



Put the Club Calendar in Your Pocket

Subscribe once — meetings, workshops and shows, kept up to date for you

Subscribe once and every meeting, workshop and show appears in the calendar you already use, on every device you sign into. It stays current on its own — when a date moves or an evening is cancelled, your calendar follows. No account needed.



IPHONE & MAC
Opens Calendar



EVERYTHING ELSE
[www.ckbs.info/calendar](https://ckbs.info/calendar)

Subscribing is not importing. If your calendar offers to *import* or *add* the events, that copies them once and they never update again. Look for **subscribe**, or the box asking for a web address.

THE CALENDAR ADDRESS — TYPE OR PASTE THIS ANYWHERE BELOW

<https://www.ckbs.info/calendar.ics>

iPhone or iPad

Scan the left-hand code above and tap **Subscribe**. That is the whole thing.

By hand: **Settings → Apps → Calendar → Calendar Accounts → Add Account → Other → Add Subscribed Calendar**, then paste the address.

Mac

Calendar → **File → New Calendar Subscription**, paste the address, **Subscribe**. Set **Auto-refresh** to every day or better.

Android

Android subscribes through your Google account, not the phone — follow the Google Calendar steps opposite on a computer, then tick the new calendar in the phone's app.

If something looks wrong. Nothing appeared — tick the new calendar in your app's list. Out by an hour — your device is on another timezone; club events are Eastern. Stopped updating — it was imported, not subscribed; add it again.

Members: there is a better feed. Sign in and the calendar page offers a personal address carrying member-only events and your docent shifts. Yours alone — don't pass it on.

Google Calendar

On a computer at **calendar.google.com**: beside **Other calendars** click **+**, choose **From URL**, paste the address, **Add calendar**.

Google refreshes on its own schedule — usually hours, occasionally a day. A change may not show until tomorrow, and that is Google, not the club.

Outlook

At **outlook.com**: **Add calendar → Subscribe from web**, paste the address, name it, **Import** — the button says Import, but this one really does subscribe.

Desktop Outlook: **Add Calendar → From Internet**.