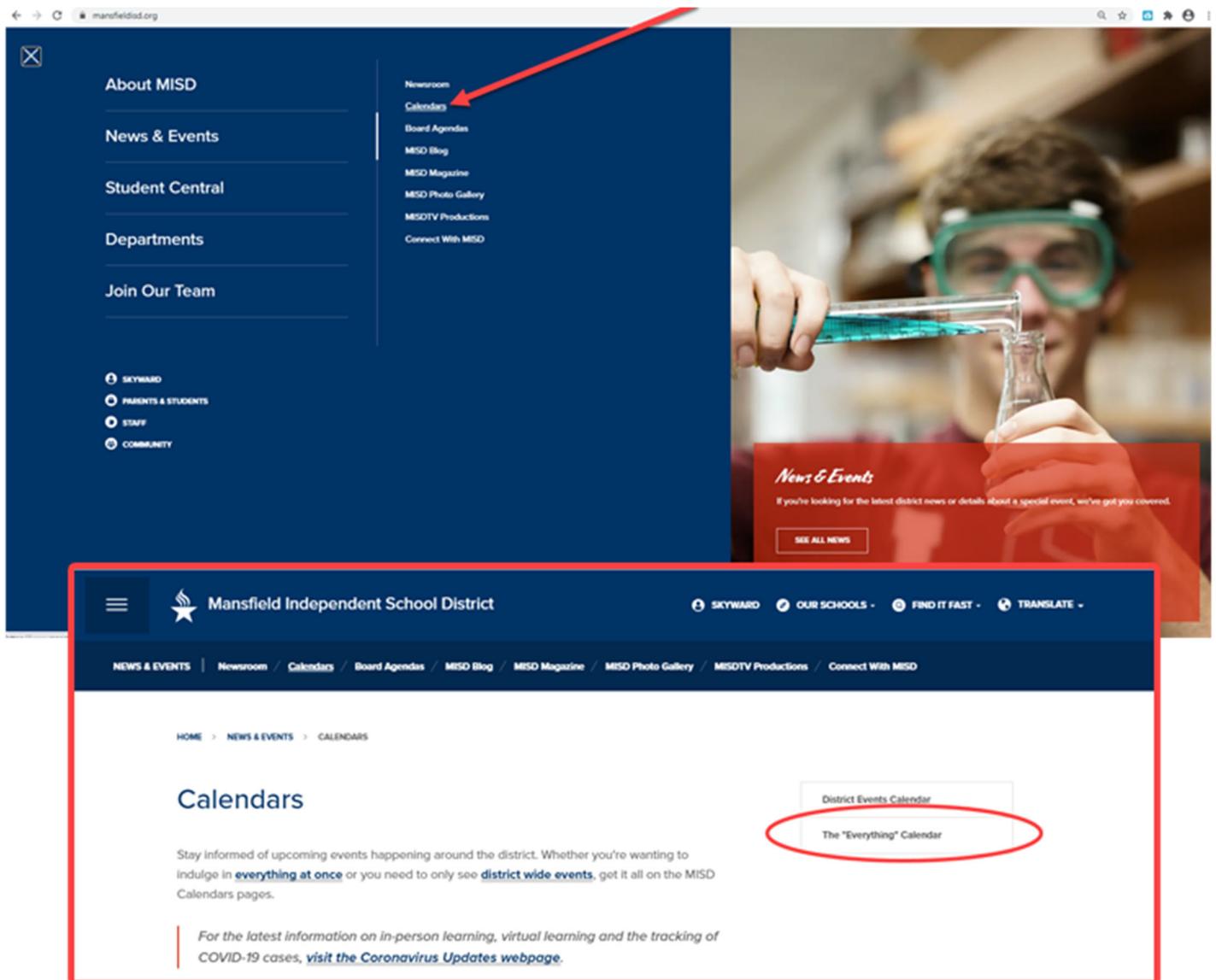


# Subscribing to Mansfield ISD Online Calendars

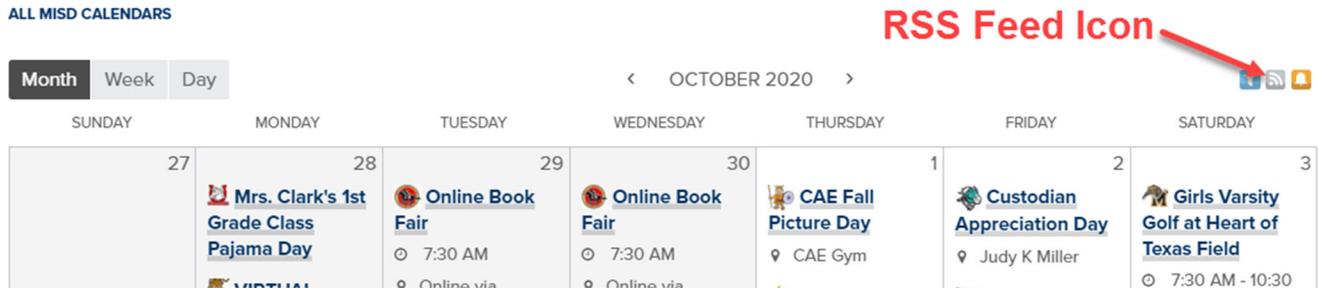
There are two options for subscribing to online events calendars on the Mansfield ISD website:

1. Importing a live calendar feed to an existing personal calendar or
  2. Signing up for event notifications via email and/or text
- Browse to the district's Everything Calendar webpage: <https://www.mansfieldisd.org/news-events/calendars/the-everything-calendar>.

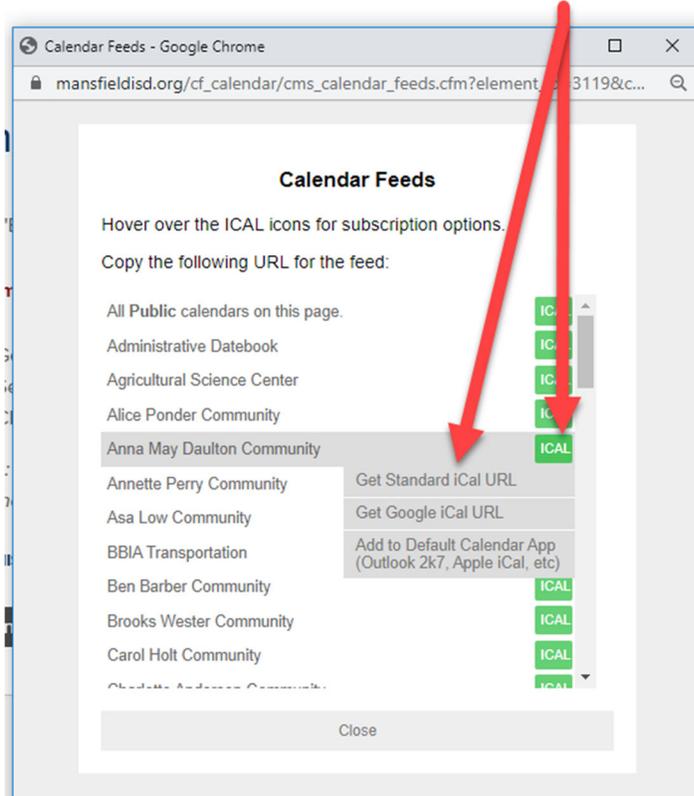


# Option 1: Importing a Live iCal Feed

- To subscribe to a live calendar feed, click on the RSS feed icon at top of the calendar grid.  
*NOTE: Live calendar feeds only need to be imported once. Any changes to the imported calendar will appropriately update within your personal calendar whenever a change/addition/deletion is made.*



- Hover over the iCal icon for the calendar you wish to subscribe to and select one of the iCal options:



### Get Standard iCal URL

- Copy the URL.
- Paste it into a browser (a file download will appear in the bottom of your browser).
- Click open from the downloaded file's menu.
- By default, the file will try to open within an application that accepts .ics files (i.e. Outlook).
- Open the application and follow the prompts to add the calendar events.

### Get Google iCal URL

- Copy the URL.
- Paste it into a browser to download the file.
- Open Google Calendar.
- Click the Settings gear icon, then select "Settings".
- Click "Import & Export".
- Click "Select file from your computer" and select

the .ics file you exported.

- Choose the calendar to add the imported events.
- Click "Import".

### Add to Default Calendar App

- Click "Open Pick an app".
- Select the application (i.e. Outlook) to add your new calendar.

## Option 2: Signup for Event Notifications

- To receive calendar alerts in your inbox, browse to the calendar webpage you'd like to receive alerts from and select the bell icon at the top of the calendar grid.

ALL MISD CALENDARS

The screenshot shows a calendar for October 2020. At the top, there are tabs for 'Month', 'Week', and 'Day'. The calendar grid shows events for each day:

- Sunday (27):** Mrs. Clark's 1st Grade Class Pajama Day; VIRTUAL STUDENTS- 2nd Six Weeks Supply Pick Up (Erma Nash).
- Monday (28):** Online Book Fair (7:30 AM, Online via scholastic website); LRHS Men's Junior Varsity Golf Tournament.
- Tuesday (29):** Online Book Fair (7:30 AM, Online via scholastic website); Linda Jobe Spirit Night (10:30 AM - 10:00).
- Wednesday (30):** CAE Fall Picture Day (CAE Gym); Fall Picture Day (DP Morris Cafeteria); SHS Special.
- Thursday (1):** Custodian Appreciation Day (Judy K Miller); LRHS Cross Country vs Mansfield (Mansfield Sports Complex).
- Friday (2):** Girls Varsity Golf at Heart of Texas Field (7:30 AM - 10:30 AM, Pecan Valley GC); Online Book Fair.
- Saturday (3):** (No events listed).

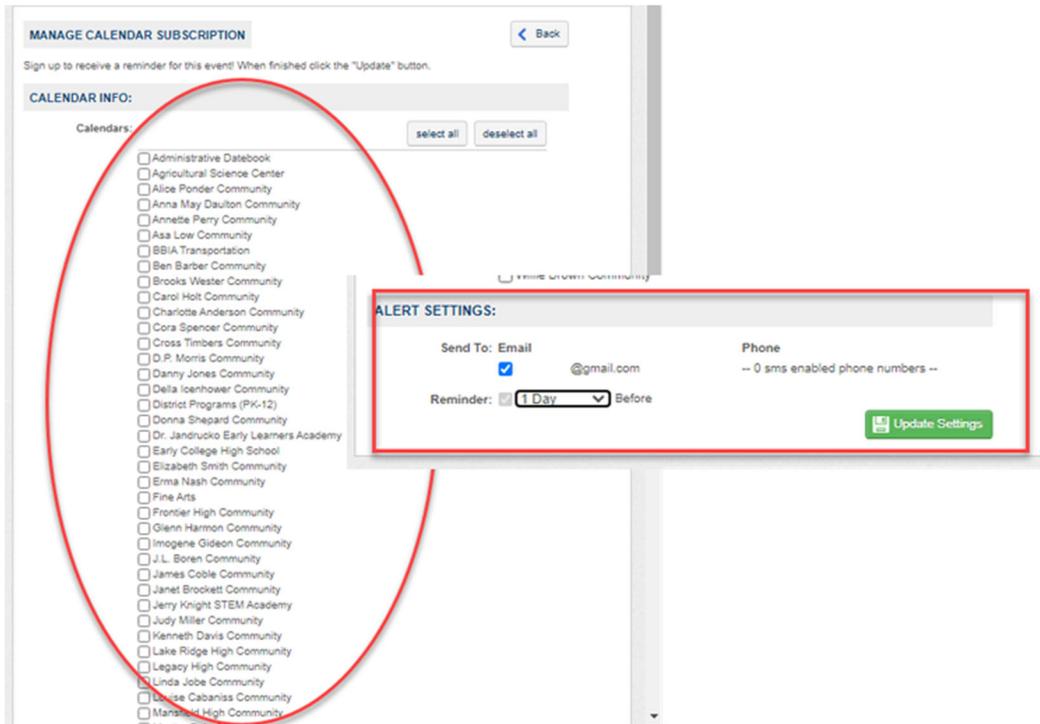
A red arrow points to a bell icon in the top right corner, labeled "Bell Icon".

- Create an account or login to an existing account. *Not sure if you already have an account?* Use the forgot username/password link.

The screenshot shows the MISD website login page. The header includes the MISD logo and navigation menu. The main content area contains a login form:

- LOGIN**
- Login**
- Please provide your username and password to log in:
- Username:
- Password:
- LOGIN**
- [Forgot Username or Password](#)
- [Create New Account](#)
- Fall Reopening 2020**

- After logging in or creating a new account, you can now manage your calendar subscriptions. Select each calendar you'd like to receive alerts from and designate when you'd like to receive them. Click "Update Settings" to subscribe.



- From your Profile, you can edit or unsubscribe from alerts on the Subscriptions tab in your user account.

