# How to View and Subscribe to Hillcrest Connect Calendars

## Viewing and Subscribing to Calendars

1. Log in to Hillcrest Connect
2. Click on the Calendar icon at the top right to see the following calendars

## Church-wide Calendar (Hillcrest Events Calendar)

* + **All Hillcrest events that are open to all or most members**
	+ Available from the Calendars Page
	+ **To Subscribe:**
		1. **Click on the Calendar icon at the top right.**
		2. In the right menu, select **Church-wide Calendar**
		3. Below the monthly calendar, right click on **Subscribe to campus-wide calendar** and copy link address to your clipboard.**webcal://hillcrest.ccbchurch.com/churchwide\_calendar.ics?campus\_id=1**
		4. Then follow the instructions below for **Subscribing to a Calendar**

## My Calendar (your personal calendar if you choose to use it)

* + **A calendar of events 1) that you add personally and 2) from all your groups**
	+ Available from the Calendars Page
	+ **To Subscribe:**
		1. Click on the **Calendar icon** at the top right.
		2. In the right menu, select **My Calendar**
		3. Below the monthly calendar, right click on **Subscribe to my calendar** and copy link address to your clipboard. Each person’s link will be unique.
		4. Then follow the instructions below for **Subscribing to a Calendar**

## Public Calendar

* + **All events that are open to the public**
	+ Available from the Calendar link on the login page (top right corner) and from the Hillcrest Public website [www.hillcrestonline.com](file:///C%3A%5CUsers%5CCarmen%5CDownloads%5Cwww.hillcrestonline.com). Available on the Calendar Tab for admins only
	+ **To Subscribe:**
		1. Before logging in, click on the **Calendar link** in the top right corner.
		2. Below the Public monthly calendar**, right click on Subscribe to calendar** link and copy the link location. [**http://hillcrest.ccbchurch.com/w\_calendar\_sub.ics**](http://hillcrest.ccbchurch.com/w_calendar_sub.ics)
		3. Then follow the instructions below for **Subscribing to a Calendar**

## Your Group Calendar

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| --- | --- |
|  | * **A calendar of events from a group where you are a member**
* Available from the Group’s Page
* **To Subscribe:**
1. Click on the **Calendar tab** at the top of the group page.
2. Below the monthly calendar, right click on **Subscribe to group calendar** and copy link address to your clipboard. Each group’s link will be unique.
3. Then follow the instructions below for **Subscribing to a Calendar**
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# **Subscribing to a Calendar in Gmail on a Computer**

1. Place the calendar subscription URL/link on your clipboard (copy)
2. **For Gmail**
	1. Right click Subscribe to a Calendar in Hillcrest Connect, and copy link location
	2. In the left menu section called **Other Calendars**, click on the drop down arrow/menu.
	3. Choose **Add by URL**
	4. Paste the subscription link into the field
	5. Check the box to make the calendar publicly accessible
	6. Toggle the calendar on or off by clicking on it.
	7. Change the color from the calendar drop down menu
	8. To set reminders and alerts, click on the event in the calendar and “set a reminder”
3. **For Outlook,** click Subscribe to Calendar and send to Outlook

# Subscribing in Microsoft Outlook

1. Place the calendar subscription URL/Link on your clipboard
2. File > Account Settings > Account Settings
3. Click on Internet Calendars tab
4. Click on New, and paste the subscription link

# Subscribing on an iPhone

1. Send calendar URL/link by text or email, and click on the link
2. On an iPhone, you will be prompted to Subscribe to the calendar. It will be added to the list of calendars you can turn on in your calendar app.

# Subscribing on an Android Phone (Google, Samsung Galaxy, etc.)

If you have already subscribed to calendars using Gmail on your computer, and if you have set up your Gmail calendar on your phone, the calendars you have subscribed to will automatically be listed in your list of calendars to turn on or off. The Android phone may be different for each brand device. If you do not use a Gmail account, you may want to consider downloading an Android app from Google Play called CalDAV-Sync. This app will allow you to subscribe to several different formats of calendars, including webcal URLs.