How to sync the MHS Band Calendar to your personal google calendar

- 1. On your computer, open <u>Google Calendar</u>. You can't share calendars from the Google Calendar app.
- 2. Click on Settings on the top right 🏵
- 3. Click on Settings in the drop down menu.
- 4. On left hand column choose ADD CALENDAR
- 5. Then click Subscribe to Calendar
- 6. ENTER mohiganband@gmail.com

Then all the events from the MHS Band Calendar from the website will show up in your personal calendar. (You may have to exit and reopen your calendar for it to populate)