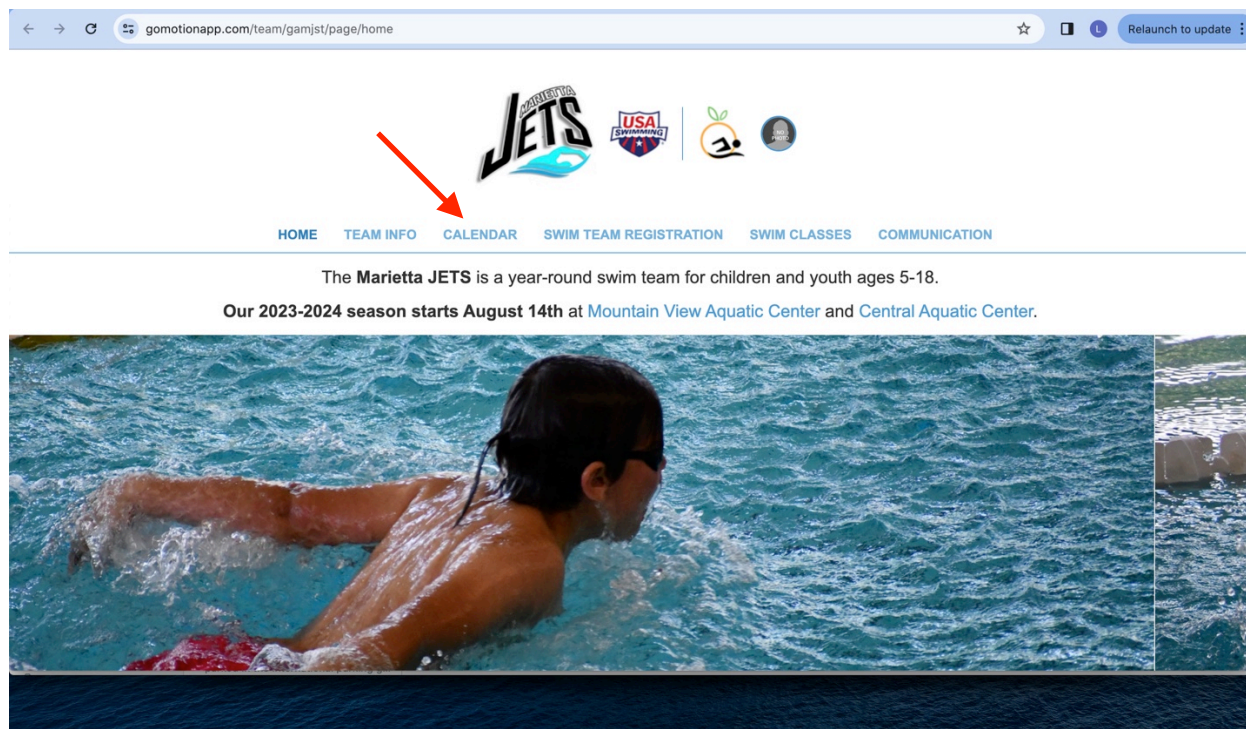


# HOW TO SUBSCRIBE TO THE PRACTICE CALENDAR

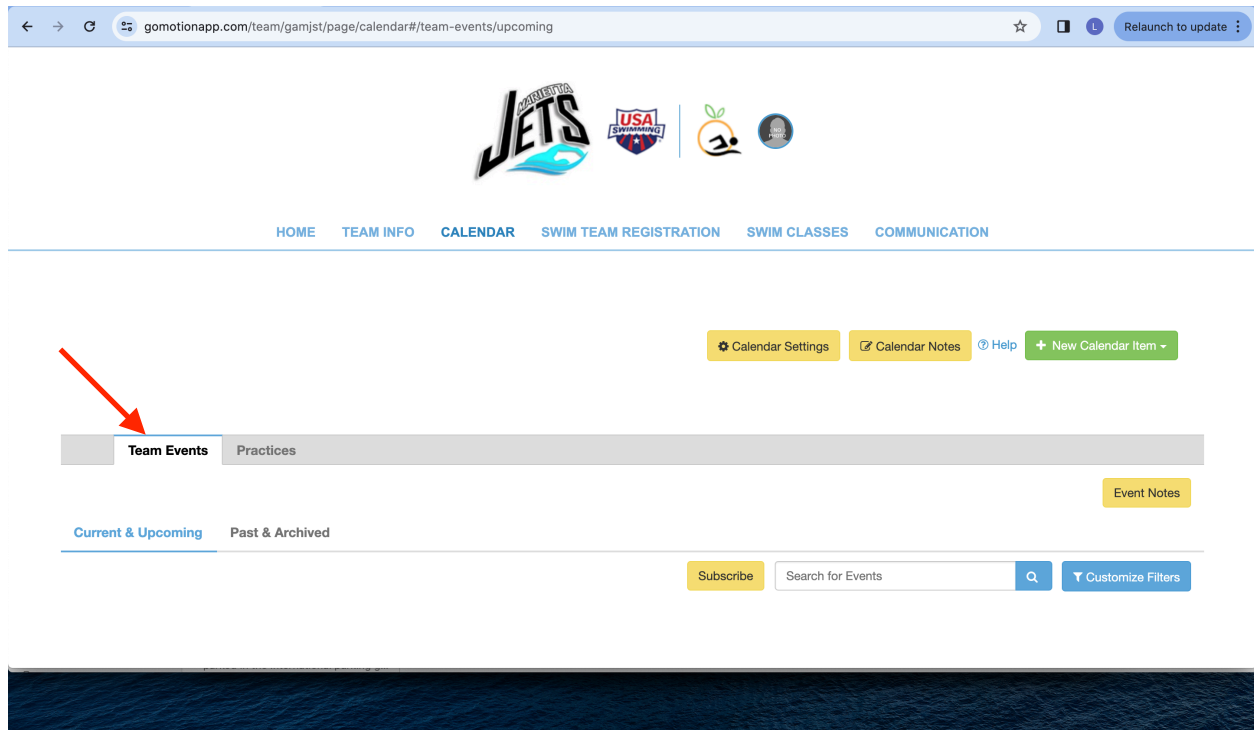


## ALL USERS, START HERE.

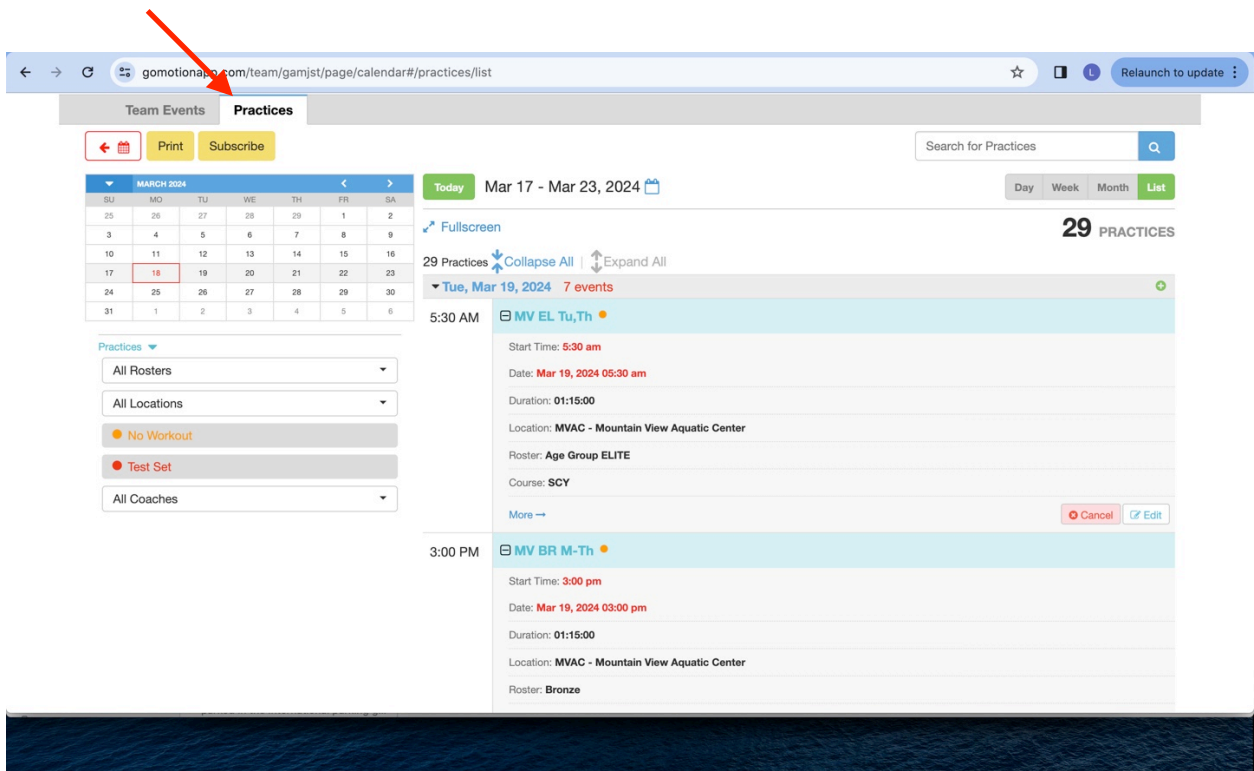
From the Home Page, click on the **CALENDAR** menu.



When the **CALENDAR** page loads, the **Team Events** tab is displayed by default.



Click the **Practices** tab to view the Practice Calendar.



Click the downward pointing triangle on the right side of the **All Rosters** field to show all roster options. Click on your swimmer's roster to confirm selection.

The screenshot shows the Gotion app interface for a swimmer's calendar. The browser address bar shows the URL: `gomotionapp.com/team/gamjst/page/calendar#/practices/list`. The page has a navigation bar with "Team Events" and "Practices" tabs. Below the navigation bar are buttons for "Print" and "Subscribe", and a search bar for "Search for Practices".

The main content area features a calendar for March 2024. The date "18" is highlighted in red, and a red arrow points to the "All Rosters" dropdown menu. The dropdown menu is open, showing the following options:

- All Rosters
- Age Group ELITE
- Bronze
- Platinum
- All Coaches

The calendar shows 29 practices for the week of March 17-23, 2024. The practices are listed as follows:

Time	Practice Name	Start Time	Date	Duration	Location	Roster	Course
5:30 AM	MV EL Tu,Th	5:30 am	Mar 19, 2024 05:30 am	01:15:00	MVAC - Mountain View Aquatic Center	Age Group ELITE	SCY
3:00 PM	MV BR M-Th	3:00 pm	Mar 19, 2024 03:00 pm	01:15:00	MVAC - Mountain View Aquatic Center	Bronze	

*If you have multiple swimmers on different rosters, follow these instructions for each roster and name each subscribed calendar uniquely to represent each roster.*

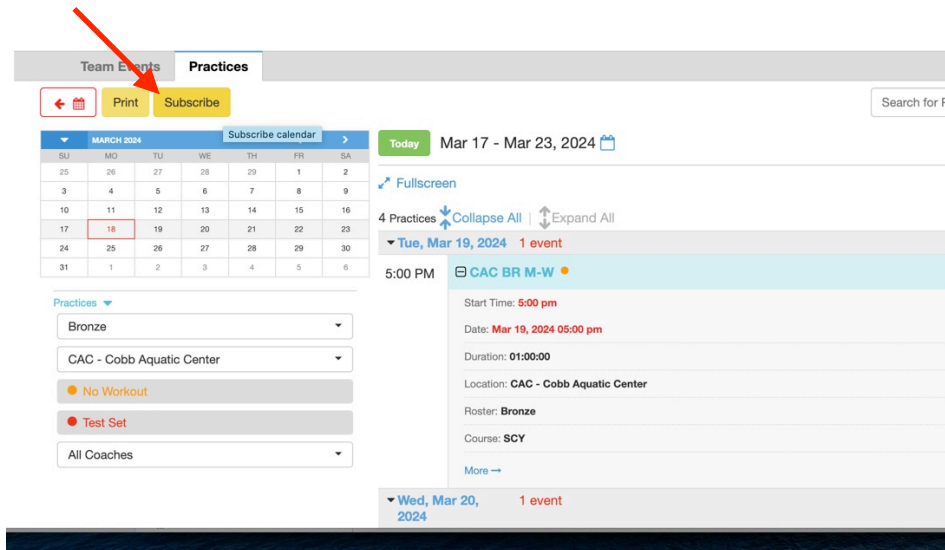
Click the downward pointing triangle on the right side of the **All Locations** field to show all location options. Click on your swimmer's location to confirm selection.

The screenshot shows the 'Practices' page in the gotionapp.com interface. At the top, there are navigation tabs for 'Team Events' and 'Practices', along with buttons for 'Print' and 'Subscribe'. A search bar is located on the right. Below the navigation, there is a calendar for March 2024, with the date '18' highlighted. To the right of the calendar, there is a date range 'Today Mar 17 - Mar 23, 2024' and a 'Fullscreen' button. The main content area displays a list of practices for 'Tue, Mar 19, 2024'. The first practice is 'MV BR M-Th' at 3:00 PM, and the second is 'CAC BR M-W' at 5:00 PM. A red arrow points to the 'All Locations' dropdown menu, which is expanded to show three options: 'CAC - Cobb Aquatic Center', 'HSST - Holly Springs Swim & Tennis', and 'MVAC - Mountain View Aquatic Center'. The 'CAC - Cobb Aquatic Center' option is selected.

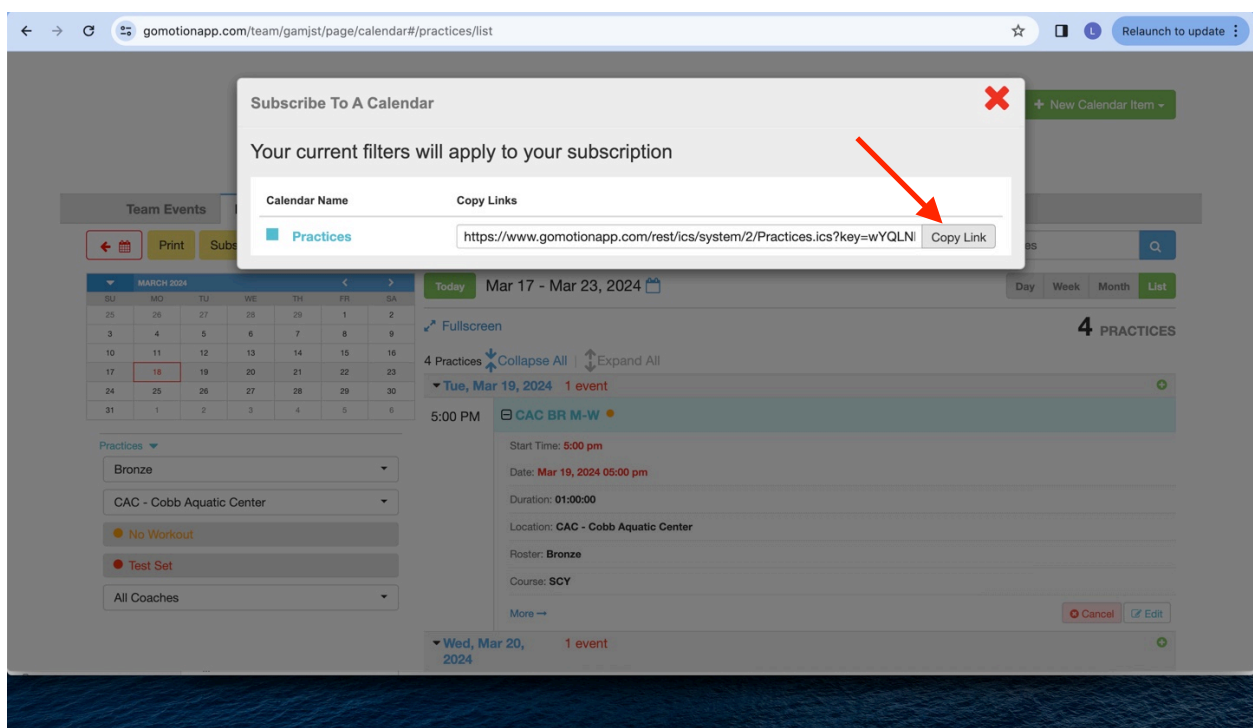
Verify that the correct filters have been applied to show *\*only\** your swimmer's practice schedule that reflects the filters you have chosen.

The screenshot shows the 'Practices' page in the gotionapp.com interface. At the top, there are navigation tabs for 'Team Events' and 'Practices', along with buttons for 'Print' and 'Subscribe'. A search bar is located on the right. Below the navigation, there is a calendar for March 2024, with the date '18' highlighted. To the right of the calendar, there is a date range 'Today Mar 17 - Mar 23, 2024' and a 'Fullscreen' button. The main content area displays a list of practices for 'Tue, Mar 19, 2024'. The first practice is 'CAC BR M-W' at 5:00 PM. A red arrow points to the 'Practices' filter dropdown menu, which is expanded to show five options: 'Bronze', 'CAC - Cobb Aquatic Center', 'No Workout', 'Test Set', and 'All Coaches'. The 'CAC - Cobb Aquatic Center' option is selected.

Then click the yellow **Subscribe** button to subscribe to this calendar.



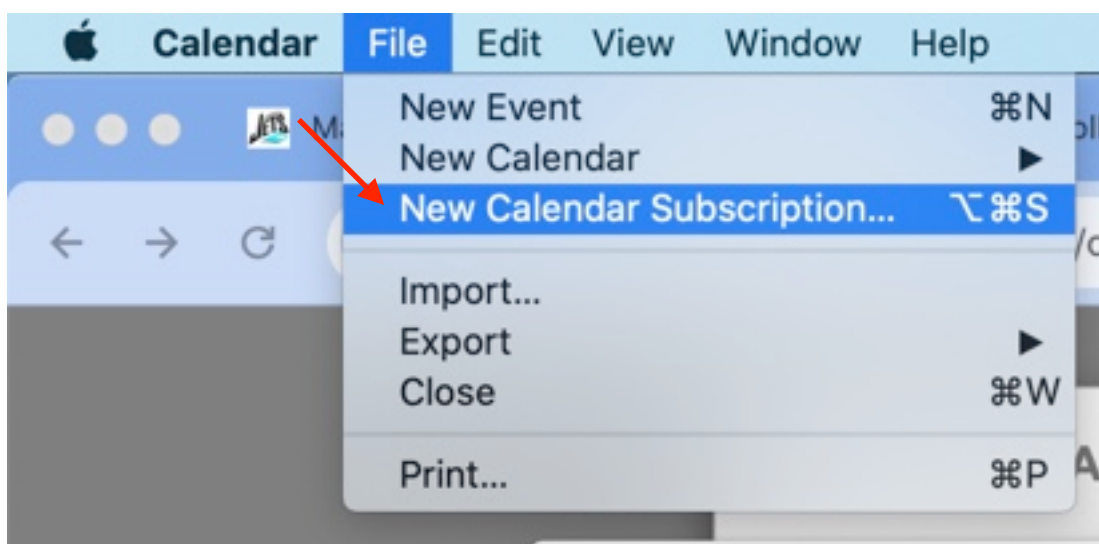
A confirmation pop-up window will display the link to your filtered calendar. Click the **Copy Link** box (copies the link address to your clipboard).



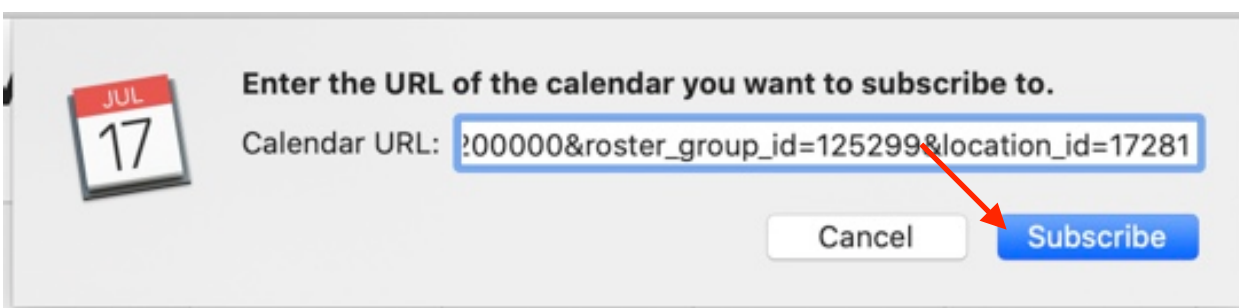


**INSTRUCTIONS FOR APPLE iCAL USERS (pages 7-9).**  
**GOOGLE CALENDAR USERS GO TO PAGE 10.**

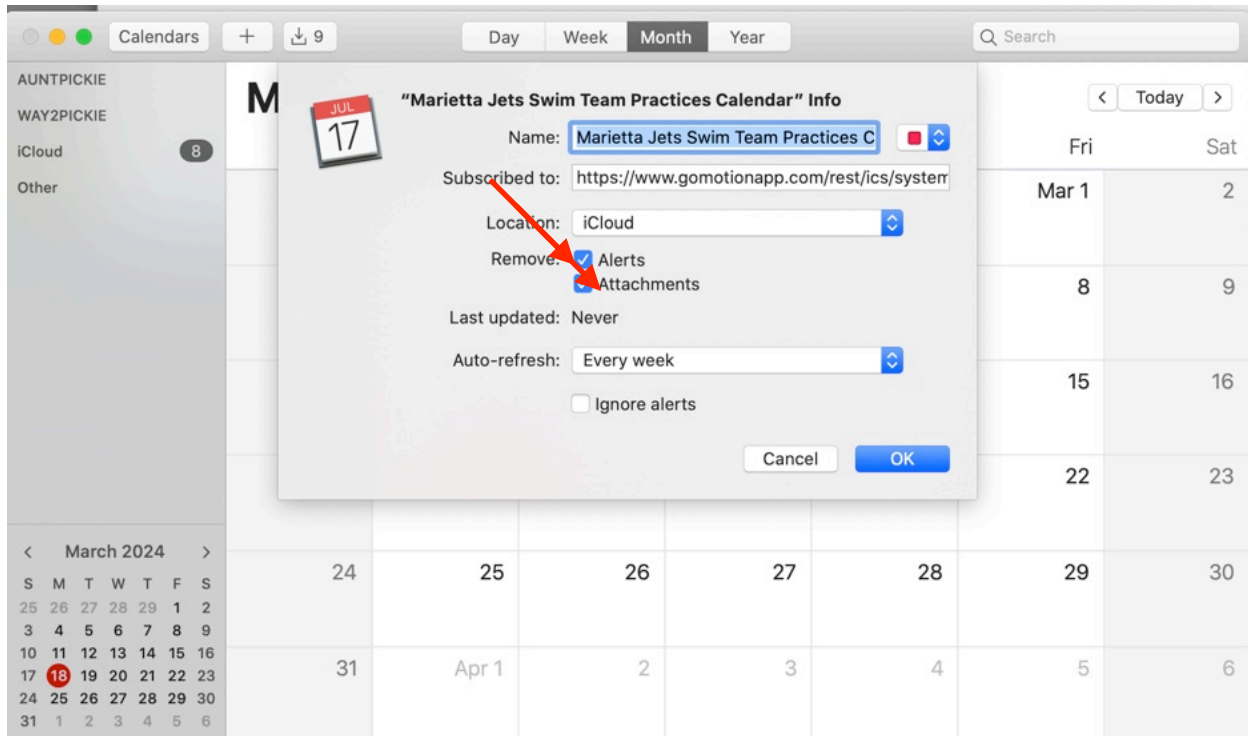
Open your calendar app. Click **File** and select **New Calendar Subscription**.



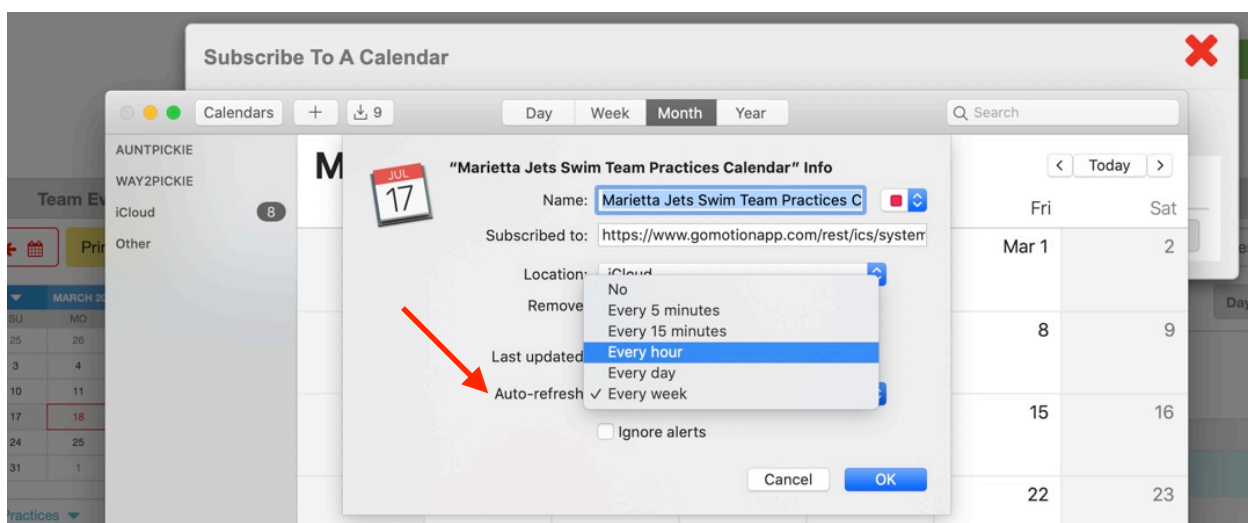
Paste (Command-V) the copied link from SportsEngine into the **Calendar URL** field and then click the blue **Subscribe** button.



Update Calendar options. I wound up deselecting the **Alerts** checkbox when I set this up in my test calendar (shown below as selected - can UNCHECK to deselect). You can always change these settings in **Subscription Settings**.

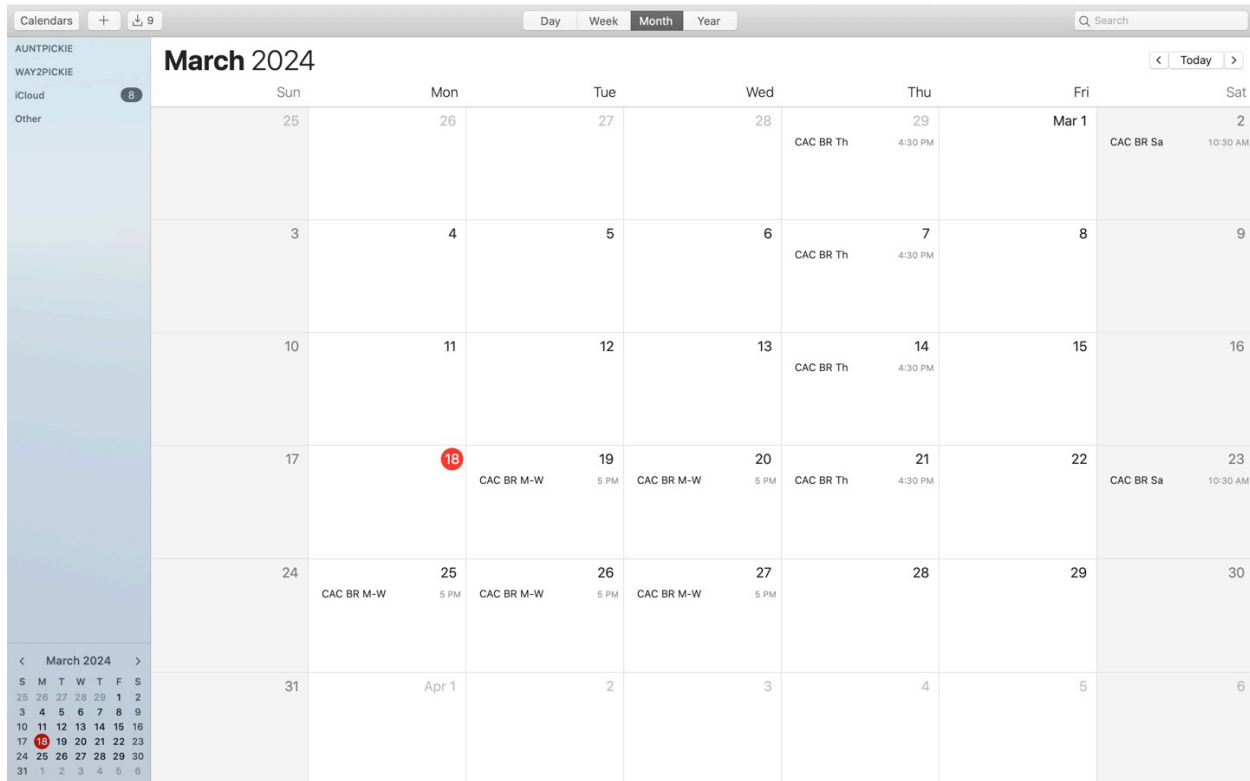


Select the **Auto-Refresh** interval (choose your preference).






View the newly subscribed practice calendar on your iCal calendar.



The **Help** text summarizes this process as follows:

#### Subscribe to a calendar

To subscribe to a calendar from a link on the internet or an email you received, click the link. If you do this, you can skip step 1, and the calendar's web address is filled out for you in step 2.

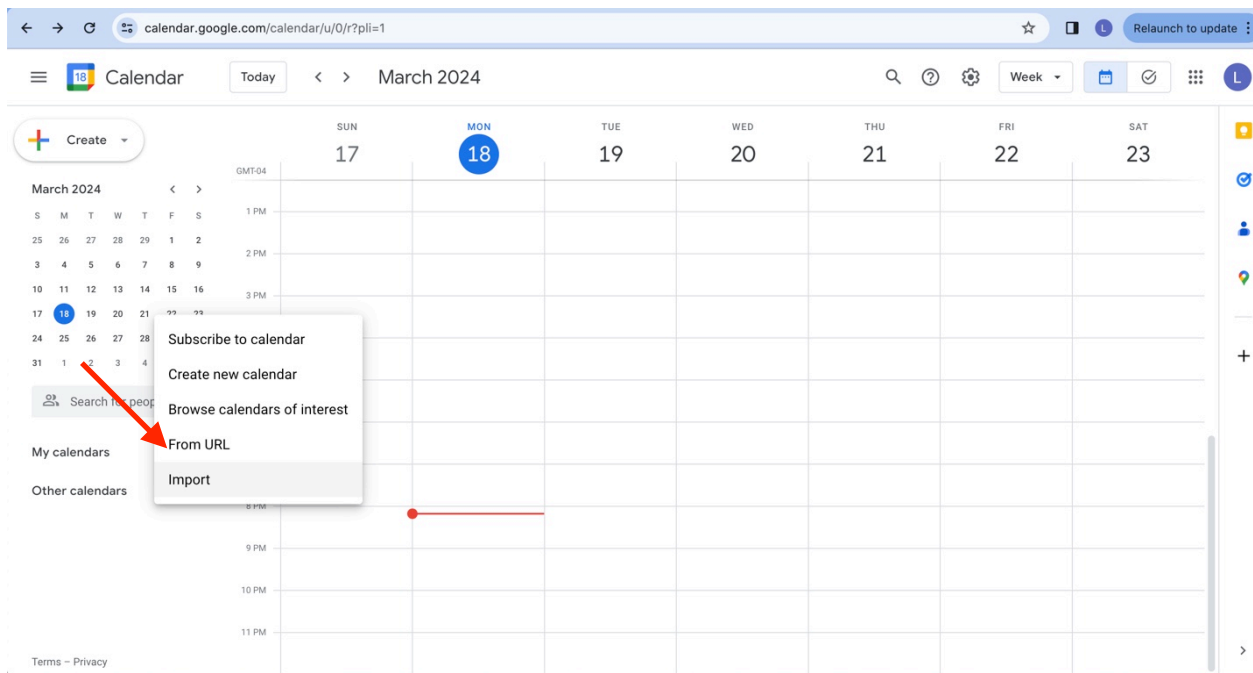
1. In the Calendar app  on your Mac, choose File > New Calendar Subscription.
2. Enter the calendar's web address, then click Subscribe.
3. Enter a name for the calendar in the Name field, then click the adjacent pop-up menu and choose a color.
4. Click the Location pop-up menu, then choose an account for the subscription.
  - If you choose your iCloud account, the calendar is available on all your computers and devices that are set up with iCloud.
  - If you choose On My Mac, the calendar is saved on your computer.
5. To get the calendar's event attachments or alerts, deselect the appropriate Remove checkboxes.
6. Click the Auto-refresh pop-up menu, then choose how often to update the calendar.
7. To prevent alerts from appearing for this calendar, select "Ignore alerts."
8. Click OK.

To make changes later, click the name of the calendar, then choose Edit > Get Info.

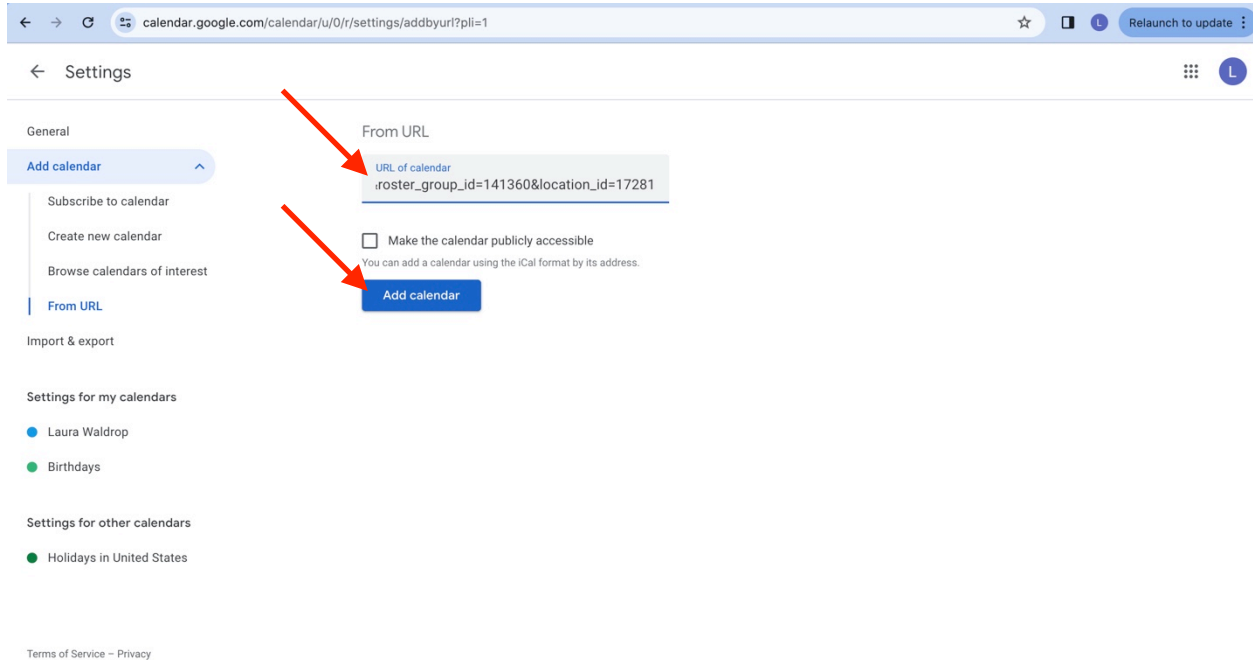
## FOR GOOGLE CALENDAR USERS (pages 10-13):

**NOTE:** *I added the practice calendar to Google Calendar using the Chrome browser on my MacBook (not the Google Calendar app).*

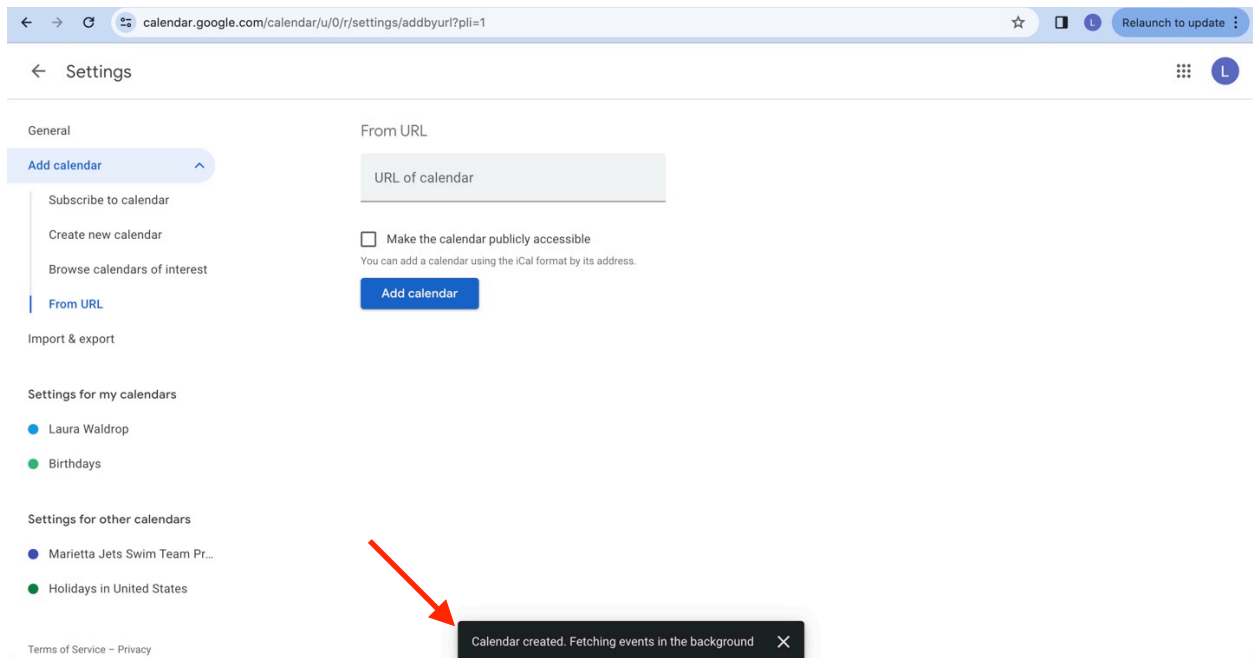
Open Google Calendar. In the left column toward the bottom, click the “plus” sign (+) next to the **Other Calendars** option to add a new Calendar. Choose the “From URL” option.



Paste (Command-V) the copied link from SportsEngine into the **URL of Calendar** field and then click the blue **Add calendar** button.



A confirmation message at the bottom verifies that your new practice calendar was successfully created.



Once the calendar is created, you will see your new calendar displayed and the calendar name listed in the left column. Click on the **3 vertical dots** to the right of your new calendar to view its calendar options.

The screenshot shows the Google Calendar interface for March 2024. The main calendar view displays a grid with events for 'TEST M-F' on Monday and Tuesday. On the left sidebar, under 'Other calendars', the 'JETS TEST Practices Calendar' is listed. A red arrow points to the three vertical dots menu icon next to this calendar name. A tooltip is visible over the dots, showing 'Options for JETS TEST Practices Calendar'. The interface includes a search bar, a 'Create' button, and a list of other calendars like 'Laura Waldrop', 'Birthdays', and 'Tasks'.

In Settings, under **Other Notifications**, update your notification preference for each event update type (new, changed, or canceled). I selected “email” for each of these types of updates. See bottom image for sample emails that were automatically sent when the shared calendar in Google was updated (I had deleted the TEST practice calendar). *These options are not available in Apple iCal.*

The screenshot shows the Google Calendar settings page for a calendar named 'JETS TEST Practices ...'. The 'Other notifications' section is highlighted with a red arrow. This section allows users to receive email notifications for various event changes. The settings are as follows:

Notification Type	Selected Preference
New events (An event is added to this calendar)	Email
Changed events (An event on this calendar is changed)	Email
Canceled events (An event on this calendar is cancelled)	Email
Event responses (Guests respond to an event on this calendar)	None
Daily agenda (Receive a daily email with the agenda for this calendar)	None

## Inbox

Search

- Marietta Jets Swim Team Pr...** 2:15 PM  
 Canceled event: TEST M-F @ Fri Mar 29, 2...  
 TEST M-F This event has been canceled and removed from your calendar. WhenFri...
- Marietta Jets Swim Team Pr...** 2:15 PM  
 Canceled event: TEST M-F @ Thu Mar 28,...  
 TEST M-F This event has been canceled and removed from your calendar. WhenTh...
- Marietta Jets Swim Team Pr...** 2:15 PM  
 Canceled event: TEST M-F @ Tue Mar 26,...  
 TEST M-F This event has been canceled and removed from your calendar. WhenTu...
- Marietta Jets Swim Team Pr...** 2:15 PM  
 Canceled event: TEST M-F @ Thu Mar 21,...  
 TEST M-F This event has been canceled and removed from your calendar. WhenTh...

## COMMENTS AND FREQUENTLY ASKED QUESTIONS:

*My observations/comments: My iCal subscribed calendar automatically updated reliably within a few minutes without manually refreshing. While I was NOT notified of any changes to the subscribed calendar, my calendar was kept current across all devices (iPhone, iPad, and Mac).*

*I'm not a Google Calendar user, but according to the answers below, the Google Calendar should also update automatically, and will even email you with any updates to your subscribed calendar.*

*I googled a few questions about calendar subscriptions and the auto-update process, and below is some extra info found on Google that I thought I would share here.*

### How long does it take for subscribed calendars to update?

*Google normally updates every 24 hours. Outlook updates upon app/program startup & every 1-3 hours. Outlook.com updates every 3 hours. Yahoo updates every 8-12 hours.*

### How do I refresh a subscribed calendar in Apple calendar?

*In the Calendar app on your Mac, Ctrl-click the calendar's name, then choose Get Info. Click the Auto-refresh pop-up menu, then choose an option.*

### Why is my iPhone not updating my subscribed calendar?

Manual Refresh Settings: Go to Apple Calendar > click View > click Refresh Calendars. Open the Calendar app on your iOS device > touch the "Calendars" button at the



bottom > swipe down on the screen and release. The refresh icon swirls at the top of the screen while updating.

## What is the difference between alerts and notifications in Google Calendar?

Reminders are alarms triggered at a specific time before an event starts. Notifications allow users to find out about changes to events in their calendar.

## How do you get alerts when there is a change to your calendar?

1. Open the Google Calendar app.
2. In the top left, tap Menu.
3. At the bottom, tap Settings.
4. Tap General.
5. Scroll to the "Notifications" section and turn on "Notify on this device."
6. Tap Calendar notifications.
7. Select your notification, tone, and vibrate settings.