

How do I subscribe to a calendar with Google Calendar?

Michael C. - 2021-02-11 - Support

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

Rotary Green Town

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Calendar

CALENDAR LIST PRINT VERSION SUBSCRIBE TO CALENDAR

May 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30 Spring Clean Up	1 Community Hall Fundraiser Volunteering	2	3	4 Club Meeting	5	6

Sponsors

Green Town Realtors

Note: This article applies to Google Calendar's website.

Adding the Subscription

1. With Google Calendar open, on the left hand side under other calendars, click on the drop down arrow.

Google Search Calendar

Calendar Today November 2016 Day Week Month 4 Days Agenda More

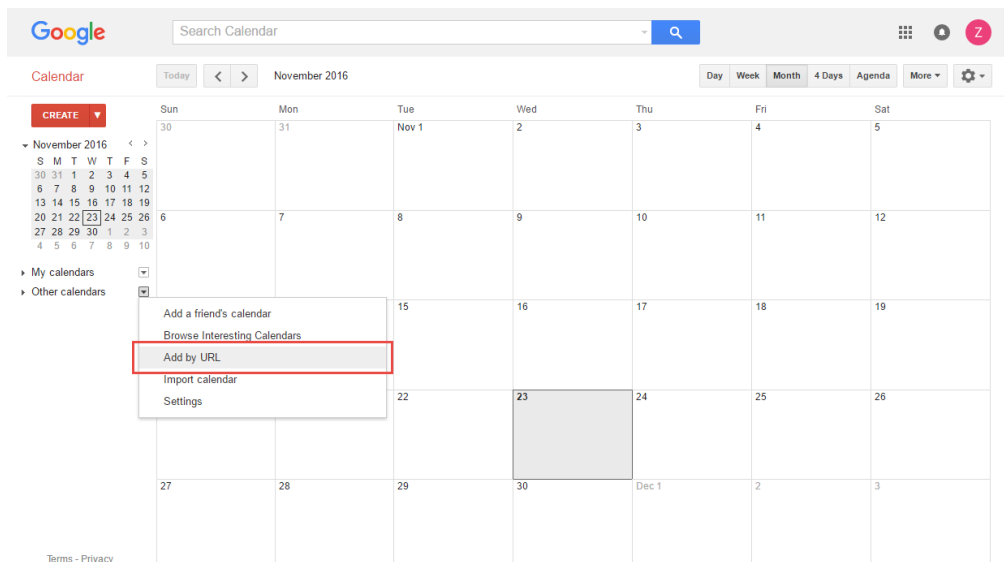
CREATE

November 2016

My calendars

Other calendars

2. Click on Add by URL.



3. In the popup screen, paste the ClubRunner Calendar Subscription URL into the box labeled URL.

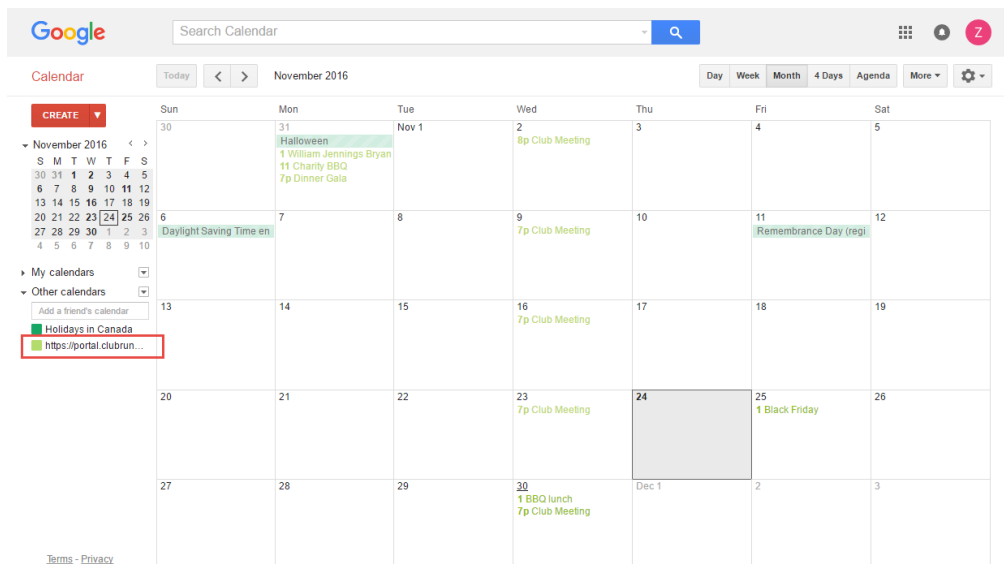
 This is a screenshot of the 'Add by URL' dialog box. It has a title bar with 'Add by URL' and a close button. The main content area has a label 'URL:' followed by a text input field containing the placeholder URL 'https://portal.clubrunner.ca/XXXX/calendar-feed'. The input field is highlighted with a red rectangle. Below the input field, there is a note: 'If you know the address to a calendar (in iCal format), you can type in the address here.' Below the note is a checkbox labeled 'Make the calendar publicly accessible?'. At the bottom are two buttons: 'Add Calendar' and 'Cancel'.

Note: <https://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 Add Calendar.

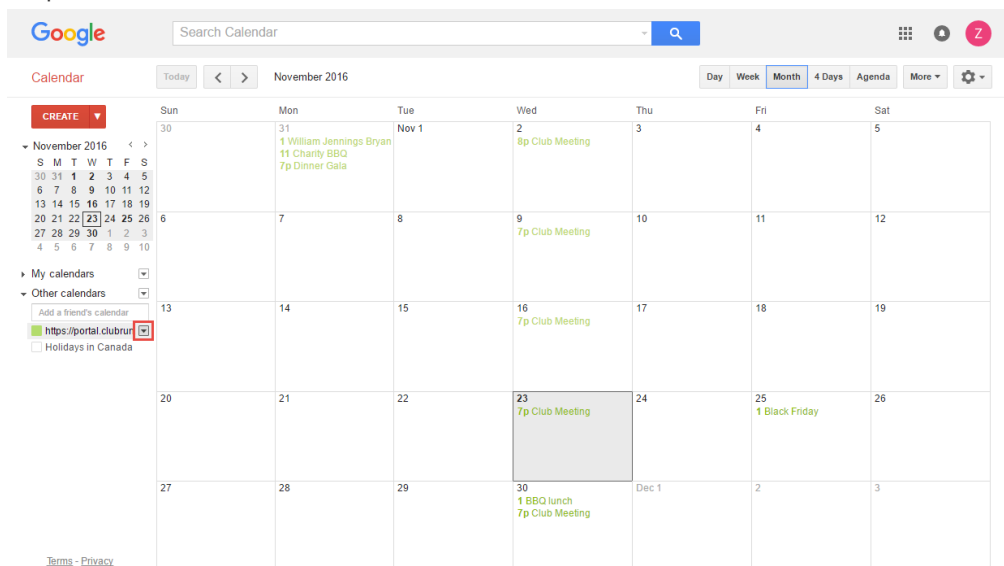
 This is another screenshot of the 'Add by URL' dialog box, identical to the previous one. However, in this image, the 'Add Calendar' button at the bottom is highlighted with a red rectangle, indicating the next step in the process.

5. Once Google Calendar imports the subscription, it will appear on the left side.

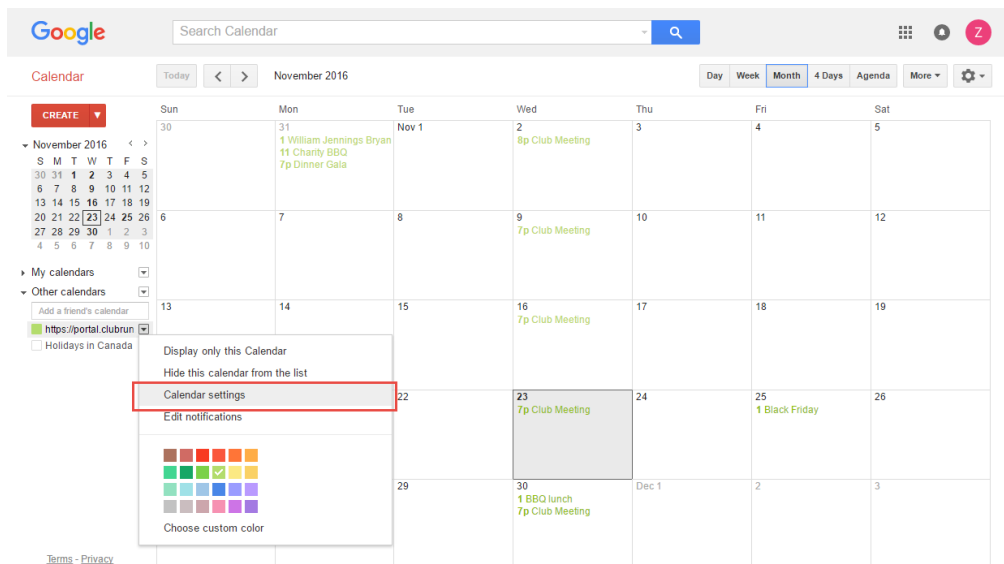


Renaming the Subscription

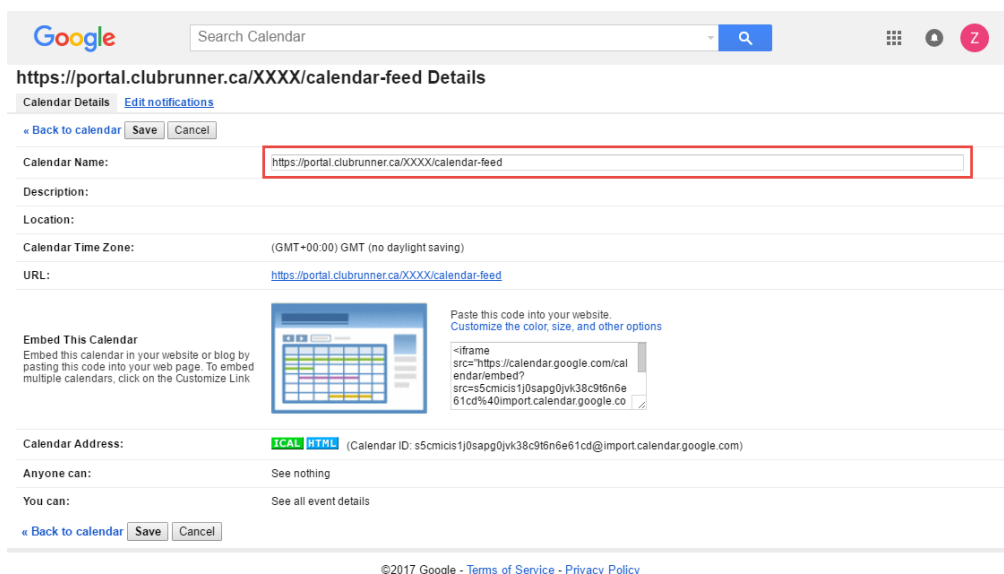
1. Under Other Calendars, you can hover over your new subscription and click on the drop down arrow.



2. Now choose Calendar Settings.



- Under Calendar Name: update the name for this subscription to something more memorable.



- Click Save.

Google Search Calendar

https://portal.clubrunner.ca/XXXX/calendar-feed Details

Calendar Details [Edit notifications](#)

« Back to calendar **Save** Cancel

Calendar Name:


Description:

Location:

Calendar Time Zone: (GMT+00:00) GMT (no daylight saving)

URL: <https://portal.clubrunner.ca/XXXX/calendar-feed>

Embed This Calendar
Embed this calendar in your website or blog by pasting this code into your web page. To embed multiple calendars, click on the Customize Link



Paste this code into your website.
[Customize the color, size, and other options](#)

```
<iframe
src="https://calendar.google.com/cal
endar/embed?
src=s5cmicis1j0sagg0vk38c9t6n6e
61cd%40import.calendar.google.co
```

Calendar Address: **ICAL HTML** (Calendar ID: s5cmicis1j0sagg0vk38c9t6n6e61cd@import.calendar.google.com)

Anyone can: See nothing

You can: See all event details

« Back to calendar **Save** Cancel

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5. Your subscription under Other calendars should now be updated.

Google Search Calendar

Calendar Today < > November 2016 Day Week Month 4 Days Agenda More ⚙

CREATE

▼ November 2016

S M T W T F S

30 31 1 2 3 4 5

6 7 8 9 10 11 12

13 14 15 16 17 18 19

20 21 22 23 24 25 26


27 28 29 30 1 2 3


4 5 6 7 8 9 10

▼ My calendars

▼ Other calendars

Add a friend's calendar

 Holidays in Canada

 Rotary Club of Green...

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31 Halloween 1 William Jennings Bryan 11 Charly BBQ 7p Dinner Gala	Nov 1	2 8p Club Meeting	3	4	5
6 Daylight Saving Time en	7	8	9 7p Club Meeting	10	11 Remembrance Day (regi	12
13	14	15	16 7p Club Meeting	17	18	19
20	21	22	23 7p Club Meeting	24	25 1 Black Friday	26
27	28	29	30 1 BBQ lunch 7p Club Meeting	Dec 1	2	3

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