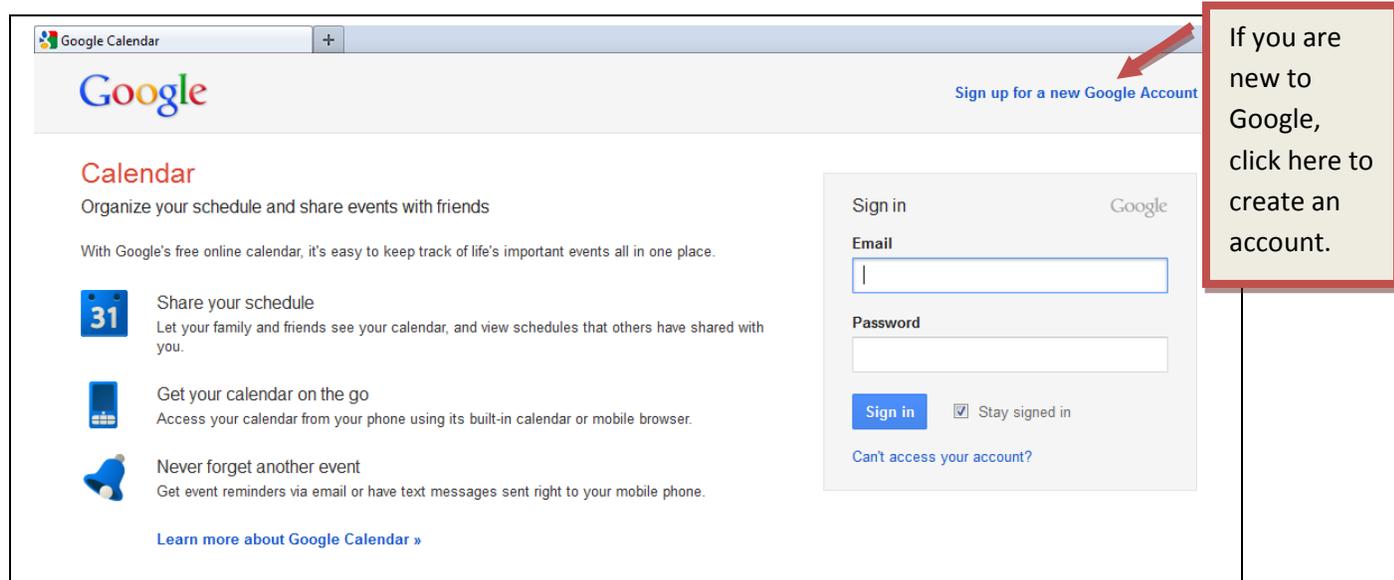# How to Add Aquinas Academy Google Calendars to your Google Calendar

In order to keep current with schedule changes, the sports schedules are now being made by Mr. Richthammer using Google Calendar. You can access these calendars on Aquinas Academy's website at http://www.aquinasacademy-pittsburgh.org/athletics/schedules.php. However, you are accessing each calendar one at a time. If your family is involved with more than one sport or team, it may be more convenient for you to have all of those sports calendars combined into one master Google Calendar. To make this easy to do, here are step-by-step instructions for adding Aquinas Academy's Activity and Sports Calendars into your own personal Google Calendar:
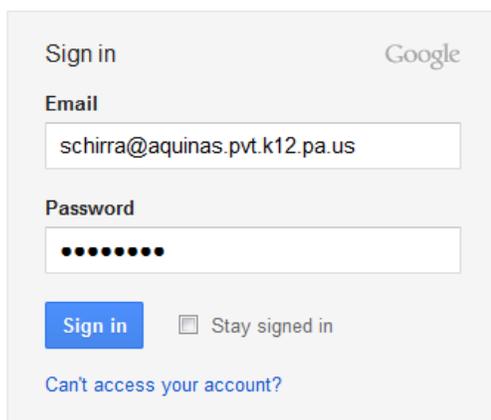
1. Go to **www.google.com/calendar**.
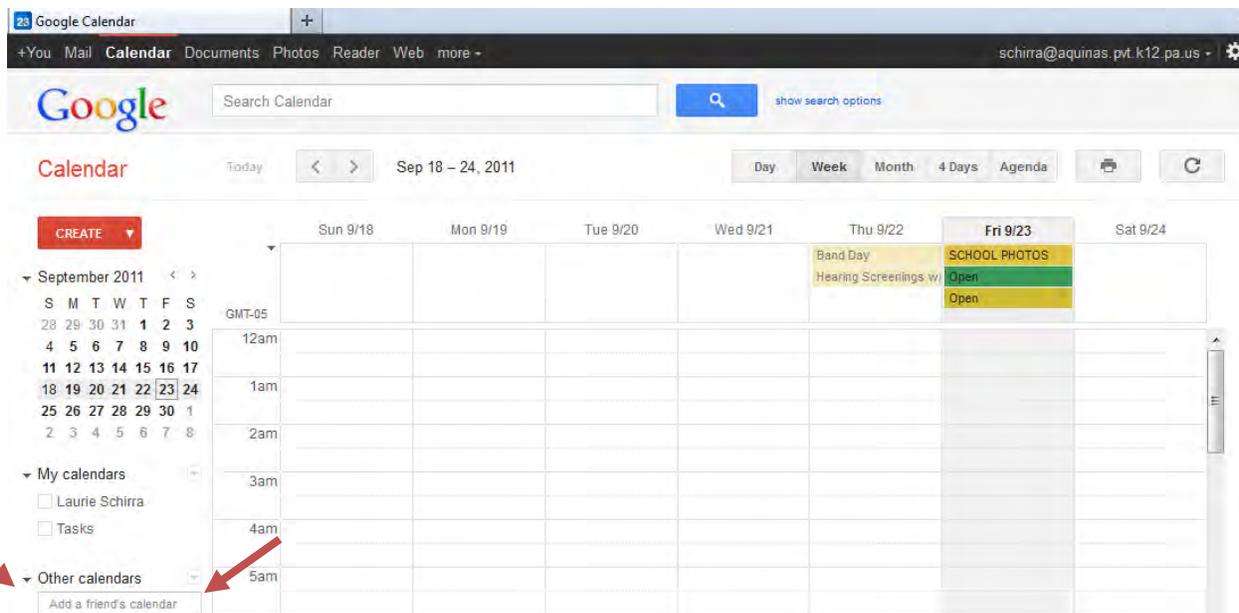

2. You will need a Google account to access calendars in this manner. If you do not have one yet, click on "**Sign up for a new Google Account**". After you have created an account, you then need to sign in.

If you already have a Google account, you can sign in using your email address and password. Each time you access your calendar, you will come to this page and sign in.

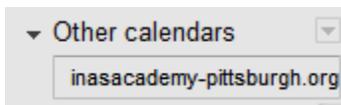Click on "Sign In" and you will come to your own personal calendar page.

(Note: the calendar in this screenshot already includes the Aquinas Academy activities calendar.)

To add other calendars to your personal calendar, look to the column on the left of the calendar containing the categories: "Create"; "My calendars", and "Other calendars".

Under "Other calendars", you have a box where you can "Add a friend's calendar". Copy the email addresses from the list on the last page of this handout for the calendars that you want to add to yours, one at a time, into that box, hit enter, and then you will see the calendars added to your own.

For example, **to add Aquinas Academy's Activities calendar**, you would copy the following email address, exactly as it is below, into the box:

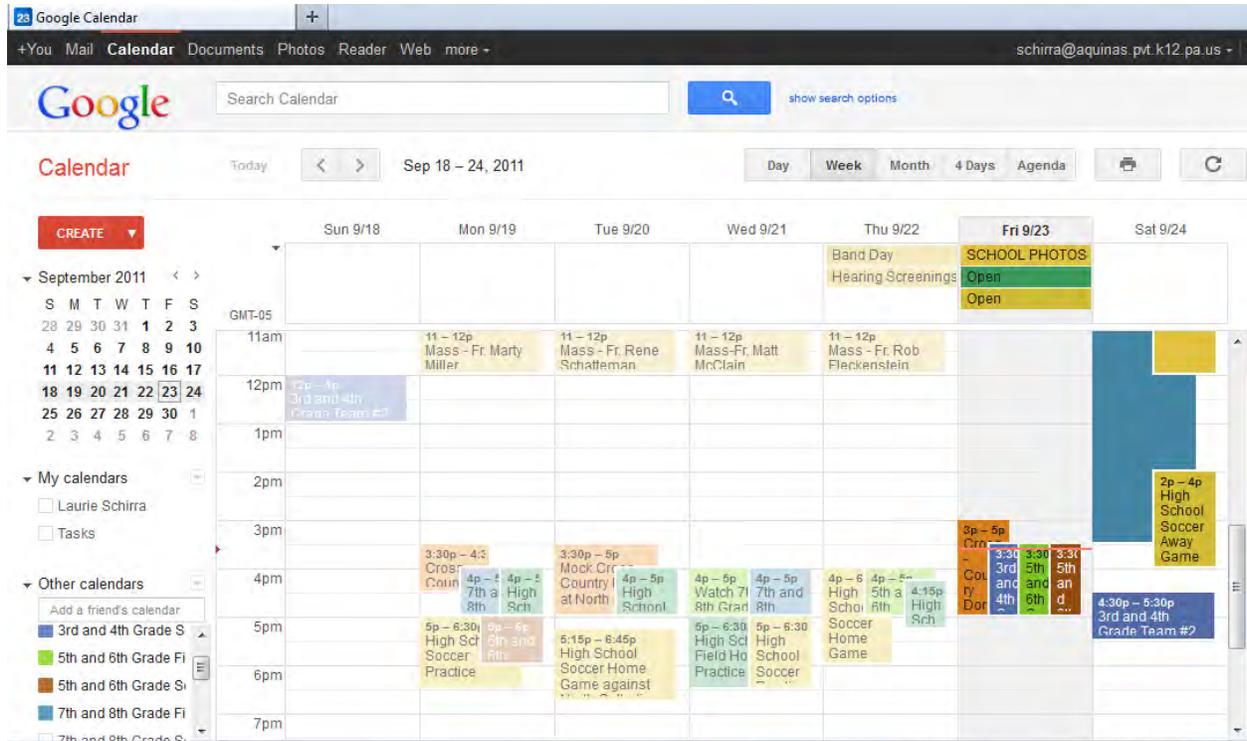aquinas@aquinasacademy-pittsburgh.org

(The box is too small for the entire name to appear, but it is there.)

Once you hit "Enter", the Aquinas Activity calendar will appear in your calendar.

To add the sports schedules, choose your child's schedule(s) from the list on the last page of this instruction sheet.

Copy only the blue address and paste it into the box for adding a friend's calendar. Each time you hit enter, that particular sports calendar's activities will appear on your calendar.
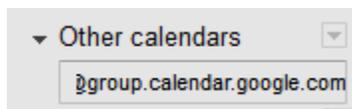
You can add any or all of the schedules, as your family's needs require. If you add all of them, your calendar will look like this:

For example, to add the 3rd and 4th grade soccer team #1 schedule, you will copy the address below, exactly as it appears, into the "Add a friend's calendar" box:

aquinasacademy-pittsburgh.org_0ftm398969uan1212j92a9lblg@group.calendar.google.com

The box will look like this after you paste the address:

(The box is too small for the entire name to appear, but it is there.)

Once you hit "Enter", you will see the 3rd and 4th grade soccer team #1 schedule on your calendar.

List of Aquinas Academy Google Calendar Addresses

activities calendar:
aquinas@aquinasacademy-pittsburgh.org

3rd and 4th grade soccer team #1 schedule:
aquinasacademy-pittsburgh.org_0ftm398969uan1212j92a9lblg@group.calendar.google.com

3rd and 4th grade soccer team #2 schedule:
aquinasacademy-pittsburgh.org_unspk4jib143l00v7ib8tgevo8@group.calendar.google.com

5th and 6th grade soccer schedule:
aquinasacademy-pittsburgh.org_bci33ce3rhd3mojohlh3k75bak@group.calendar.google.com

7th and 8th grade soccer schedule:
aquinasacademy-pittsburgh.org_r7dek8ucg4pvnvqdirrnbsdtek@group.calendar.google.com

High School soccer schedule:
aquinasacademy-pittsburgh.org_4qlri59ebi6e1mvoldchoh5omg@group.calendar.google.com

5th and 6th grade field hockey schedule:
aquinasacademy-pittsburgh.org_l6q8pmcfhnqre22ecj1k3076a0@group.calendar.google.com

7th and 8th grade field hockey schedule:
aquinasacademy-pittsburgh.org_kbij27vrd649pv6l68ceur3ckg@group.calendar.google.com

High School field hockey schedule:
aquinasacademy-pittsburgh.org_10tl9quf8d43dm36kudr7n7b30@group.calendar.google.com

Cross-Country Schedule:
aquinasacademy-pittsburgh.org_b21fcjelrl3lm343831s178dbs@group.calendar.google.com

High School Boys' Basketball schedule: http://www.google.com/calendar/embed?src=aquinasacademy-pittsburgh.org_er092hebt5h4u44ugovtcc8gg0%40group.calendar.google.com&ctz=America/New_York

High School Girls' Basketball schedule: http://www.google.com/calendar/embed?src=aquinasacademy-pittsburgh.org_li6vrve25h2anbeqrgurrebjr0%40group.calendar.google.com&ctz=America/New_York

7/8 Boys' Basketball schedule: http://www.google.com/calendar/embed?src=aquinasacademy-pittsburgh.org_fcrq83eca7hj92ngmlr08f51pk%40group.calendar.google.com&ctz=America/New_York

7/8 Girls' Basketball schedule: http://www.google.com/calendar/embed?src=aquinasacademy-pittsburgh.org_m6fjmp61c2garm3c0phu5jcag0%40group.calendar.google.com&ctz=America/New_York

5/6 Boys' Basketball schedule: http://www.google.com/calendar/embed?src=aquinasacademy-pittsburgh.org_u7s8jjtb4pc1qobggfsrmvgfmk%40group.calendar.google.com&ctz=America/New_York

5/6 Girls' Basketball schedule: http://www.google.com/calendar/embed?src=aquinasacademy-pittsburgh.org_6kos8o4a9j7j43fqf2pmsr20b0%40group.calendar.google.com&ctz=America/New_York