League Discover](#)
  - not applicable
- [FIRST LEGO League Explore](#)
  - [fll-explore@firstnevada.org](mailto:fll-explore@firstnevada.org)
- [FIRST LEGO League Challenge](#)
  - [fll-challenge@firstnevada.org](mailto:fll-challenge@firstnevada.org)
- [FIRST Tech Challenge](#)
  - [ftc@firstnevada.org](mailto:ftc@firstnevada.org)
- [FIRST Robotics Competition](#)
  - [frc@firstnevada.org](mailto:frc@firstnevada.org)

From your Google Calendar, you would click the plus sign in the Other Calendars section:



Click "Subscribe to calendar":

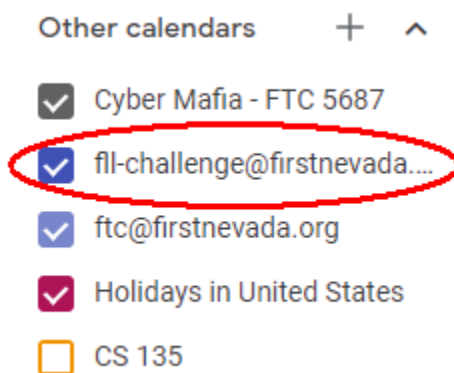


Enter the email (Calendar ID) of the program calendar you want to subscribe to:

Add calendar

fil-challenge@firstnevada.org

Events from the program calendar should now appear in your Google Calendar:



## Other Calendar Applications

If you use another calendar application (e.g., Apple Calendar, Microsoft Outlook, etc), the best way to create an active connection is to use a pointer to the program calendar via its respective iCal file.

Subscribe via Public Address in iCal (.ics) Format:

- **FIRST LEGO League Discover**
  - not applicable
- **FIRST LEGO League Explore**
  - <webcal://calendar.google.com/calendar/ical/fll-explore%40firstnevada.org/public/basic.ics>
- **FIRST LEGO League Challenge**
  - <webcal://calendar.google.com/calendar/ical/fll-challenge%40firstnevada.org/public/basic.ics>
- **FIRST Tech Challenge**
  - <webcal://calendar.google.com/calendar/ical/ftc%40firstnevada.org/public/basic.ics>
- **FIRST Robotics Competition**
  - <webcal://calendar.google.com/calendar/ical/frc%40firstnevada.org/public/basic.ics>

### IMPORTANT NOTE

There is a difference between using `https` and `webcal`, which are different network protocols; the former will *pull a static copy of the current calendar information and import it*, and the latter will *create a dynamic link that updates/syncs*. Using the FIRST Tech Challenge calendar iCal file pointer above as an example, the difference looks like then when entered into a calendar application to add the calendar:

#### **Static (import)**

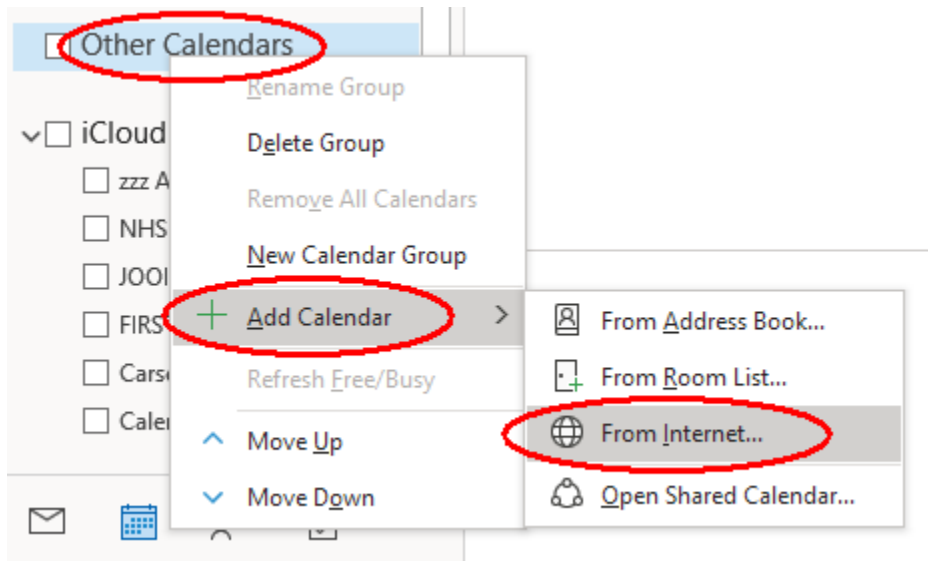
<https://calendar.google.com/calendar/ical/ftc%40firstnevada.org/public/basic.ics>

#### **Dynamic (sync)**

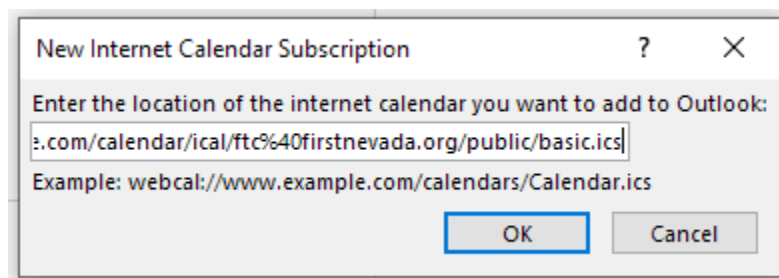
<webcal://calendar.google.com/calendar/ical/ftc%40firstnevada.org/public/basic.ics>

Adding the program calendars varies greatly by application; however, here is one possible way to do it in Microsoft Outlook...

From the Calendar page, right-click on the "Other Calendars" text, highlight "Add Calendar" and then select "From Internet":



Enter the iCal file pointer and click the OK button:



The program calendar should now appear under Other Calendars:

