# ClubRunner

## How do I subscribe to a calendar with Apple Calendar?

Michael C. - 2021-02-11 - Support

ClubRunner websites now offer the ability to subscribe to a Calendar of Events. As events are added the website they will show up automatically on your personal calendar. **You can find the subscription link on your ClubRunner website's calendar page.**



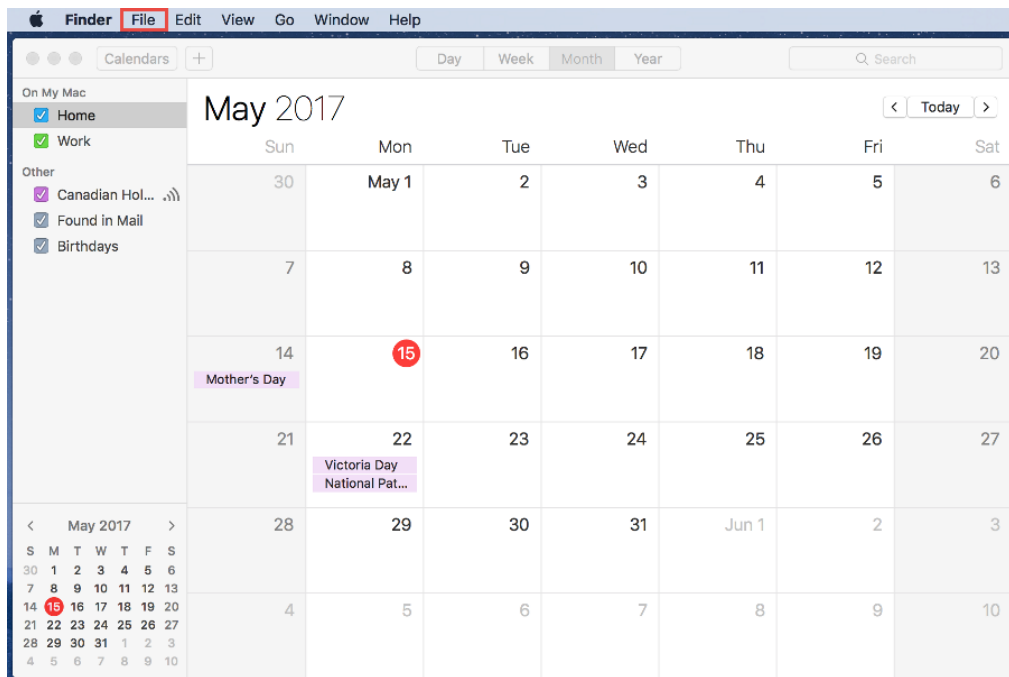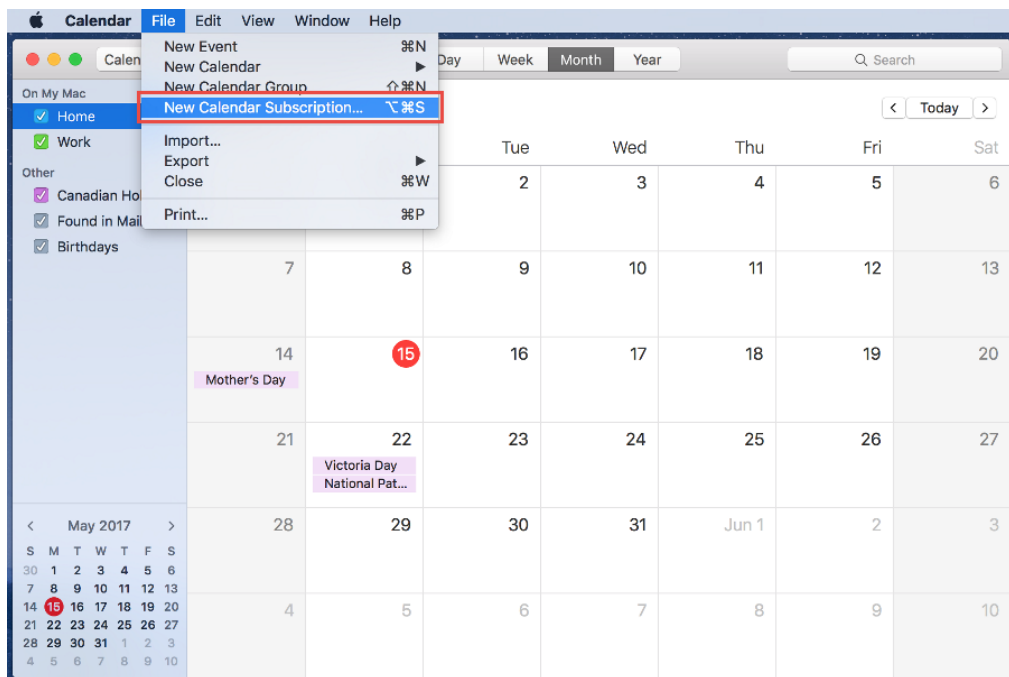**Note:** This guide applies to Calendar 8 and newer on MacOS 10.11, but should also work on older versions.
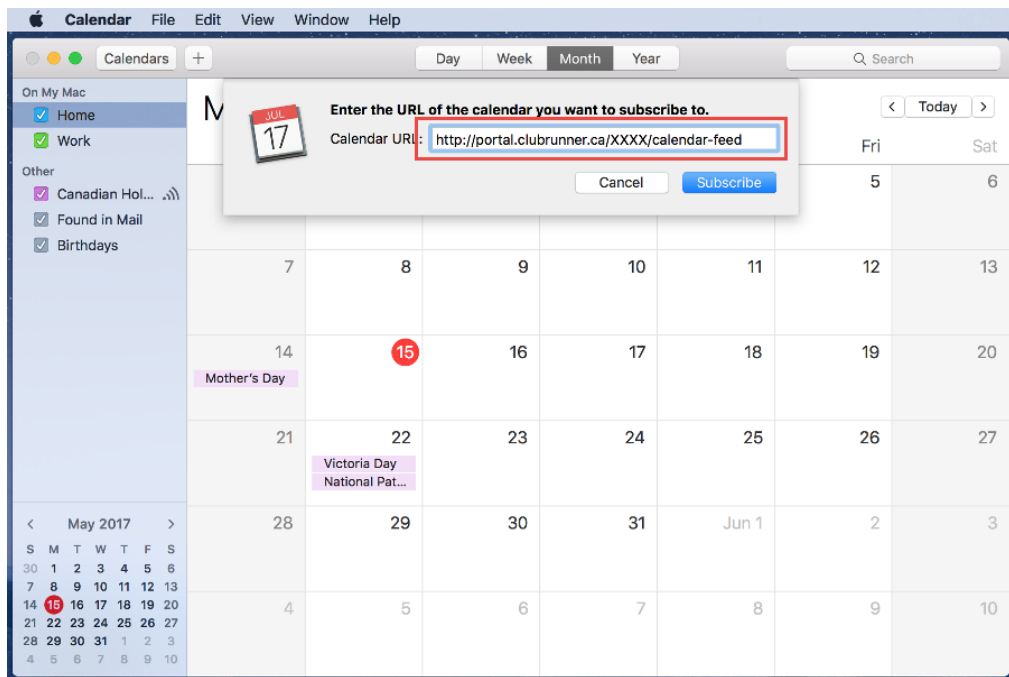
**Adding the Subscription**

1.  With Calendar open, from the menu bar click on **File**.

2. Now that the menu is open select **New Calendar Subscription**.



3. In the **Calendar URL** box paste the Calendar Subscription URL.

**Note:** Please note that http://portal.clubrunner.ca/XXXX/calendar-feed is a placeholder URL. You would need to replace the XXXX with your Club's ClubRunner ID, or use the URL from your Club's "Subscribe to Calendar" button.

4. Click the blue **Subscribe** button.
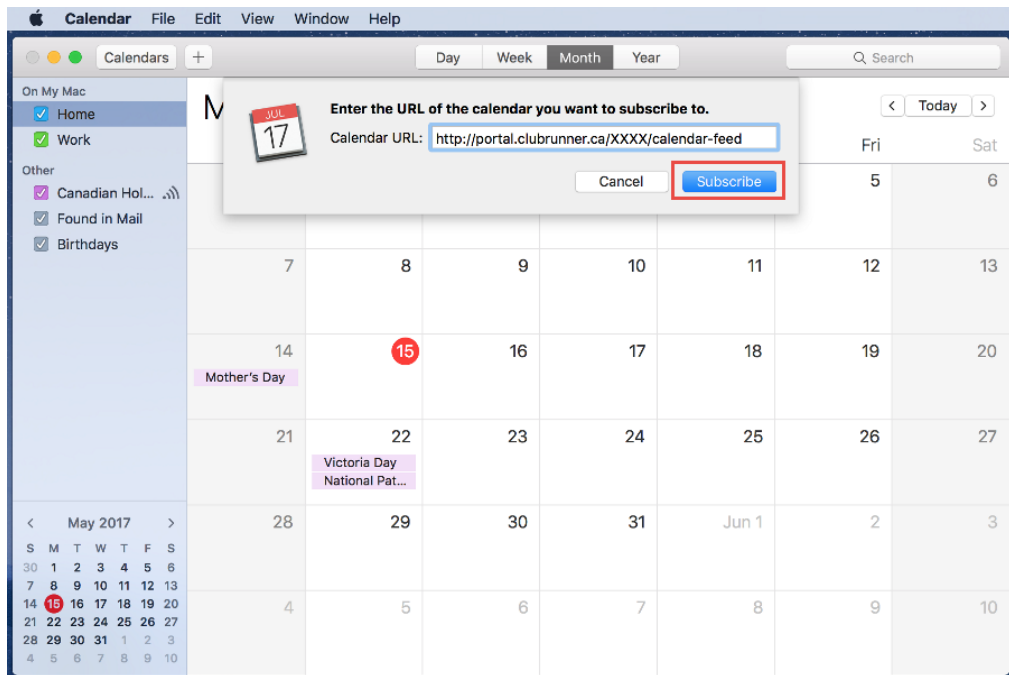


**Note:** Please note that http://portal.clubrunner.ca/XXXX/calendar-feed is a placeholder URL. You would need to replace the XXXX with your Club's ClubRunner ID, or use the URL from your Club's "Subscribe to Calendar" button.

5. In the **Name** field, enter a memorable name for the Calendar.
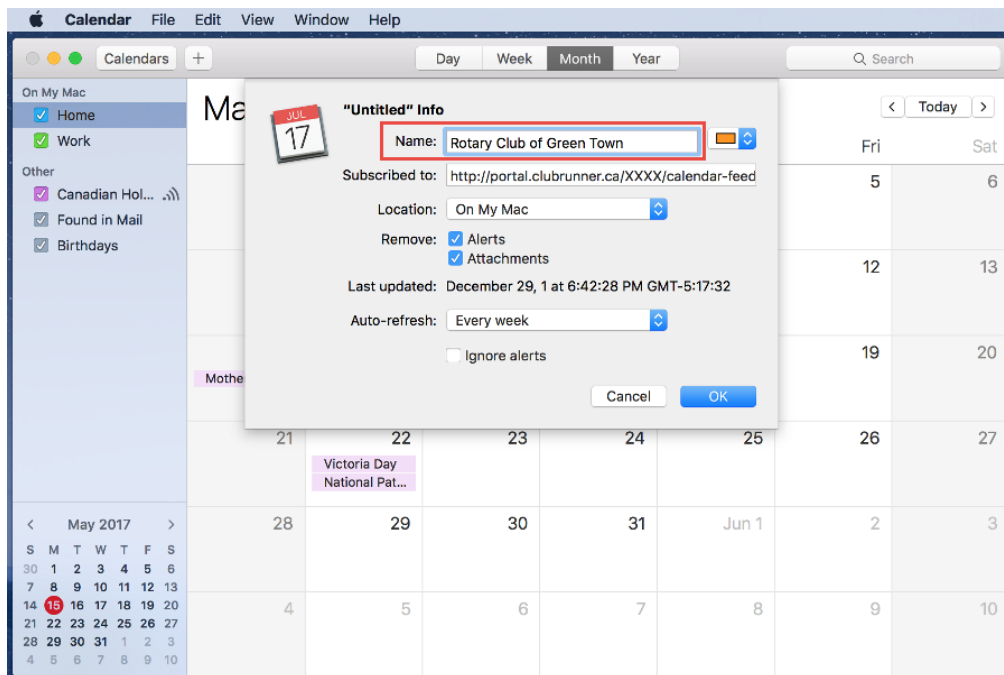
**Note:** Please note that http://portal.clubrunner.ca/XXXX/calendar-feed is a placeholder URL. You would need to replace the XXXX with your Club's ClubRunner ID, or use the URL from your Club's "Subscribe to Calendar" button.

6. Next, from the **Auto-Refresh** drop down we recommend choosing **Every Day**.
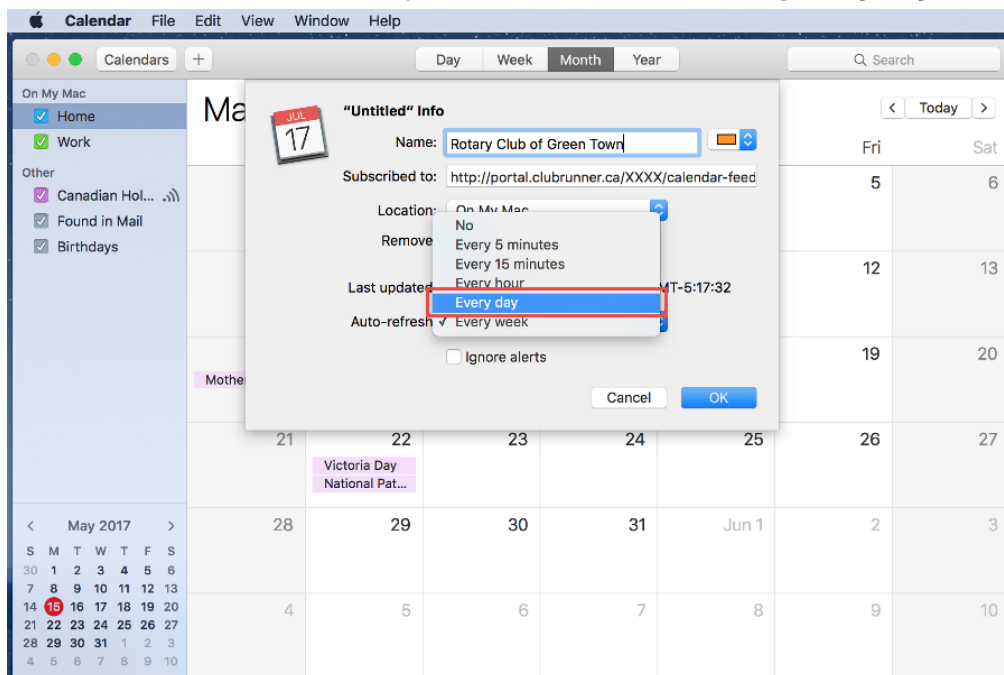


7. Click **OK** to finish adding the subscription to your Calendar.
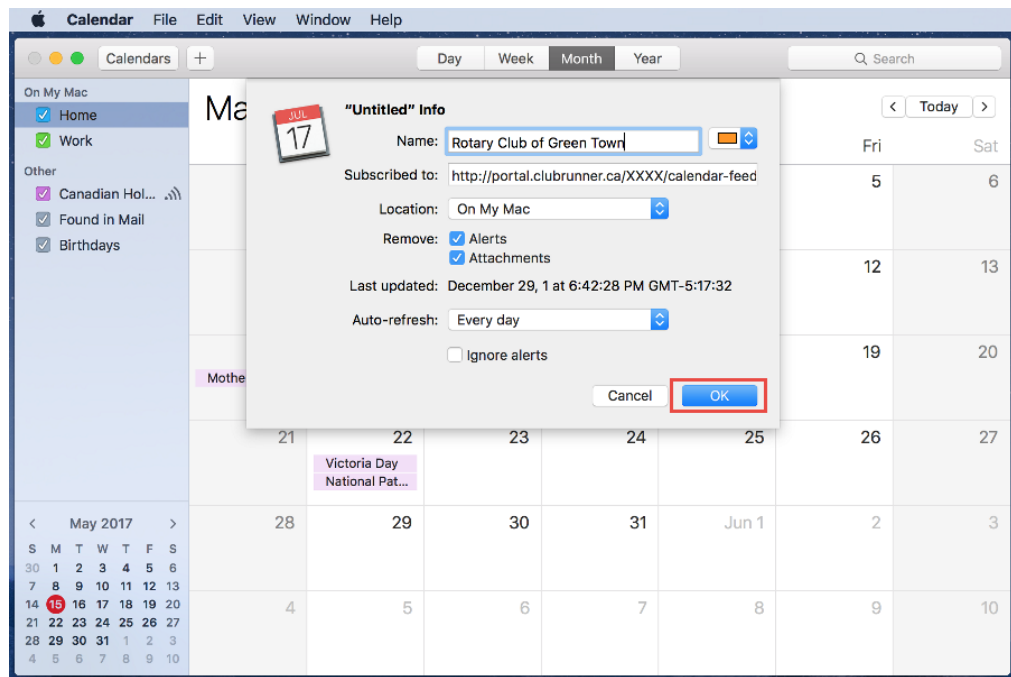
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