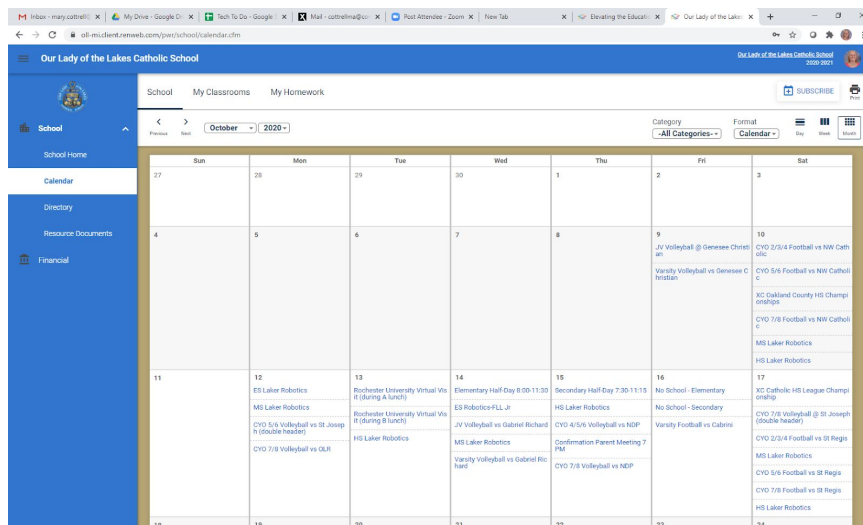


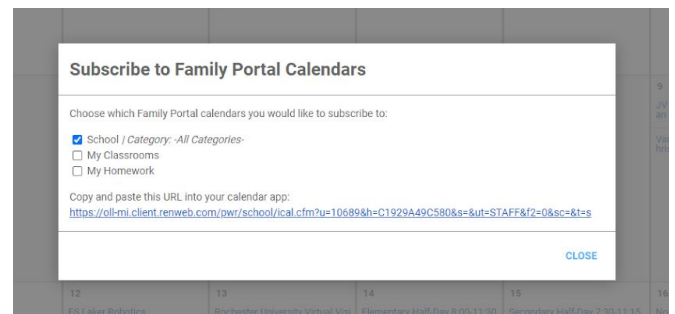
Subscribe to OLL FACTS School Calendar

You should be able to subscribe to the FACTS Family Portal Calendar on your devices for Google Calendar, Microsoft Outlook Calendar, Apple Calendar, or other calendar utilizing iCal. The Calendar will be added as ParentsWeb Calendar

1. Login to your FACTS Family Portal account, click **Calendar** from the left menu. The **School** calendar displays.
2. Click **Subscribe**. In the upper right corner. Subscription options display.



3. Select all desired calendars.
4. Highlight the displayed URL, copy, and paste into your preferred calendar application.



5. Click **CLOSE** to exit the dialog.

6. On your computer or device you can then subscribe to the calendar with the URL you just copied:

- **Google Calendar** -

On your computer or phone - open Google Calendar.

On the left, next to "Other calendars," click Add + >

From URL. Paste the URL that you copied from FACTS - click Add calendar.

The calendar will appear on the left side under "Other calendars."

- **Microsoft Outlook Calendar** - scroll down to **Subscribe to a calendar**.

- **Apple Calendar** - select **Subscribe to a calendar**.

(If your iPhone calendar does not have "Subscribe"

Go to Settings / Passwords and Accounts / Add Account / Other / Add Subscribed Calendar and then paste the URL into the Server area)

Leave Username and password blank, make sure SSL is selected