

# How to Sync your Smartphone with the Tullahoma Band Calendar

## Apple Products:

### Step 1

Write down or copy the URL (see below) for the Google Calendar you want to add to your iPhone.  
(<https://www.google.com/calendar/ical/tullahomabandprogram%40gmail.com/public/basic.ics>)

### Step 2

Tap the "Settings" icon, then scroll down and select "Mail, Contacts, Calendars."

### Step 3

Tap "Add Account" and select "Other."

### Step 4

Select the "Add Subscribed Calendar" option, fill in the Google Calendar URL in the Server box and click "Next." Change any settings you see fit before saving the calendar. You do not need a username or password.

### Step 5

Toggle your view of the subscribed calendar by opening the Calendar app and tapping "Calendars" in the upper left corner. Tap a calendar name to either display or remove calendar events.

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## Google/Android Products:

With the **Google Calendar App** you can view a calendar that someone else shares publicly or within your domain, such as a co-worker's calendar or a public company schedule. However, you must first sign in to your Google Calendar account in a web browser and add the calendar there:

1. If you're adding a team or company calendar, find out the calendar's address from the person sharing the calendar. **ADDRESSES BELOW**
2. Sign in to your Google Apps account in a web browser and open your Google **Calendar**.
3. In the left sidebar under **Other Calendars**, click the **Add** menu. Then choose one of the following: **Add a co-worker's calendar**: Adds the primary calendar of someone in your domain (if that person has shared their calendar). Just enter the person's email address: (tullahomabandprogram@gmail.com). **Add by URL**: Adds a team or company calendar someone created. Enter the calendar's address: (<https://www.google.com/calendar/ical/tullahomabandprogram%40gmail.com/public/basic.ics>).

