

Hi Folks,

Here are the instructions I promised. Hopefully you will find them easy enough to follow. If you have any questions regarding them, please let me know.

1. Steps 1 - 6 are easiest to perform on a PC browser instead of your phone or tablet. First and foremost, you will need to create a Google account if you don't already have one. (such as Gmail or Google+) You can do this by going to <https://www.google.com>, then clicking "Sign In" and then "Create an Account." Chances are if you are an Android device user, you already have one. Just look in "Settings" -> "Accounts" -> "Google" to see what it is, if you can't remember. If you are an iPhone/iPad user and don't have a Google account, sorry you still need to create one. Google wants you to be part of their ecosystem. You will be assimilated.
2. While logged into your Google account, go to <https://calendar.google.com>. If you are already an active Google calendar user, you should see all your events. On the left side of the screen, look for "Other Calendars." It should be under the "My Calendars" section. Click "Other Calendars" to open that section. There should be a box labeled "Add a friend's calendar."
3. In that box, type in webstermb@gmail.com. This should add the Webster Marching Band's calendar events to your own.
4. Next, look in the upper right corner and click the gear icon, then click "Settings."
5. On the next screen click "Calendars" at the top. Make Sure "Webster Marching Band" is checked under "Show in List" in the "Other Calendars" section.
6. **iPhone/iPad Users:** While logged into your Google account on the PC browser, go to the link <https://www.google.com/calendar/iphoneselect>. Be sure the "Webster Marching Band" calendar is checked and click "Save."
7. **iPhone/iPad Users:** On your phone or tablet, go to "Settings" -> "Mail, Contacts, Calendars." If your Google account is not already listed go to "Add Account" and enter the information for your Google account. Once your account is entered, go into the settings for that account and turn on the "Calendars" switch so it will sync your phone or tablet's Calendar with Google Calendar.
8. **Android Users:** Be sure Sync is turned on. You may see the icon on your home screen or you may have to swipe down on your notifications to see it.

Also, check "Settings" -> "Accounts" -> "Google." Select your account name and make sure "Sync Calendar" is turned on.

I also had someone ask if it was possible to get notifications whenever a scheduled event changes. The answer is yes. To do so, you need to log into your Google account on your PC browser, go to <https://calendar.google.com> and do the following

- From your main calendar page, click the gear button and go to "Settings", then click "Calendars" at the top of the settings page.

- In the "Other Calendars" section to the right of "Webster Marching Band" you should see a link labeled "Edit notifications." Click that link.

- Under the heading "Choose how you would like to be kept up-to-date," you should see check-boxes for receiving Email notifications for "Changed events" and "Canceled events." These emails will go to your Google email account. Remember to click "Save" to make sure any changes you make take effect.

- You may also choose to receive a text message (SMS) for those changes in addition to, or instead of the emails. To enable those, you must first go through the process to configure and verify your mobile phone number by clicking the "Set up your mobile phone to receive notifications" at the bottom of the page. Remember to click "Save" to make sure any changes you make take effect.