## For iPhone:

- 1. Go into the Settings app
- 2. Touch "Accounts & Passwords"
- 3. On the Accounts & Passwords screen, touch "Add Account"
- 4. On the Add Account screen, touch "Other"
- 5. Under Calendars, touch "Add Subscribed Calendar"
- 6. For the Server value, enter the URL of the public calendar: https://www.charmsoffice.com/charms/calsync.asp?s=GarlandHSBand
- 7. Touch "Next" in the upper right corner.
- 8. It will verify the server then show a subscription page. Change the description if you like.
- 9. Touch "Save" to save the subscription.

## For Android/Google:

In your Google calendar on a real computer:

- 1. Under "Other Calendars" click the Add link.
- 2. Select "Add by URL"
- 3. Enter the following URL: https://www.charmsoffice.com/charms/calsync.asp?s=GarlandHSBand
- 4. Click "Add Calendar"
- 5. Google will begin to sync your calendar, and it will appear on the screen.
- 6. Click "Settings"
- 7. Change the long name of the new calendar to something you will remember such as "Charms Calendar"
- 8. Your phone should automatically be set to sync with your Google calendar.
- 9. On your phone: Click on "Calendar", then bring up the settings for the calendar. Click on Calendar Sync. You should see your google account listed already. Make sure Auto-Sync is checked.