

ClubRunner

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How do I subscribe to a calendar with Outlook?

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.**

Member Login

Rotary Green Town

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Calendar

CALENDAR LIST PRINT VERSION **SUBSCRIBE TO CALENDAR**

May 2017 today < >

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

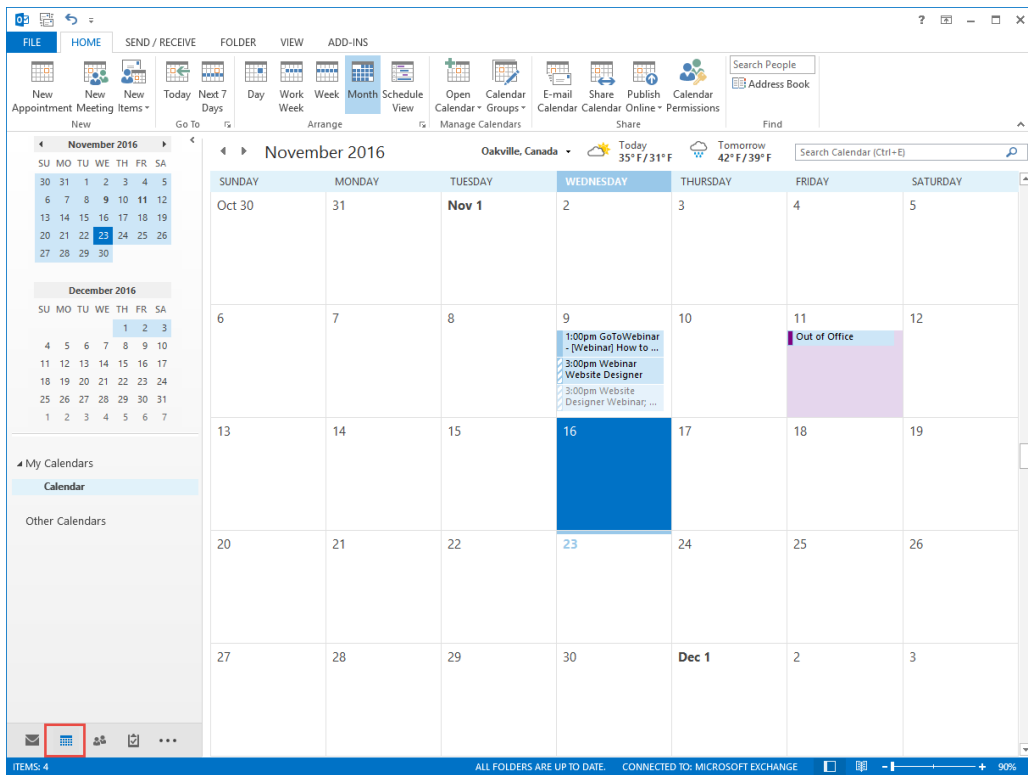
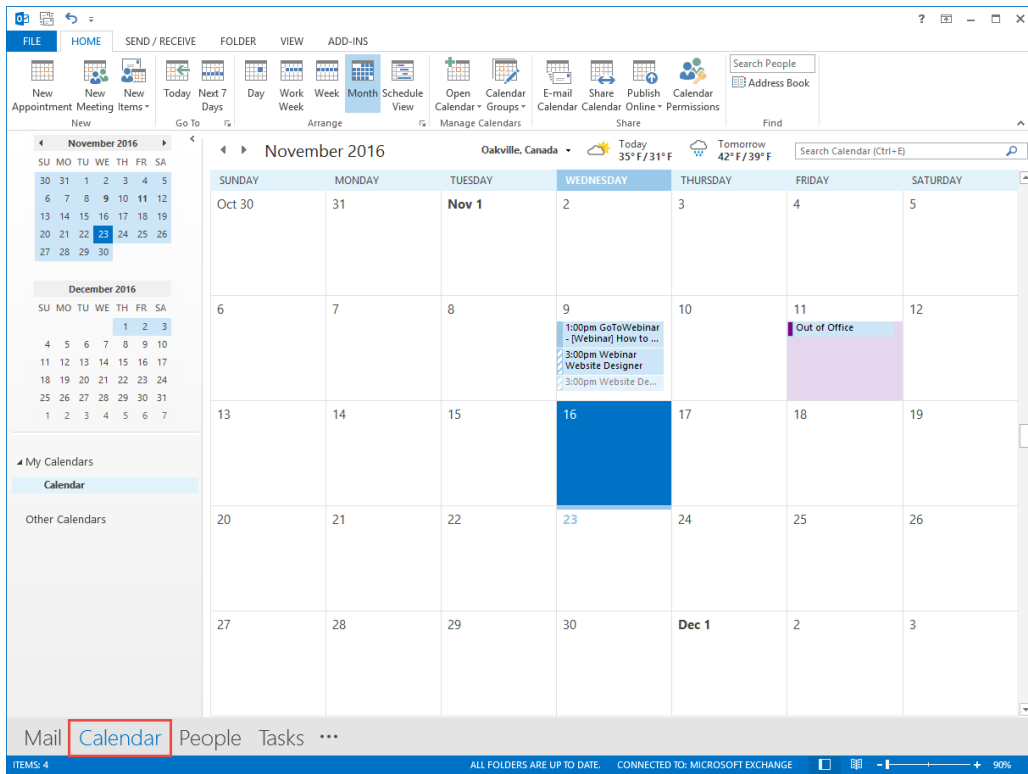
Sponsors

Green Town Realtors

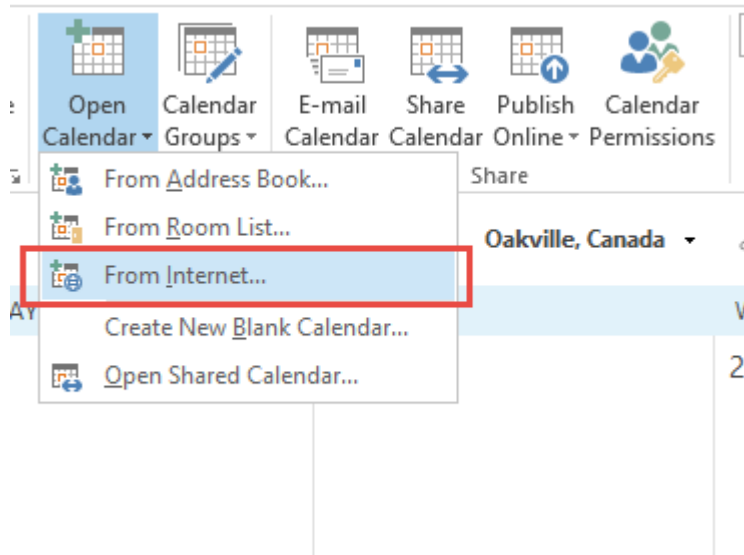
Note: This article applies to Outlook 2013 & 2016.

Adding the Subscription

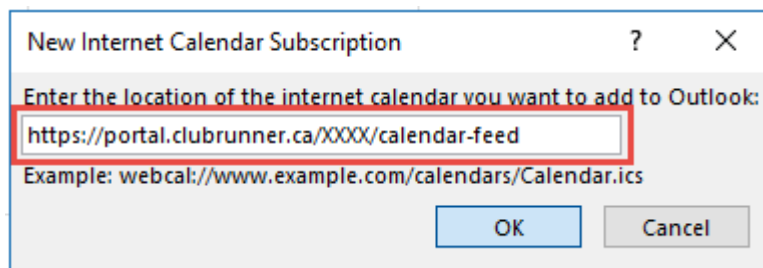
1. With Outlook open, you will need to navigate to the Calendar section. Click on the **Calendar Icon**, or word "**Calendar**" in your Outlook to switch to the Calendar view.



2. Now in the Calendar view, click on **Open Calendar** on the ribbon bar and choose **From Internet**.

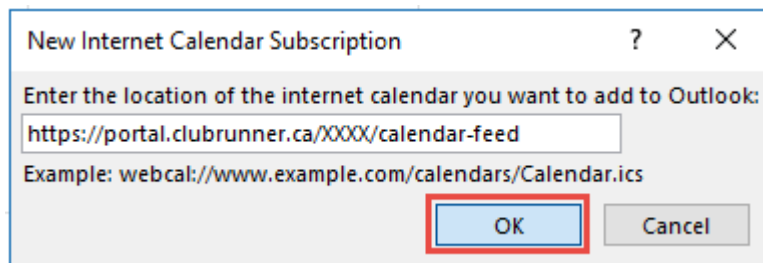


3. **Paste** the Calendar subscription URL into the box.

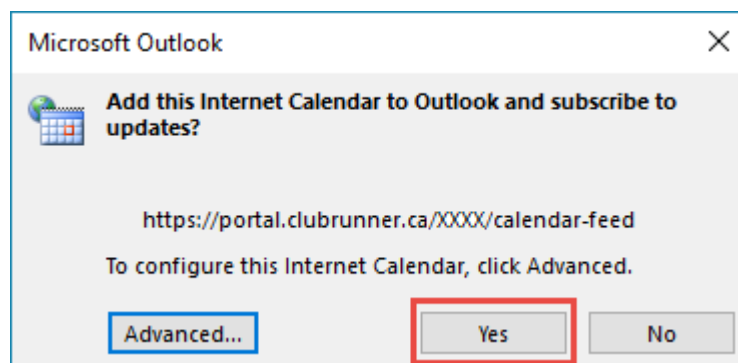


Note: `http://portal.clubrunner.ca/XXXX/calendar-feed` is a placeholder URL. You would need to replace the XXXX with your Club's ClubRunner ID, or use the URL from your Club's "Subscribe to Calendar" button.

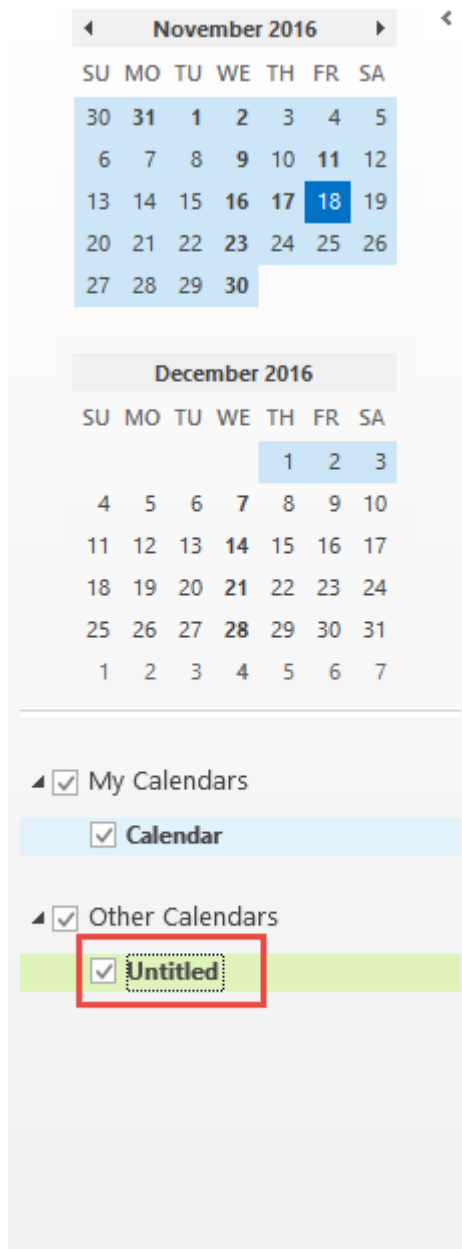
4. Press **OK** to confirm that you want to add it.



5. Click **Yes** to finalize subscribing to the Calendar.



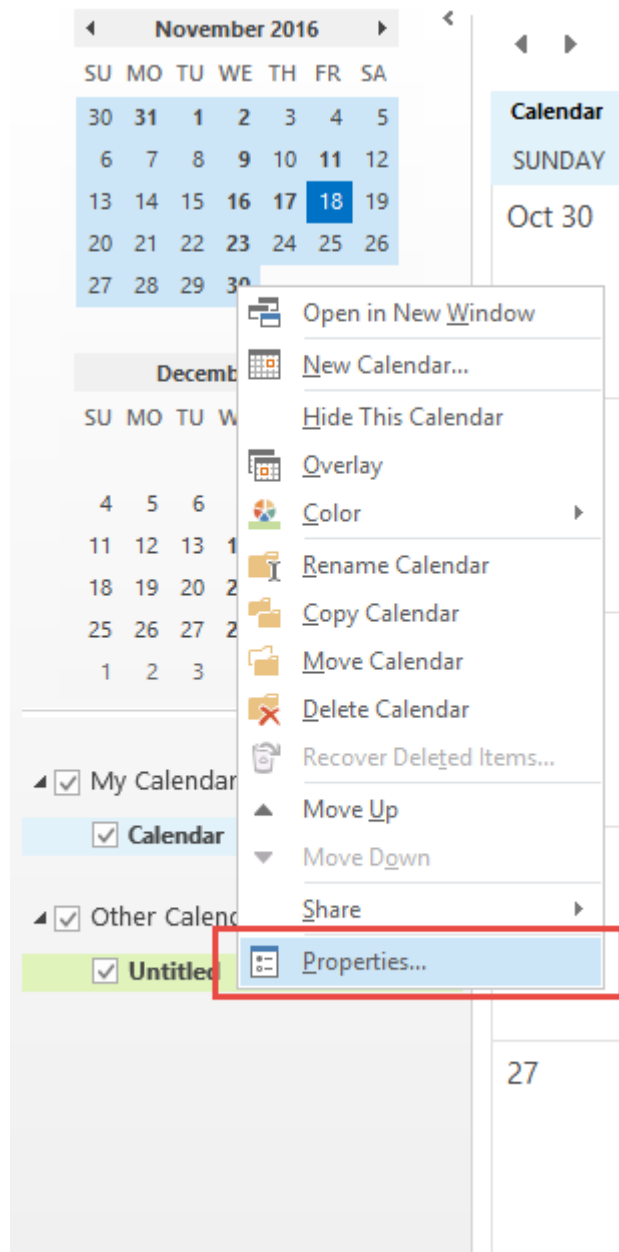
6. You will now see the new Calendar Subscription.



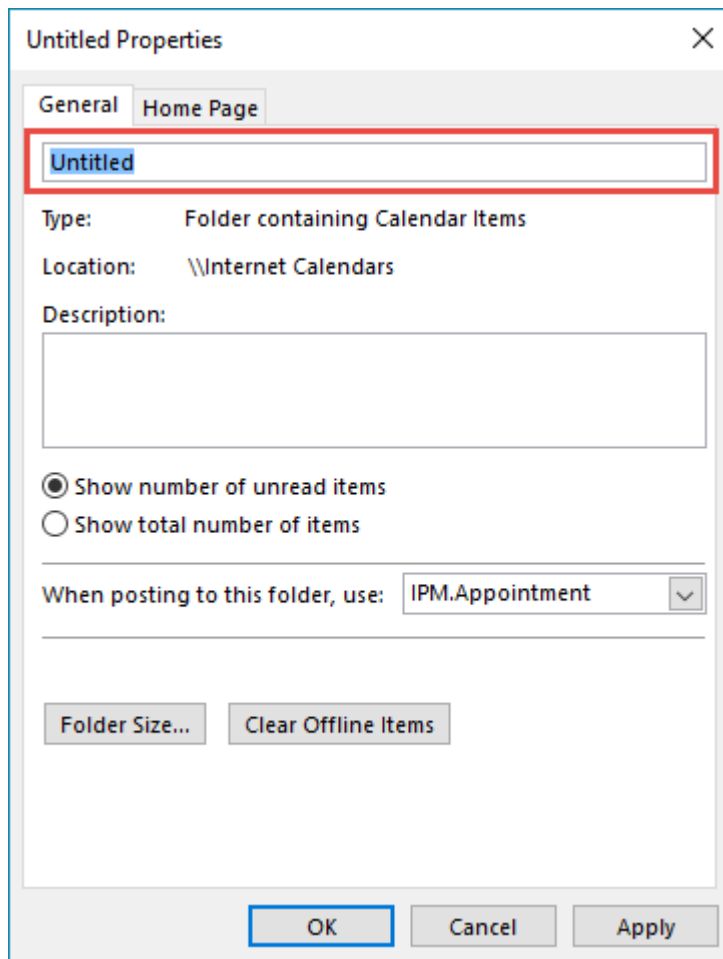
Renaming the Subscription

By default Outlook will insert it as Untitled, the following steps will let you rename your Calendar Subscription.

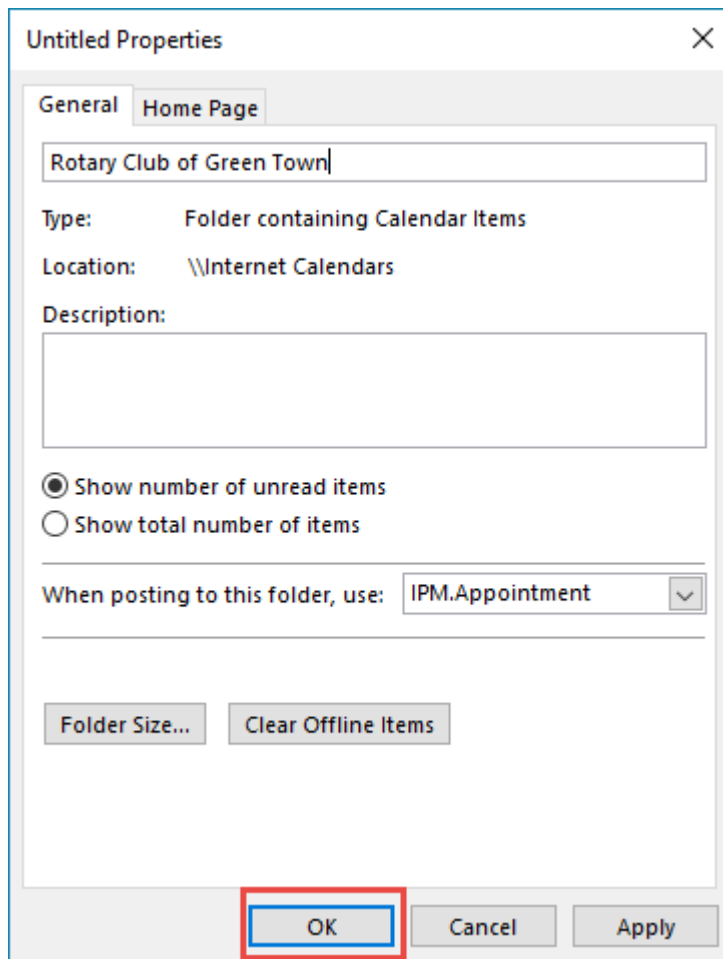
1. Right click on your **Untitled** Calendar Subscription, then click on **Properties**.



2. You should see a box with **Untitled** in it, you can click in the box, and type in a new name.



3. Press **OK** to confirm your changes.



4. You can now see that your change has taken effect.

◀ **November 2016** ▶

SU	MO	TU	WE	TH	FR	SA
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			

December 2016

SU	MO	TU	WE	TH	FR	SA
				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	31
1	2	3	4	5	6	7

◀ My Calendars

Calendar

◀ Other Calendars

Rotary Club of Green Town