



To add the Track & Field Google Calendar to your calendar, follow steps 1 & 2 below. To also receive email alerts about updates, follow steps 1 through 8.

1. Click on  on bottom right of the Track & Field Calendar on this page.
2. In the pop-up, click “Add” to add the Track & Field Calendar to your calendars.
3. Click on Settings icon  on the upper right corner of the Calendar page.
4. Click on “Settings” on drop-down menu.
5. In the left column, scroll down to “Settings for my calendars.” Click on “Track & Field Schedule.”
6. Under “Track & Field Schedule,” click “Other notifications.”
7. Change from “None” to “Email” to the right of “New events,” “Changed events” and “Canceled events.”

← Settings

<p>Settings for my calendars</p> <ul style="list-style-type: none">● MCHS Track & Field Booster● Birthdays● Track & Field Schedule ^ <p>Calendar settings</p> <ul style="list-style-type: none">Auto-accept invitationsAccess permissions for eventsShare with specific people or groupsEvent notificationsAll-day event notificationsOther notificationsIntegrate calendarRemove calendar	<p>Other notifications</p> <p>Receive email notifications when changes are made to this calendar.</p> <table border="0"><tr><td>New events An event is added to this calendar</td><td>Email ▾</td></tr><tr><td>Changed events An event on this calendar is changed</td><td>Email ▾</td></tr><tr><td>Canceled events An event on this calendar is cancelled</td><td>Email ▾</td></tr><tr><td>Event responses Guests respond to an event on this calendar</td><td>None ▾</td></tr><tr><td>Daily agenda Receive a daily email with the agenda for this calendar</td><td>None ▾</td></tr></table> <p>Integrate calendar</p> <p>Calendar ID sqjpb9lkvi7jpmvt5it6vf9b04@group.calendar.google.com</p> <p>Public URL to this calendar https://calendar.google.com/calendar/embed?src=sqjpb9lkvi7jpmvt5it6vf9b04%40group.calenc</p>	New events An event is added to this calendar	Email ▾	Changed events An event on this calendar is changed	Email ▾	Canceled events An event on this calendar is cancelled	Email ▾	Event responses Guests respond to an event on this calendar	None ▾	Daily agenda Receive a daily email with the agenda for this calendar	None ▾
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8. Click ← Settings on top left of the page to exit out of Settings.