

Sharing a Calendar on iCal or gCal

We found that many schools and sports teams were offering a shared digital calendar with students and parents. As a youth ministry, we thought, "Why shouldn't we do this as well?" We did it and now love having this free option for families.

We don't have the setup perfected for Android just yet, but here is some advice for creating a shared calendar using iCal.

- To share a Calendar, you first have to create a calendar. This is easy to do in iCalendar if you have an iPhone or iPad, and you create a new calendar just as you would any other personal calendar you may have created. On your iPhone, follow these steps:
 1. Open the Calendar App on your phone.
 2. Click 'Calendars' at the bottom of the screen.
 3. Click 'Add Calendar' at bottom left of the screen.
 4. Name your calendar and assign a color.
 5. Go back to your Calendar App main screen and add each ministry event using the + icon on the top right.
- When you add ministry events, we recommend you make it professional and informative. Include the location for each event and add notes that describe some details..
- Once the calendar is completed and reviewed, you're ready to make the calendar public. **The next page has instructions on your iPhone, but we highly recommend this website for thorough details from multiple platforms:**

<http://www.idownloadblog.com/2016/02/14/how-to-share-calendars-iphone-ipad-mac-iclod/>

- When you go to share the calendar, here are a few things to keep in mind:
 - This link will work for iCal and Google Calendars (gCal), but may be difficult for Android users to utilize. It can work for them, but it's not user-friendly. Be sure to tell families about the Android limitation.
 - You do not have to share the calendar via email addresses as shown on the next page. You can get a link to send via your own messaging service to your families.
 - If possible, the link created works best when sent by text message. A box will pop up on their phone asking if the user would like to add your new calendar to their calendar.
 - If you make changes to the calendar after someone has subscribed, those changes will show up on their devices, but we've found it's not always an instant change.

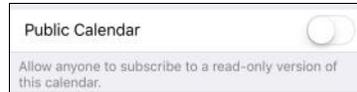
On your iPhone and iPad

1) Launch Apple's **Calendar** app on your iOS device.

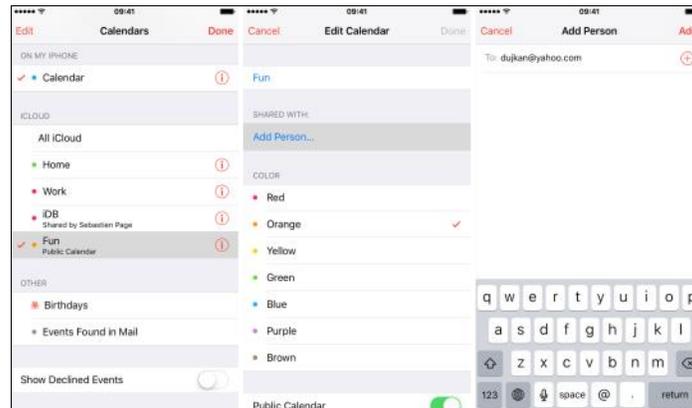
2) Tap **Calendars**.

3) Tap the “i” button next to the iCloud calendar you want to share.

4) On the next screen, scroll down to the bottom and make sure that the switch next to **Public Calendar** is set to the OFF position.



5) Now tap **Add Person** and enter the name or email addresses of your invitees. You can also tap the plus sign to select people in your **Contacts**.



6) Tap **Add**.

7) Tap **Done** to save the changes and return to the previous screen.



As shown above, the “Shared with” information right underneath the calendar name indicates that this calendar has been shared with people.

Tip: To resend a shared calendar invitation, tap “i” next to the shared calendar and then tap **Resend Sharing Invitation** at the bottom of the next screen.

8) Tap **Done** to return to your calendar view.