

## **Adding the McNeil Cheer Calendar to YOUR Calendar**

### **ADDING A CALENDAR**

1. Our McNeil Cheer calendar is a Google calendar and is embedded in the cheer website. You can add our calendar to your own Google calendar page. If you use an Android cell phone Google calendar is the calendar your phone already uses. An app is available for iPhones.
  - On the column at the left of the calendar, the third option down is OTHER CALENDARS. Either enter our calendar's address in the box or select add a friend's calendar from the drop down menu. The address is [webmaster@mcneilcheer.com](mailto:webmaster@mcneilcheer.com)
  - After you add a calendar, the name of the calendar will appear below the option to add calendars. You may select to show or hide the calendar depending on your preference.

### **CALENDAR PREFERENCES**

1. On the top horizontal menu to the right you can select the view you prefer from the options monthly, weekly, bi weekly or agenda, as well as under MORE select to print the calendar.
2. The Gear symbol at the far right of the top horizontal menu allows you to pull up settings.
  - Under General Settings tab, you can select a variety of options including your preferred default view.
  - Under the Mobile Setup tab, you can enable your phone to receive notifications by text message, then go to Calendars and select Notifications from either your calendar or those you have added. You can setup automatic reminders and notifications of changes to events.

### **OTHER CALENDARS**

1. You may also be interested in adding McNeil\_Master@roundrockisd.org the school's main calendar.