SYNC THE BOBCAT CALENDAR TO YOUR DEVICE
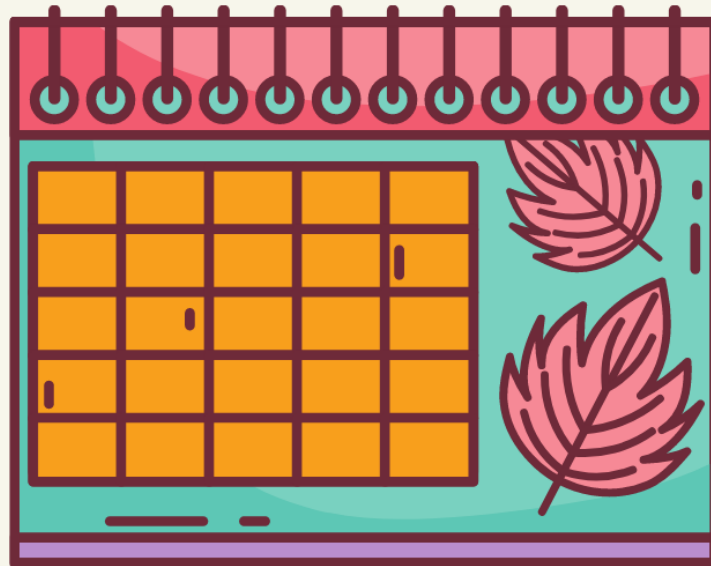
1. LOG ON TO SCHOOLSPEAK

School

Quick Links

- Announcements
- Beatitudes Newsletter
- Calendar
- Child Safety Information
- Documents & Forms
- Financial Documents
- Fundraising & STO
- Health Documents
- Hot Lunch
- School Handbook
- Service Hours
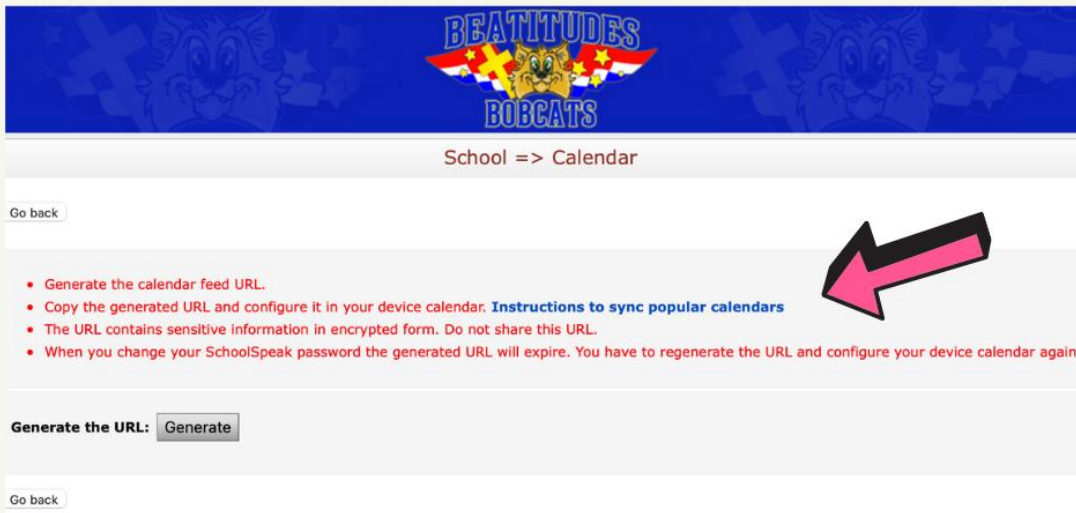- Traffic Information
- Tuesday Memo
- Uniforms
- Zoom ID

Calendar ▸ Calendar View

[Print] [Sync To Device] [More▾]

[⊖ Previous] [Next ⊕] [2020 ⇕] [December ⇕]

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 End of 1st Trimester ▸	5
6	7	8 Immaculate Conception ▸	9	10	11 12:30 - 2 PM - Designated Pick-up/Drop-off Day ▸	12 Feast of Our Lady of Guadalupe ▸
13	14 Parent-Teacher Conferences Via Zoom (Link to schedule will be sent once available) ▸	15 Parent-Teacher Conferences Via Zoom (Link to schedule will be sent once available) ▸	16 Parent-Teacher Conferences Via Zoom (Link to schedule will be sent once available) ▸	17 Parent-Teacher Conferences Via Zoom (Link to schedule will be sent once available) ▸	18 Parent-Teacher Conferences Via Zoom (Link to schedule will be sent once available) ▸	19
20	21 Christmas Break (NO school 12/21-1/1) ▸	22	23	24	25 Christmas Day ▸	26

2. SELECT SYNC TO DEVICE

▶ **Calendar** ▸ Calendar View

☰ ▦   🖶 Print   ⟳ Sync To Device   More▾

◀ Previous   Next ▶   2020 ⬍   December ⬍

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3. READ THE DIRECTIONS FOR ANDROID, IOS, OR OUTLOOK SETUP

BEATITUDES BOBCATS

School => Calendar

Go back

- Generate the calendar feed URL.
- Copy the generated URL and configure it in your device calendar. **Instructions to sync popular calendars**
- The URL contains sensitive information in encrypted form. Do not share this URL.
- When you change your SchoolSpeak password the generated URL will expire. You have to regenerate the URL and configure your device calendar again.

Generate the URL: Generate

Go back

4. SELECT GENERATE
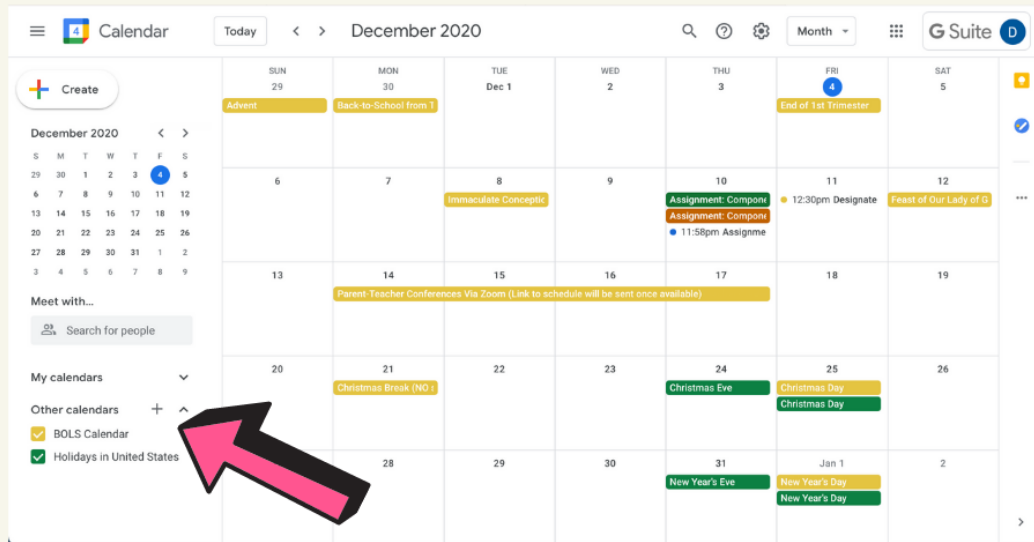
BEATITUDES BOBCATS

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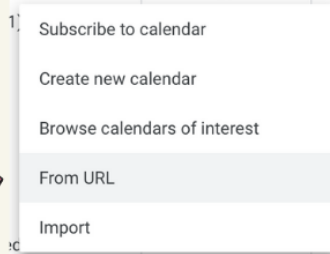
Generate the URL: Generate

Go back

A URL will be generated. Copy it to paste later.

EXAMPLE USING GOOGLE CALENDAR

To add, select
the + symbol

Then...

Subscribe to calendar

Create new calendar

Browse calendars of interest

From URL

Import

EXAMPLE USING GOOGLE CALENDAR

From URL

URL of calendar

☐ Make the calendar publicly accessible
You can add a calendar using the iCal format by its address.

[Add calendar]

Paste the URL that was generated on
SchoolSpeak, and select [Add calendar]

My calendars ⌄	20	21	22	23
		Christmas Break (NO s		
Other calendars ＋ ⌃				
☑ BOLS Calendar ✕ ⋮				
☑ Holidays in U Options for BOLS Calendar	27	28	29	30

The calendar will appear
under "Other calendars"

By selecting the 3 vertical
dots, you're able to change
the calendar color, and
view additional settings

Meet with...

👥 Search for people

My calendars

Other calendars ＋

☑ BOLS Calendar ✕

☑ Holidays in United State

Display this only

Hide from list

Settings

EXAMPLE USING GOOGLE CALENDAR SETTINGS

Calendar settings

Name
BOLS Calendar

Time zone
(GMT+00:00) Coordinated Universal Time

You can change the name of the "Calendar" to anything you like (I changed it to BOLS Calendar)

Event notifications

Receive notifications for events on this calendar.
Opting into these notifications may alert and be visible to the calendar owner(s)

Notification ▾ 10 ↕ minutes ▾ ✕

+ Add notification

All-day event notifications

Receive notifications for all day events on this calendar.
Opting into these notifications may alert and be visible to the calendar owner(s)

+ Add notification

You can receive notifications for events too

EXAMPLE USING GOOGLE CALENDAR SETTINGS

Other notifications

Receive email notifications when changes are made to this calendar.
Opting into these notifications may alert and be visible to the calendar owner(s)

New events
An event is added to this calendar

None ▼

Changed events
An event on this calendar is changed

None ▼

Canceled events
An event on this calendar is cancelled

None ▼

Event responses
Guests respond to an event on this calendar

None ▼

Daily agenda
Receive a daily email with the agenda for this calendar

None ▼

You can also receive other notifcations via email

DO YOU KNOW WHAT THIS MEANS?

YOU DON'T HAVE TO LOG IN TO SCHOOLSPEAK TO CHECK THE CALENDAR ANYMORE!!!