

How to Add the CWAM Events Diary to Your Calendar

Apple iOS Calendar (Apple iOS users)

1. Copy and paste the calendar link at the bottom of the page into Safari.
2. When prompted with **Subscribe to the calendar “CWAM Events Diary”**, tap **Subscribe**.
3. Tap **Done** to finish or **View Events** to go straight to the calendar.

Google Calendar

This works from a desktop or mobile device, but note that you can't currently subscribe to a public calendar from within the Google Calendar app.

1. Log in to your Google account (<https://accounts.google.com/>).
2. Either:
 - a. Navigate to <https://calendar.google.com/calendar/r?cid=cwamweb@gmail.com>.or
 - a. Go to the **Events Diary** page on the CWAM website (<http://cwam.org.uk>).
 - b. Click on the  Google Calendar icon at the bottom right of the agenda or month view.
3. When prompted to **Add calendar**, tap **Add**.

Google Calendar App

1. Follow the instructions above for Google Calendar and then the following steps to include the calendar in your app.
2. Launch the Google Calendar app.
3. Click on the burger menu icon  at the top left.
4. Scroll down to **Settings**.
5. Under the relevant Google account section, tap on **CWAM Events Diary**. You may need to tap **Show more** first, depending on how many other calendars you have visible.
6. Toggle the **Sync** field so that it is on (blue).
7. Tap the back arrow at the top left until you return to the calendar view.
8. Tap the kebab icon  at the top right.
9. Tap **Refresh** to force a refresh between the app and your Google Calendar.

Microsoft Outlook

1. Activate the calendar view.
2. Click on **Add Calendar** from the ribbon menu bar.
3. Select **From Internet...**
4. Paste the calendar link from the top of this document into the field.
5. Click **Yes** in response to **Add this Internet calendar to Outlook and subscribe to updates**.

Other Systems

You're on your own, but Google is your friend! Try searching for "*add ics calendar subscription feed to [insert name of your calendar program or app]*".

Calendar link*

<https://calendar.google.com/calendar/ical/cwamweb%40gmail.com/public/basic.ics>

***Note for non-iOS users: Do not click the calendar link then double-click on the downloaded ICS file. This will add the events to your calendar in a one-off action and your calendar won't automatically update.**

To copy the link from Adobe Acrobat Reader on a PC, right-click and from the context menu choose **Select Tool**. You can then highlight and copy text.