

Instructions to Sync Google Calendar to Cell Phone

Please Note: You must have a gmail account in order for this to work

In order to sync any of the St. John's Google Calendars to your cell phone, follow these steps:

1. If you have an iPhone, download the Google Calendar app first; Android users already have the correct app
2. On your PC, sign in to your Google account and open Calendars -- leave open
3. Open another window on PC and bring up St. John's website (stjohnsmayville.com)
4. On St. John's website, go to whichever calendar(s) you are looking to upload to your phone; there are 3 different calendars used currently:
 - a. parentcalendar@stjohnsmayville.com
 - b. athletics@stjohnsmayville.com
 - c. churchcal@stjohnsmayville.com
5. Once you have brought up the calendar(s) you wish to sync to your device, look for a + (plus) sign at bottom right-hand corner and click on it; this will add calendar to your personal list of available calendars to choose from and you should see it listed on the left-hand side with a box to check next to it; check the box
6. Next, go to your phone and open calendar
7. Find the calendar(s) you just searched for and sync to your device
8. Close app and re-open
9. Calendar(s) should then be displayed on your device If you are having problems or need additional help, please contact:

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