



Add an Internet Calendar Subscription

An Internet Calendar Subscription is a calendar that you download and view in Outlook. However, unlike a Calendar Snapshot, Internet Calendar Subscriptions are updated automatically. So if the scheduler or coach changes the event on the Casco Bay website, it will automatically update on your local calendar where you have installed the iCal feed.

Subscribe to an Internet Calendar in Outlook

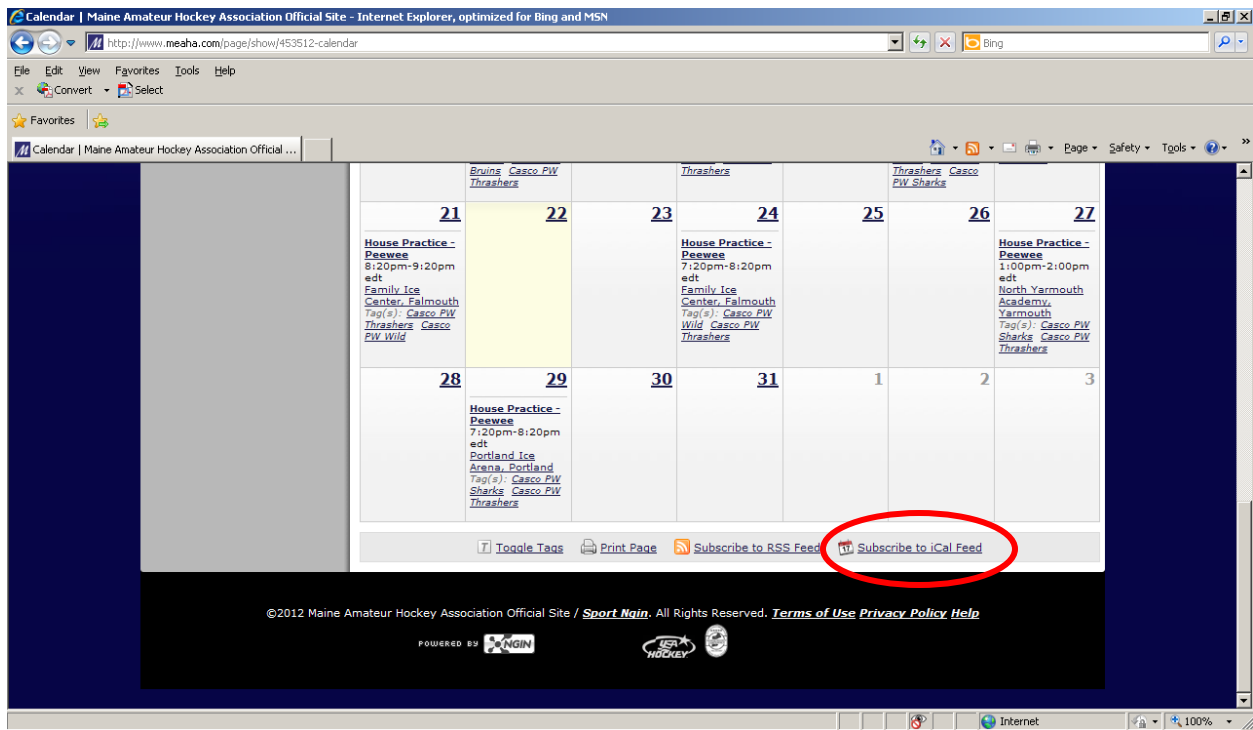
1. Navigate to the team page whose calendar you want to hook to.
2. Find the “View all button” on the bottom of the team calendar previews that are listed on each Casco Bay team’s page (See red circle below)

The screenshot shows a web browser window displaying the Casco Bay Hockey website. The page title is "House Peewees Tier 4 | House Divisions / Teams | Casco Bay Hockey Association - Internet Explorer, optimized for Bing and MSN". The address bar shows the URL: "http://www.cascobayhockey.com/page/show/629411-thrasher-peewees-tier-4". The page content includes a "Casco PW Flyers" calendar with the following table:

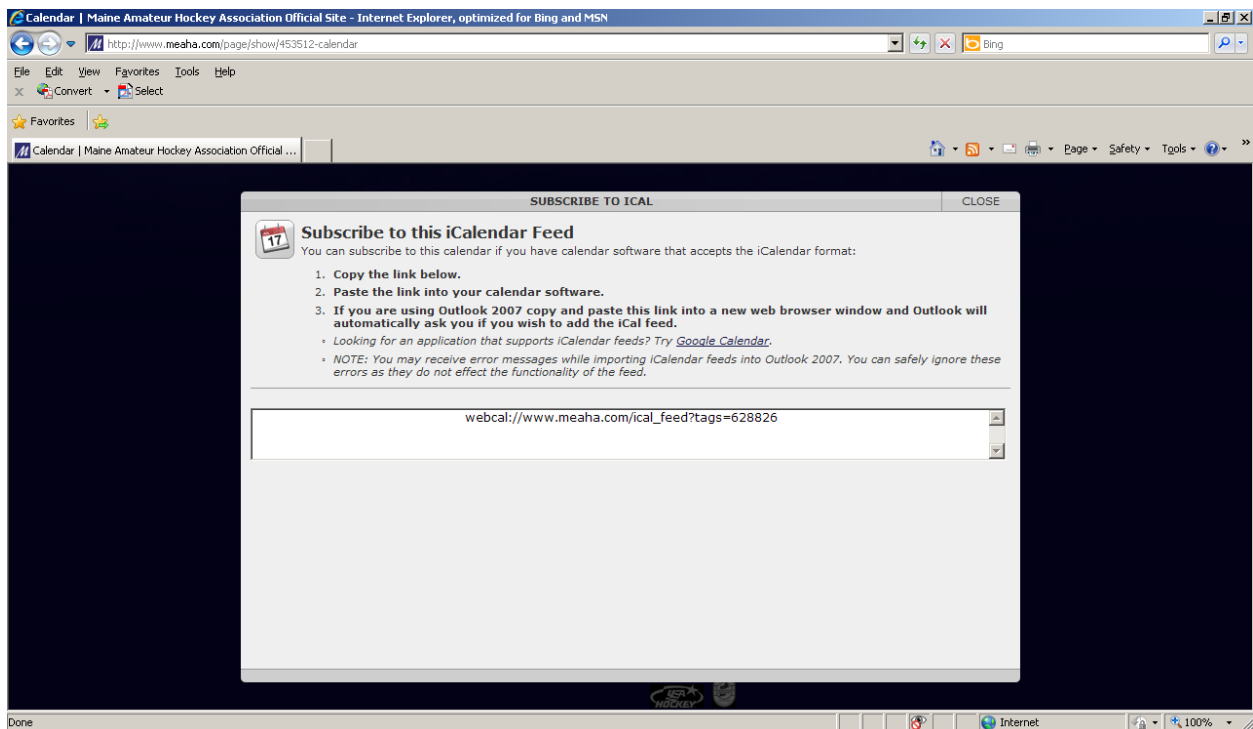
Date	Time	Location	Scheduled
Sat Nov 10, 2012	01:00 PM EST	North Yarmouth Academy, Yarmouth	Scheduled

Below the table, there are several calendar preview cards for other teams and events, including "Yarmouth SHARKS | THRASHERS", "House Practice - Peewee", "SKILLS : PW Flyers | PW Thrashers | PW Wild | PW Sharks", and "Casco Bay Peewees Tier IV Thrashers at Casco Bay Peewees Tier IV Flyers". A red circle highlights the "View All" button at the bottom of the "Casco Bay Peewees Tier IV Thrashers at Casco Bay Peewees Tier IV Flyers" preview card.

3. When you click on “View All” the team’s full calendar will open, and look like the below. You will now click on the “Subscribe to iCal Feed” button on the bottom right of the full calendar (see red circle below).



4. A window with a url address for the iCal feed and directions on how to install it will open up, like this:



5. Follow the above steps for each individual team that you would like to have auto synch with your Outlook calendar.

Subscribe to calendars in Google Calendar

To add a calendar using its address from the page above, follow these steps:

1. In Google calendar, click the down-arrow next to **Other calendars**
2. Select **Add by URL** from the menu
3. [Find the address](#) of the Google Calendar in [iCalendar format](#), or if you have the iCalendar address of a calendar from a different application (for example, Apple's iCal), you can use this as well.
4. Enter the address in the field provided
5. Click the **Add Calendar** button. The calendar will appear in the **Other Calendars** section of the calendar list to the left.