

Adding KCD Events to Your Personal Calendar

To do this, you need to create a My Dynacal account.

1. Go to the KCD calendar. Click the *My Dynacal* link:



Kentucky Country Day School

Contacts | Login

This is the main calendar of events for KCD.

Calendar Views

- Featured
- Departments
- Resources
- Communications
- Facility Use
- My DynaCal**

Tuesday, August 16, 2011

Department/Category	Description
KCD	PA Executive Board Meeting
Parent Association	Head's Conf. Room
Divisions	Kindergarten Playdate
Lower School	Playground Gazebo

2. Enter your email address and password to create an account.

Don't have a My DynaCal account yet? Create it now.

Email Address

Password

Note: You must have cookies enabled to use My DynaCal

3. Click the *Add a New Calendar* link.

View

Cross Country

Major Dates + F/S

Email Alerts

Yes No

Yes No

Text Alerts

Yes No

Yes No



4. Name your calendar, choose the categories you would like to include, and click *Save*. If you have questions about which categories are most appropriate for you, see Jeff Topham.

My Personalized Calendar - Add

Calendar Name:

Description:

Categories:

- Kentucky Country Day School
 - Admissions
 - Alumni
 - Announcement
 - Cancel/Delay
 - Faculty/Staff
 - Major Dates
 - Meetings
 - New KCD Event
 - Other Events
 - Parent Association
 - Religious Holy Days
 - Technology Reservations
- Athletics
- Divisions
 - Lower School
 - Middle School
 - Upper School
- Fine Arts
 - Concerts & Performances
 - Other Arts Events
 - Rehearsals
 - Theater
- Test Calendars

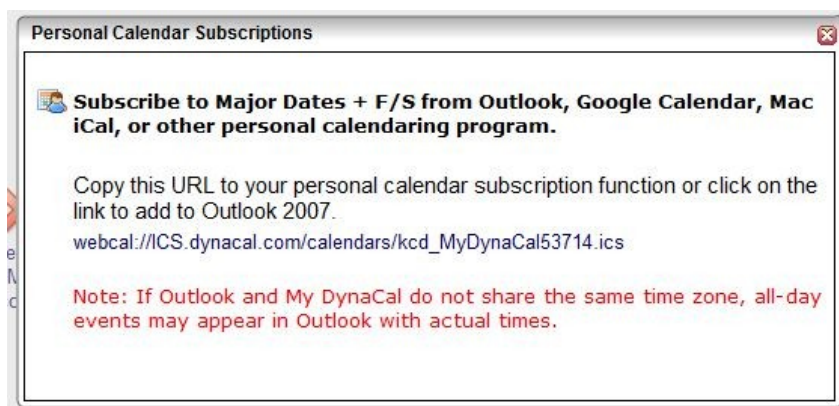
5. Your calendar will now show up in the list of Personalized Calendar Views:

Your Personalized Calendar Views:

<u>View</u>	<u>Email Alerts</u>	<u>Text Alerts</u>	<u>RSS</u>	<u>iCal</u>	<u>Subscription</u>	<u>Mobile</u>	<u>Edit</u>	<u>Delete</u>
Cross Country	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No						
Major Dates + F/S	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No						

6. Click the appropriate buttons if you would like to receive text/email alerts when an event is canceled, rescheduled, or postponed.

7. To add your KCD calendar events to your personal calendar, you will need to click on the iCal Subscription icon. This will open a window with an iCal link:



- **Outlook users:** Click on the link and follow the prompts to add these events to your Outlook calendar.
- **Google Calendar users:** Copy this URL. Open Google calendar, select *Add by URL* from the *Other Calendars* menu. Past the URL in the window and save.
- **Mac iCal users:** Copy this URL. Open iCal, click *Calendars*, then *Subscribe*. Paste in the URL.
- See Jeff Topham if you need help or have any questions.