

How to Subscribe to Trinity calendars on a Google/Android Device:

Trinity Lutheran Church and School are aiming to publish all their events through their calendars on the church and school websites. We would like our church and school families to be aware of the many opportunities to be involved and up-to-date on all that Trinity does.

To view the church calendar online, bookmark the link:

trinitykiel.com/trinity-lutheran-school/elementary/calendar

To view the school calendar online, bookmark the link:

trinitykiel.com/trinity-lutheran-church/events-calendar

In addition, we are trying to get our calendars in the hands of its people and members. The online calendars are the most up-to-date published calendars. Any changes made to the calendar are made online, and are immediate. We want you to have these changes as soon as they happen and be aware of added/changed events at your convenience. Therefore, Trinity is providing you with instruction on how to get our calendars on your mobile devices. Please follow the direction below for the mobile device you have.

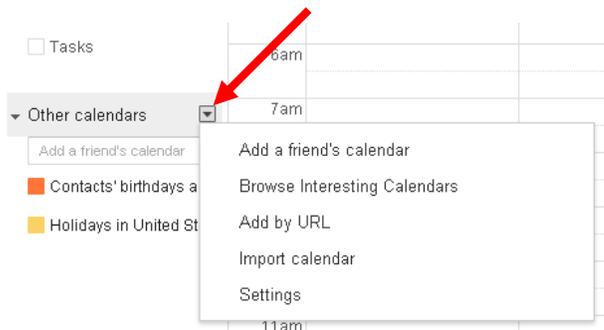
Google/Android Device:

Subscribing to a Google calendar on Android is actually a two-step process. You must first subscribe to the calendar using the web version of Google Calendar and then add it to your Android device.

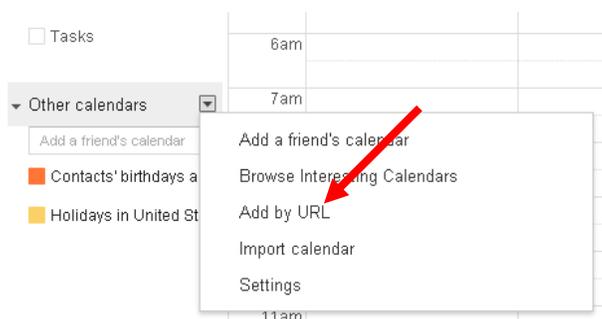
Directions are also online so you can copy and paste in the URL links: goo.gl/66u9rs (case sensitive). Since links are long to hand type in, it is recommended you go to the address above.

Step 1: Subscribing to the calendars.

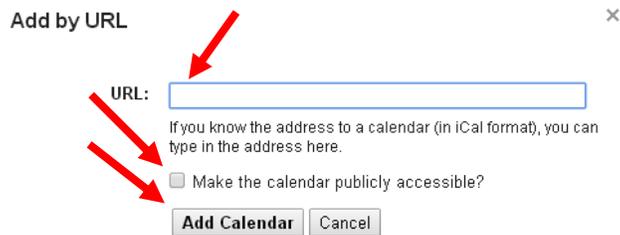
1. Using a computer on the web, login to your Gmail account and go to www.calendar.google.com
2. In the bottom left corner click the down chevron by “**Other Calendars**”



3. In the dropdown menu, choose “**Add by URL**”



4. Type in the calendar's iCal address (found below)



School general calendar: General school information

https://www.google.com/calendar/ical/trinitykiel.com_e6sr4ab4d76dj4hes9b2theiks%40group.calendar.google.com/public/basic.ics

Athletic calendar: Athletic practice and game dates

https://www.google.com/calendar/ical/trinitykiel.com_qnicgofe3iojvhp58k0m1v92uc%40group.calendar.google.com/public/basic.ics

Music Calendar: Singing and hand chime playing dates

https://www.google.com/calendar/ical/trinitykiel.com_9a8maoe726emv2qsaj719erd5c%40group.calendar.google.com/public/basic.ics

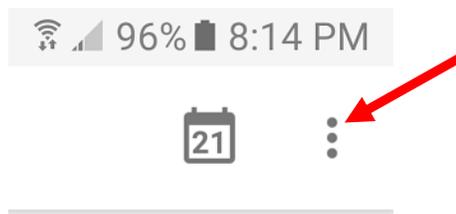
Church Calendar: Church events, including church services and meetings

https://calendar.google.com/calendar/ical/trinitykiel.com_cvlicagslig38llf4iupqqu8tc%40group.calendar.google.com/private-14bcc44002cb28fd5c819158ca18a0ef/basic.ics

5. Leave the “**Make public**” box unchecked and click, “**Add Calendar**”
6. Repeat steps 3-5 for adding additional calendars. When completed skip below.

Step 2: Syncing the calendar on your mobile device to update the calendars.

1. Open your calendar on your android device.
2. In the top right hand corner, click the three dots, then select “**Refresh**”



Congrats! You have successfully added the calendar into your Google/Android Device.