VI. Online Calendar

Eventlink is the school online calendar that feeds the website both athletic and general calendar events. You can go to the UHS website to see updated calendar information. You can also create a personal calendar and have it feed into whatever calendar program you normally use, such as Apple or Google calendars. Individual classes have their own calendars, which generally are on MyBackPack. Notes below outline how to synchronize with Apple and Google Calendar. Some details may vary depending on the device and OS version you are using, but the basic procedure is the same. Please contact Dave Vesper at dvesper@universityhighschool.org with any questions or a need for assistance.

Make the calendars that you want in Eventlink
- Go to www.Eventlink.com and click on "Create Account" in the upper right-hand corner. As you make your account, please note that there are several "University High Schools'. UHS is in zipcode 46032.
- Subscribe to any calendars that you like. **School Closings and Emergency Alerts** is important, as that is how we send out alerts.

Get URLs for calendars that you want to import into other calendar programs
- If you want to import just one big calendar, click on My Calendars and pick Export All Calendars, and copy this URL. Then add it to your calendar software, per below.
- If you want a few separate calendars, right click a calendar, pick Export, and copy the URL that is shown, and paste this URL into your calendar system, per below. You may want to do this if you want, for instance, one sport to be a different color than the rest.
- Repeat, getting and pasting the URLs for each calendar you have made

How to add to Apple Calendar
- Go to **Apple Calendar, File, New Calendar Subscription**, and paste in the URL from Eventlink.
- You can then change the color of the calendar and the refresh rate. Click on Calendars in the upper-left, then right click on the calendar and Get Info. You can set the color and refresh rate here. A refresh rate of 15 minutes is good. This means that every 15 minutes the calendar will check Eventlink for changes.

How to add to Google Calendar
- Go to **Google Calendar,** go to **Add a coworker's calendar**, and select **Add by URL.** Paste in the URL from Eventlink.