

CMYC eCalendar Instructions

(updated 23/01/2022)

You should be able to add the CMYC eCalendar to your Google Calendar, Outlook Calendar, iPhone or other e-calendars. If you have previously linked to the CMYC eCalendar using the link below then it will be updated each year unless notified otherwise, so no further action is necessary. If you imported the .ics file you will need to import a new file for the new calendar.

To link to the eCalendar, you will need to follow the appropriate instructions below:

In **Google Calendar**, on a computer not smartphone, from the 'Add Calendar' options select 'From URL', paste the link below and click 'Add calendar'. It may take up to 24 hours for this to appear on your smart phone.

In **Outlook**, web version, select 'Add calendars' then select 'subscribe from web', paste the link below, name the Calendar and click 'Import'.

For **iPhone** follow the instructions in the following YouTube video from 1m 14s in, https://www.youtube.com/watch?v=5N-iQvdb_Fg

The first part is about generating the link, which is provided below.

For **other** applications check your calendar help for specific instructions (try searching for "Add calendar by URL" or similar). Use the URL link to the ICS calendar above.

Link for all of the above (make sure you don't get any spaces in the link):

<https://calendar.google.com/calendar/ical/1c8a768etkgcs76hu26pvha03g%40group.calendar.google.com/public/basic.ics>

Alternatively

You can import the CMYC_*.ics file into a calendar, which can be downloaded from the website:

<https://www.cmyc.co.uk/members-area/view-programme.htm>

this has the disadvantage that it will not get updated but the advantage that it can be edited and reminders set.

If you spot any errors or have some suggestions (particularly for Apple) then please inform Jeff Smith (contact through the CMYC website).