## ClubRunner

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## How do I subscribe to a calendar?

Michael C. - 2023-03-08 - Support

The Subscribe to Calendar button is an Internet Calendar Subscription that allows you to download and view all the events in your own personal email calendar.

Unlike a Calendar snapshot, which is where you add events to your own calendar manually, Internet Calendar Subscriptions are updated automatically. You can click on the Subscribe to Calendar button and copy the link to download and subscribe to the calendar, or someone can send you a link to the Internet Calendar Subscription in an email.

With the Subscribe to Calendar button, you essentially subscribe to your club or district calendar. As events are added to your website, they are also automatically added to your personal calendar in whichever email client you use.

Rotary 햲	)	Home	Green To	own Member 🔸	About Our		nts & Calendar - Our Club Projects Contact Us Join our Club!
Calenc	lar						
🖨 Print Version					🖬 Calendar 🛛 🔛	Grid I≡ List	Sponsors
May 2017					today	< >	3
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Interested in being a sponsor?
30	1	2	3			6	Download the website
	Community Hall Fundraiser						sponsorship guide
	Spring Clean Up			Club Meeting			
	Volunteering						
7	8	9	10	11	12	13	
28	29	30	31	1	2		
4		6	7	8	9	10	
Event Types					Subscr	ibe to Calendar	
📕 - Board Meeti	ng Event	🗌 - Club Eve	nt		- Club Meeting		

For more information on how to setup the Internet Calendar Subscription with your calendar software see the links below:

<u>Calendar in Outlook</u>

- Google Calendar
- Apple Calendar

Currently if you visit the built-in Calendar page you should see the Subscribe to Calendar button found in the bottom right corner. If you do not see it please contact our support team so that we can assist further.

## Note

If any events show up on your website calendar, but not inside your Outlook/Apple/Google calendar feed, please check to ensure that event has an end time specified. Events without an end time won't show up in calendar feeds.

## **Related Content**

- How do I subscribe to a calendar with Outlook?
- How do I subscribe to a calendar with Google Calendar?
- How do I subscribe to a calendar with Apple Calendar?