

# Calendar View Filters, Calendar Feeds, & Feed/Event Alerts

**FIRST:** Go to the Full Calendar by accessing the “Calendar” link at the bottom of the main homepage, via the “Quicklinks” section on the homepage, clicking “View Full Calendar” on the Calendar feed on the main page, OR through the “Calendar” button of the Parent portal.

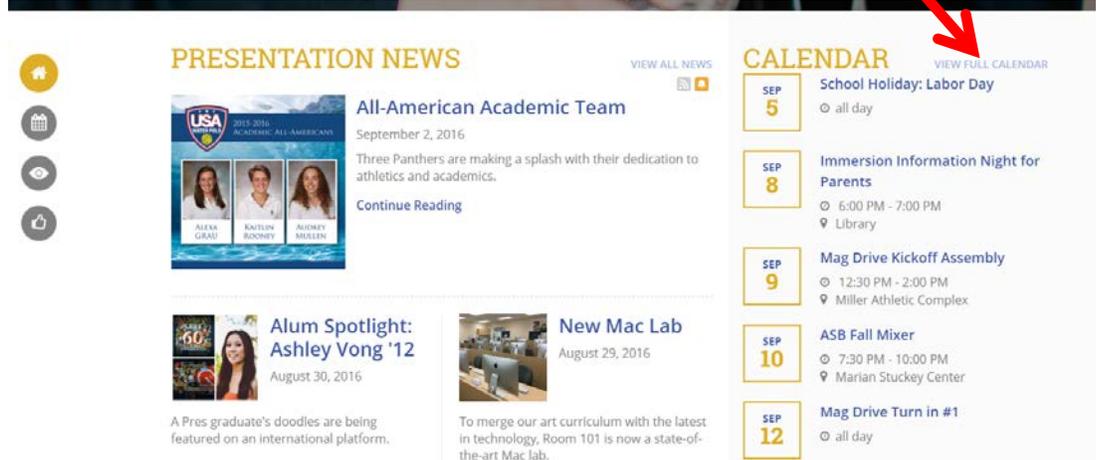
## Bottom of Main Page:



## Quicklinks (top of Main page):



## Calendar Feed (right side of Main page):



## Parent Portal:



## Parent Portal



At the top right of the Calendar, you will see three options to help you utilize the PHS Calendar.



- The Funnel in the Blue Box is the Calendar Filter.
- The Waves in the Gray Box are tied to the various Calendar feeds.
- The Bell in the Yellow Box is tied to Calendar Subscriptions but you must have a log-in to access them. We are assessing if this is an option parents would like to use.

**Instructions for using each of the functions you have access to are below. If you have any questions or need assistance, contact [tcase@presentationhs.org](mailto:tcase@presentationhs.org)**

## Calendar Feeds – Syncing the Calendar to your Personal Google Calendar or iCal for Apple products

When you click on the following icon at the top right



you will see a pop-up window with a list of all of the available Calendar Feeds.

This page allows you to sync a particular calendar feed with your personal Google Calendar.

Calendar Feeds - Google Chrome

www.presentationhs.org/cf\_calendar/cms\_calendar\_feeds.cfm?calendar\_ids

### Calendar Feeds

Hover over the ICAL icons for subscription options.

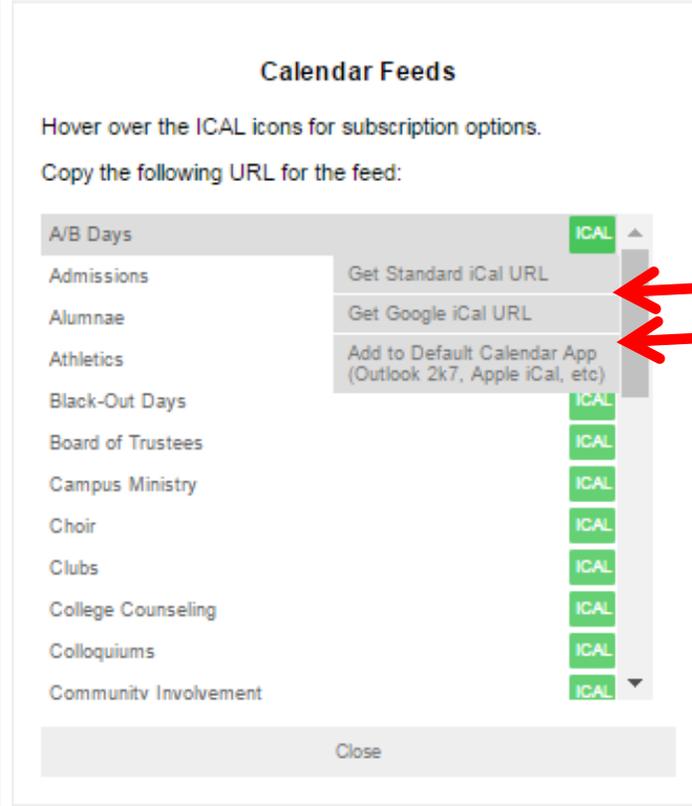
Copy the following URL for the feed:

A/B Days	ICAL
Admissions	ICAL
Alumnae	ICAL
Athletics	ICAL
Board of Trustees	ICAL
Campus Ministry	ICAL
Choir	ICAL
Clubs	ICAL
College Counseling	ICAL
Colloquiums	ICAL
Community Involvement	ICAL
Counseling	ICAL
Curriculum Council	ICAL
Dance	ICAL
Department Meetings	ICAL
EdTech	ICAL
Faculty Meetings/Events	ICAL
Faith Council	ICAL
Holidays	ICAL
Homeroom Teachers	ICAL

close

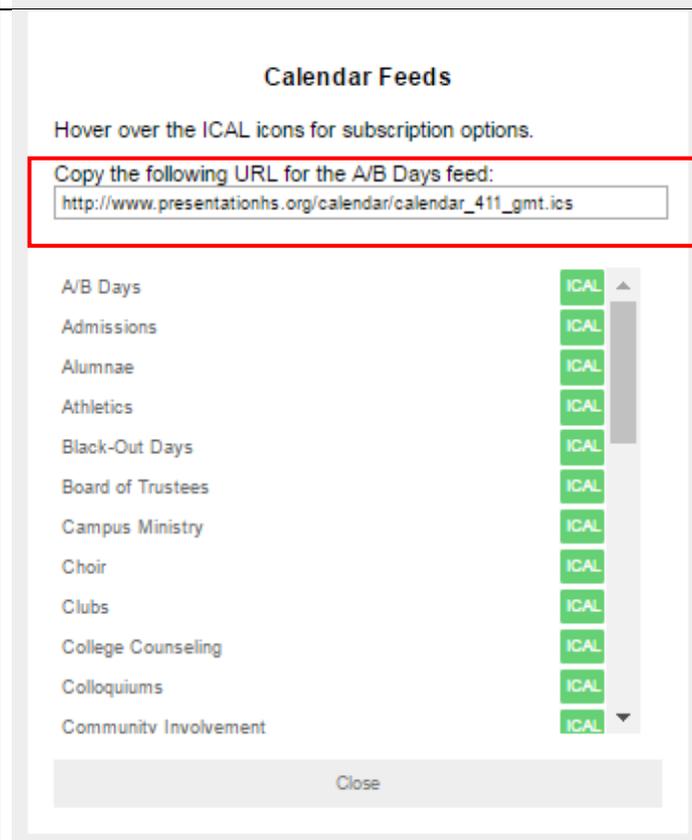
**\*\*\*Please note there is currently not an option to link multiple feeds into one Google Calendar feed so they each must be added separately. To link the entire Pres calendar to your Google Calendar, you either need to sync the entire calendar by selecting the “Public Calendar” feed OR the “Select all Public Calendars” option. Unfortunately, this is a FinalSite feature that we can’t fix\*\*\***

When you click on the “ICAL” button next to any feed you would like to sync, you will see 3 options to select from. You want to select “Get Google iCal URL” to add to a Google Calendar feed OR “Get Standard iCal URL” to add to an Apple device.



**GOOGLE CALENDAR INSTRUCTIONS:**

Clicking “Get Google iCal URL” will provide you a URL or link to use in Google Calendars to add this calendar feed to your Google Calendars. Copy this URL for the specific calendar feed you want and then Open Google Calendars.

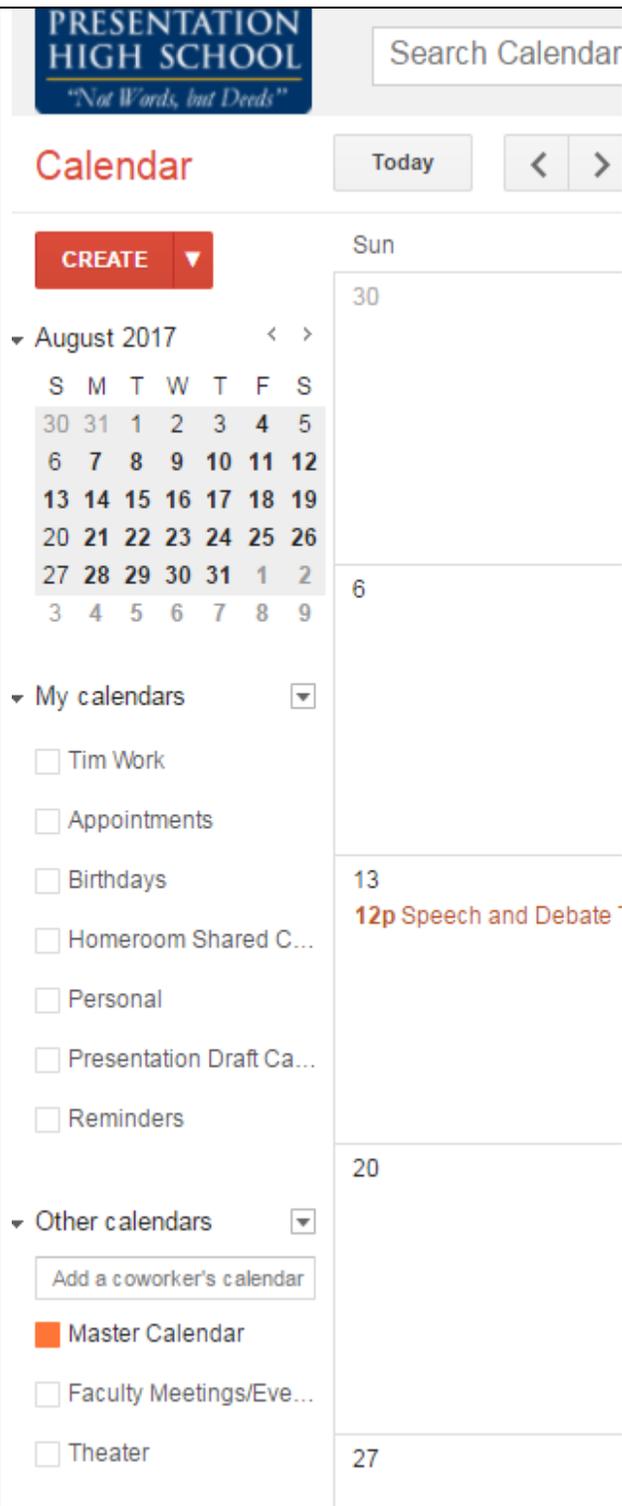


Open Google Calendars and find the drop down arrow

Other calendars 

in the "Other Calendars" section on the left hand side of the page.

Select the option listed "Add by URL"



PRESENTATION HIGH SCHOOL  
"Not Words, but Deeds"

Search Calendar

Calendar Today < >

CREATE

August 2017 < >

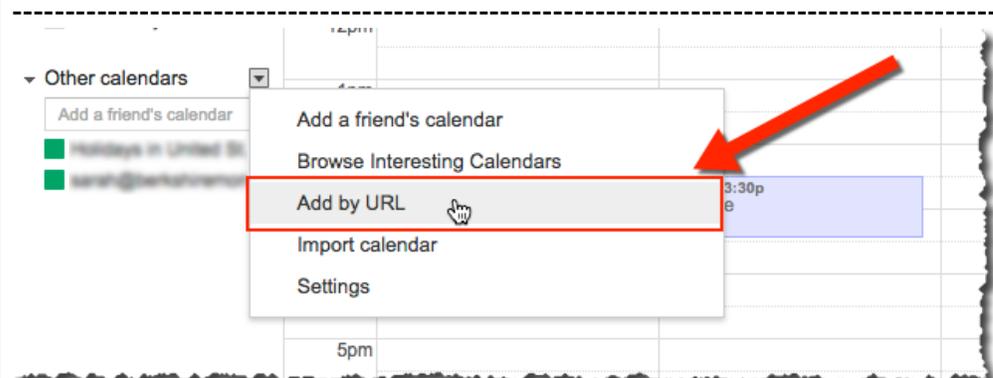
S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

My calendars

- Tim Work
- Appointments
- Birthdays
- Homeroom Shared C...
- Personal
- Presentation Draft Ca...
- Reminders

Other calendars

- 
- Master Calendar
- Faculty Meetings/Eve...
- Theater



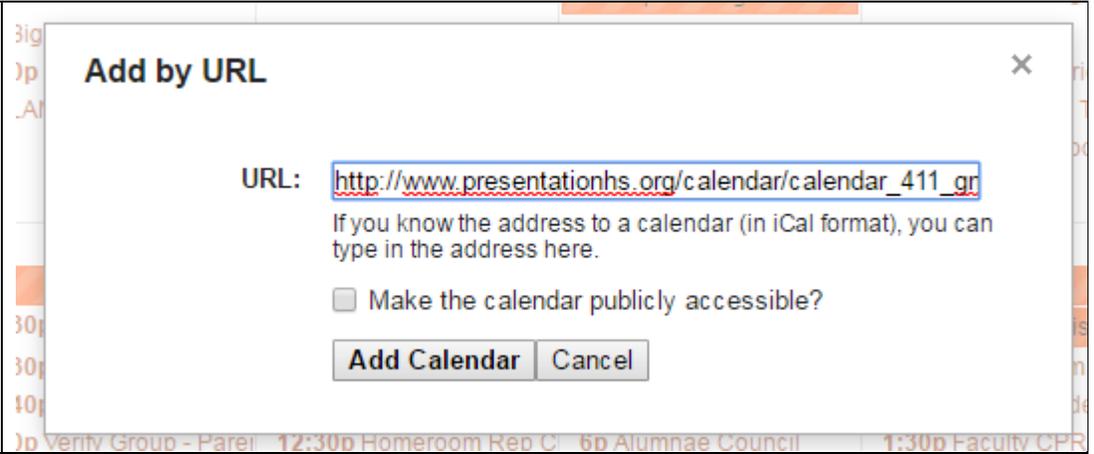
Other calendars

- 
- Holidays in United St...
- ...@presentationhs.edu

Dropdown menu options:

- Add a friend's calendar
- Browse Interesting Calendars
- Add by URL** (highlighted)
- Import calendar
- Settings

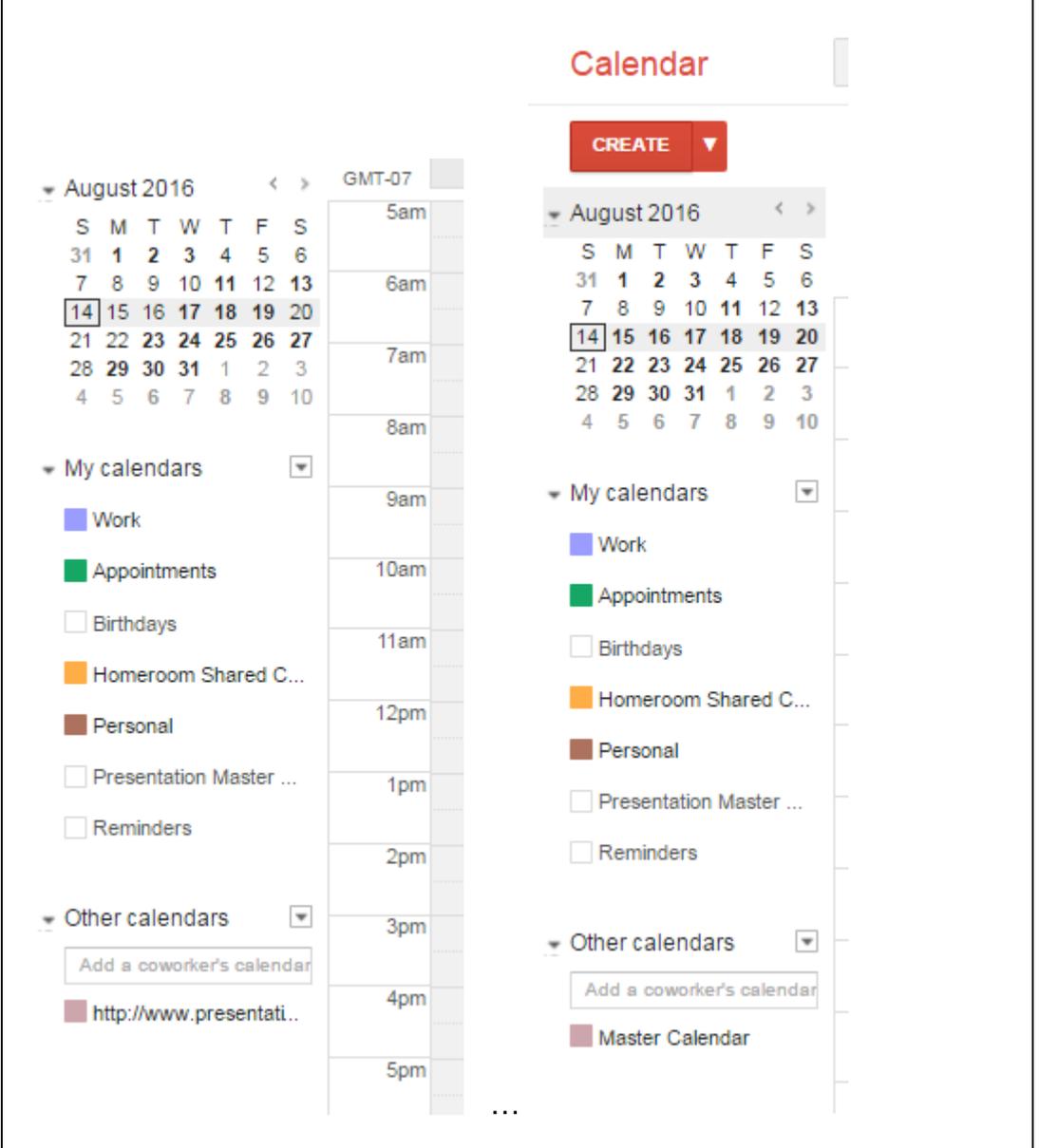
Insert the copied URL link into the pop-up window and click "Add Calendar"



**Example:**

Right after I added that feed to my Pres Google Calendar, the calendar appears in the "Other Calendar" section as the URL.

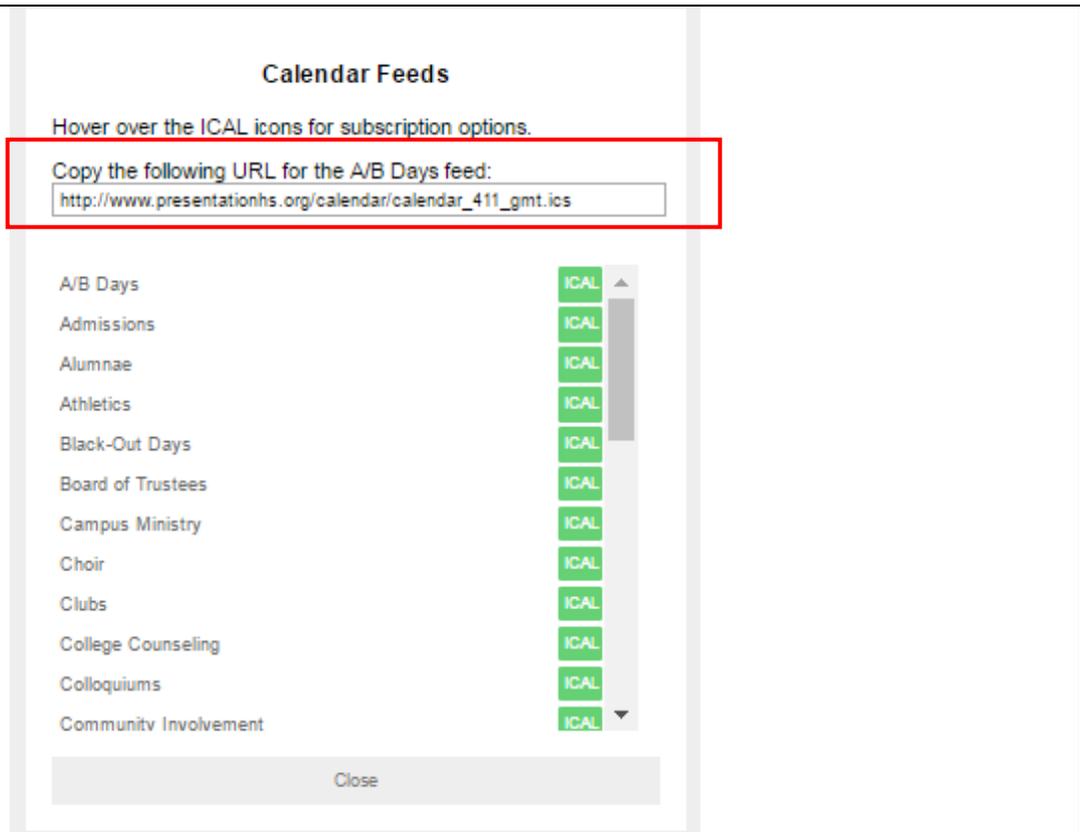
After refreshing the screen when a few minutes had gone by, it was properly displaying "Master Calendar"



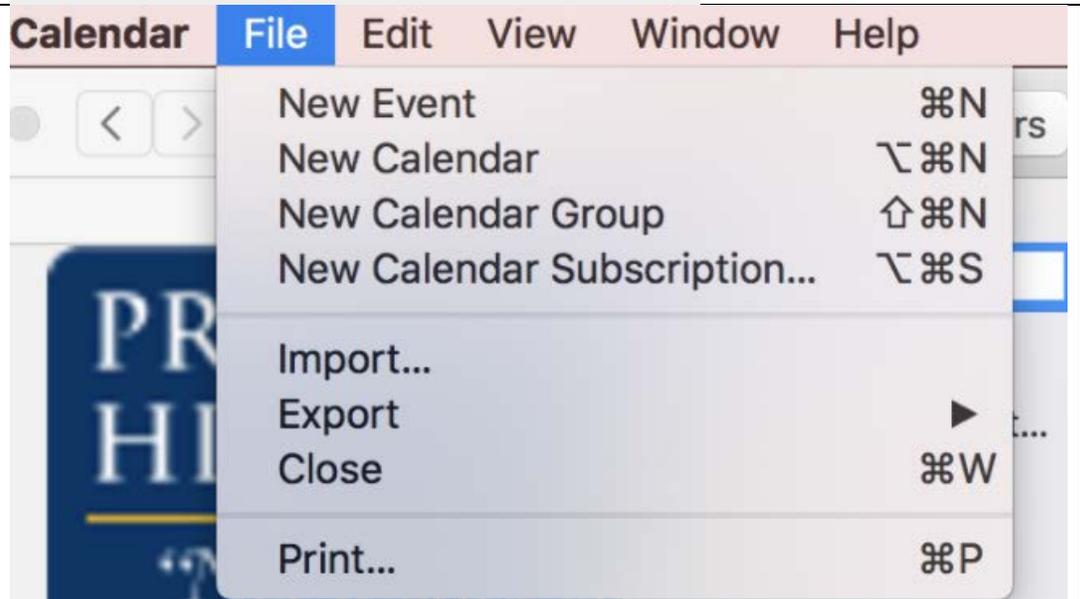
Repeat this process for all feeds that you would like to add to your Google Calendar & Sync that Calendar feed to any device.

**APPLE iCal  
INSTRUCTIONS:**

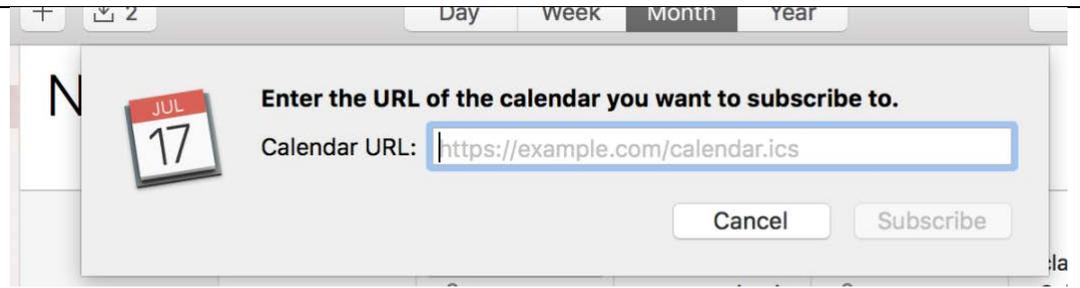
Clicking “Get Standard iCal URL” will provide you a URL or link to use in iCal to add this calendar feed to your Google Calendars. Copy this URL for the specific calendar feed you want and then Open Google Calendars.



Open iCAL and select from the File menu “New Calendar Subscription”



Insert the copied URL link into the pop-up window and click “Subscribe”



## Calendar View Filters

When you click on the following icon at the top right



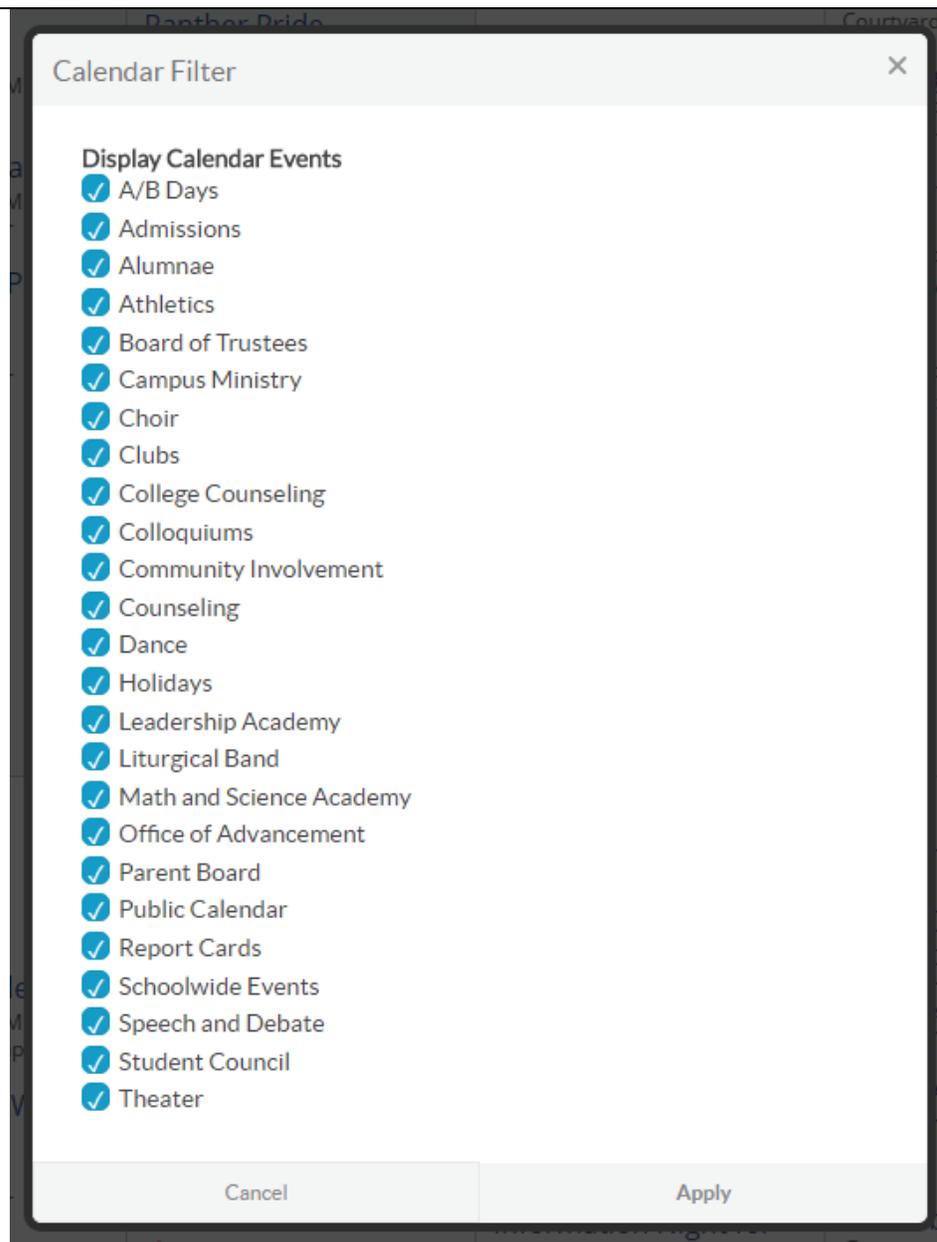
you will see a pop-up window titled “Calendar Filter” that displays all of the different Calendar feeds.

You can customize your calendar view by selecting only those feeds you would like to show. This will remove any calendars and their associated events from your view and display only those calendar events tied to the feeds you have selected.

Do not worry. Changing the view for you does not change things for other users.

There is no “deselect” all option so you do need to uncheck those calendar you do not want to show.

**IMPORTANT NOTE –** “Public Calendar” is all calendar events. This calendar feed must be unselected to customize your view.

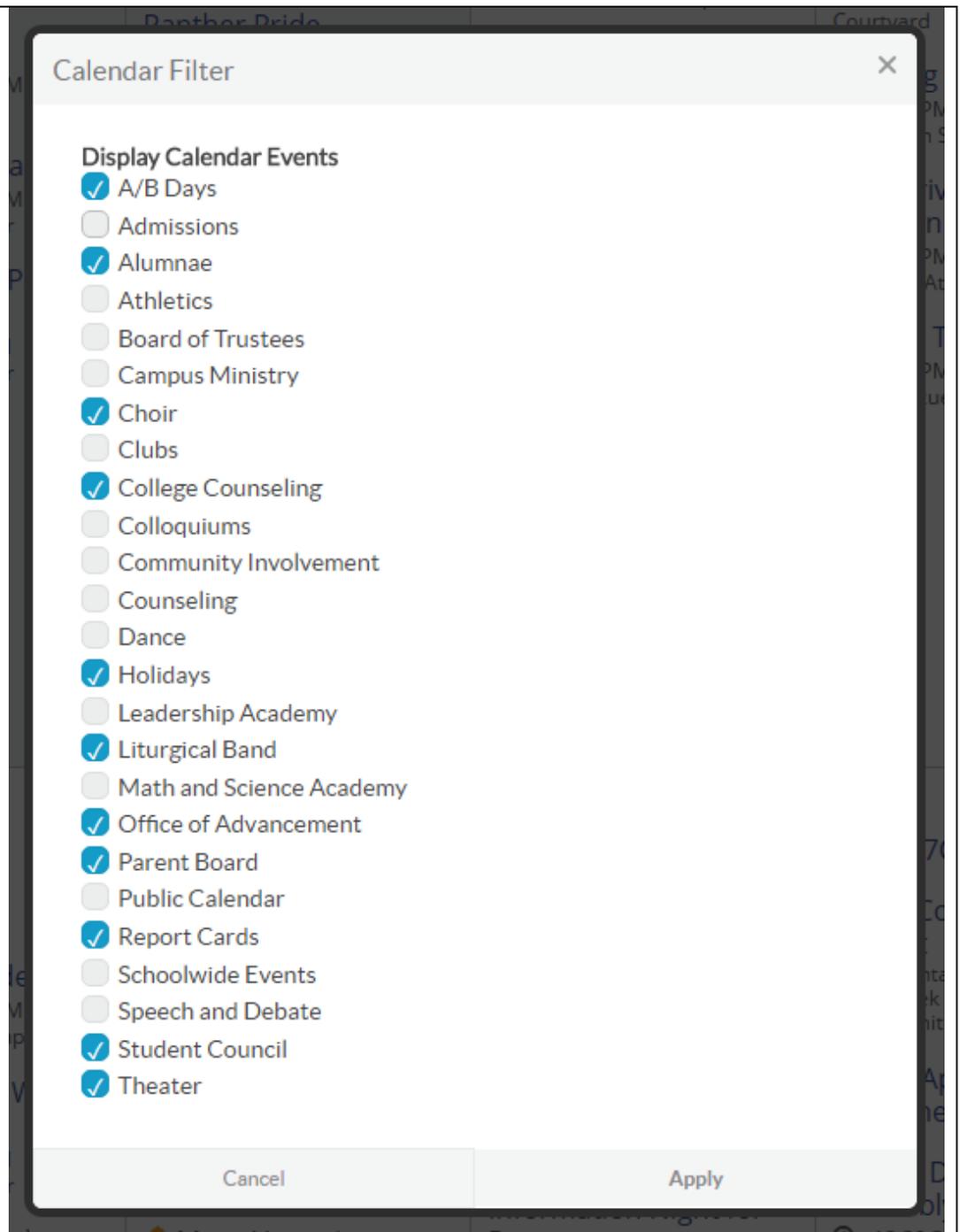


When you have selected the calendar feeds you would like to show, click “Apply” at the bottom right of the window.



**Example:**

The following set up might be appropriate for an involved parent who is on the Parent Board and participates in Advancement events who has a Junior daughter who concentrates in Performing Arts – Choir, Theater, & Lit Band, and who is also on Student Council. By selecting only those feeds related to their involvement and their daughter's interests they can customize their calendar view and limit the full scope of events found on their Calendar.



As you can see below, this significantly reduces the number of events that appear in your Calendar and allows you to customize your calendar view to those events relevant to you.

# Calendar

Month Week Day

< SEPTEMBER 2016 >

▼ 11 Selected

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
29 B 56C7 Student Council Meeting - ABA Presentation ⌚ 3:00 PM - 4:30 PM Auction Committee Meeting ⌚ 6:00 PM - 8:00 PM 📍 Library	30 A "A Chorus Line" Parent Meeting ⌚ 6:30 PM - 8:00 PM 📍 Valenzuela Theater	31 B	1 A	2 B 56C7 - 2pm Dismissal Mag Drive Assembly Audition ⌚ 2:00 PM - 2:30 PM 📍 Miller Athletic Complex	3 4
5 School Holiday: Labor Day LAMP Meeting ⌚ 7:00 PM - 9:00 PM 📍 Jenvey House	6 A College Essay Writing Workshops ⌚ 2:45 PM - 3:45 PM 📍 Valenzuela Theater	7 B Mass Hysteria Rehearsal ⌚ 1:00 PM - 2:00 PM 📍 Room 30 Parent Board Meeting ⌚ 7:00 PM - 8:30 PM 📍 Library	8 A Mag Drive Assembly Rehearsal ⌚ 2:45 PM - 3:45 PM 📍 Marian Stuckey Center Senior Parent College Information Night ⌚ 7:00 PM - 8:30 PM 📍 Valenzuela Theater	9 B 567C Mandatory C	10 ASB Fall Mixer ⌚ 7:30 PM - 10:00 PM 📍 Marian Stuckey Center 11
12 A Mid-Quarter Progress ITS ⌚ 12:30 PM - 1:10 PM 📍 Valenzuela Theater Class Level Meetings ⌚ 3:00 PM - 4:00 PM	13 B Jesuit College Fair ⌚ 6:45 AM - 7:40 AM 📍 Courtyard Mass Hysteria Rehearsal ⌚ 1:00 PM - 2:00 PM 📍 Room 30	14 A Young Alum Board Meeting ⌚ 6:00 PM - 7:30 PM 📍 Jenvey House	15 B Mass Hysteria Rehearsal ⌚ 1:00 PM - 2:00 PM 📍 Room 30	16 A	17 18 Mother/Daughter Breakfast ⌚ 10:00 AM - 11:30 AM 📍 Miller Athletic Complex
19 B C567 Student Council Meeting ⌚ 3:00 PM - 4:00 PM 📍 Marian Stuckey Center Lantern League Meeting ⌚ 6:30 PM - 10:00 PM 📍 Valenzuela Theater	20 A Auction Committee Meeting ⌚ 5:30 PM - 7:00 PM 📍 Library Fashion Show Committee Kick-Off Meeting & Social ⌚ 7:00 PM - 9:00 PM	21 B 56C7 Alumnae Council ⌚ 6:00 PM - 7:30 PM 📍 Jenvey House	22 A Heritage Society New Member Meeting ⌚ 6:00 PM - 9:00 PM 📍 St. Claire Club	23 B 56C7 Early Letter of Rec Request Deadline Fall Leadership Conference ⌚ 3:00 PM - 11:00 PM 📍 Marian Stuckey Center; Courtyard; Main Building; CLC Chapel	24 Fall Leadership Conference ⌚ 12:00 AM - 9:00 AM 📍 Marian Stuckey Center; Courtyard; Main Building; CLC Chapel 25