Using the all-school calendar at www.stanleybps.org

FROM YOUR LAPTOP OR PC:
Navigate to the website and sign in (user options > sign in at the top right)
The orange-dot calendar icon is at the bottom left of every page on the site, click it

1. To **customize the calendars you view**, click customize calendar view > calendars (with the pencil next to it) > add/remove > other areas
2. Check/uncheck homerooms and classrooms, sports
3. To **get a subscribe link** and instructions to paste that link into your many (not all!) calendar programs, click the link icon (next to the bulldog)

FROM YOUR PHONE:
There are three ways to view Stanley's all-school calendar on your phone, probably more:

OPTION 1: VIEW ON YOUR BROWSER
Navigate to the website www.stanleybps.org
4. Click the list/menu icon in the upper-right corner of your screen
5. Scroll down and click plus-sign next to 'accounts' to sign in (to see secure options for parents)
6. Go to the menu again, click the plus-sign next to "global icons" in the list
7. Click Calendar
8. You can customize the calendar view here to see other calendars like
9. Click customize calendar view > calendars (with the pencil next to it) > add/remove > other areas
10. Scroll down to check/uncheck homerooms and classrooms, sports

OPTION 2: MOBILE APP
Many parents love the mobile app for calendars: From your phone, download the mobile app "Stanley British Primary" in the app store or on google play. You'll be asked to 'choose your location," do that. There's only ours to choose. In the app, look for the calendar icon, then look for the cog-wheel in the upper-right corner. There you can turn on and off the calendars you want to see.

OPTION 3: SYNC TO MOBILE PHONE CALENDAR
Alternative two: To sync the calendar to your phone's inherent phone app (these are iphone7 instrux, google "add subscribed calendar to iphone6" or 8 or galaxy or whatever you have):
1. Navigate to the calendar on your phone
2. Click on the "ical feed instructions" icon (there are four icons in the upper right of the calendar. Note, you can do all this from your laptop, too, if you want it synced with ical.)
3. Click on that, copy the address you get there. Now, go to your phones settings, click on calendar
4. Launch the Settings app on your **iPhone** or iPad
5. Tap on Accounts & Passwords
6. Tap on **Add** Account...
7. Tap on Other.
8. Tap on **Add Subscribed Calendar** under the Calendars section. Paste in the server location of the **calendar**, hit next, name it, save (This is also the place to delete old ones)
9. Go to your calendar app, and the new cal should already be turned on. You can toggle it off by hitting the "calendars" link in the bottom of the calendar screen.