

Syncing onCampus calendars to personal devices

A guide for adding to iCal, Google and Outlook Calendars



North Cross School

This guide walks a user through the process of syncing their onCampus calendar(s) to their devices, such as phone, tablet or home computer.

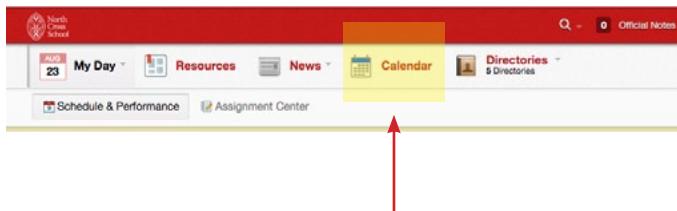
1

Log into onCampus by going to:
<https://northcross.myschoolapp.com/>

Note: If this is your first time logging into the system, click the "First time logging in" red type at the bottom right of the login screen. You'll log in with the same email you subscribe to emails from North Cross with, and be walked through the process of setting up your password).

2

Once logged in, go to the upper bar where there are several icons, one of which is **Calendar** click there.



3

On the upper right corner of the calendar month, in the black bar, you'll see an icon that looks like a web wi-fi icon (radiating lines).



Sun	Mon	Tue	Wed	Thu	Fri	Sat
31		1	2	3	4	5
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NEXT STEPS ▶

4

Click that button and a window will open called **WebCal Feed for External Calendar**, go down to School Calendars, and then click **Individual Filter Feeds** to reveal the calendar options.

The screenshot shows the 'WebCal Feed for External Calendar' window. At the top, there's a red header bar with the title. Below it, a breadcrumb navigation shows 'Individual Filter Feeds'. The main content area is titled 'School Calendars'. It lists several calendar types: 'NCS Master Calendar' (selected), 'Lemon Dining Hall Menu', 'School Athletics' (expanded), and '(MS) Test Calendar'. Under 'School Athletics', there are several categories like 'Cross Country - Middle School', 'Field Hockey - Junior Varsity', etc., each with a checkbox. A red arrow points to the 'Individual Filter Feeds' link under 'School Calendars'. At the bottom right, there are 'Cancel' and 'Save' buttons.

5

Choose the calendar you want to sync by following the instructions below for part of (Step 6) or the entire calendar (Step 7), in this case, there are four choices under "School Calendars:" NCS Master Calendar, Lemon Dining Hall Menu, School Athletics and (MS) Test Calendar.

6

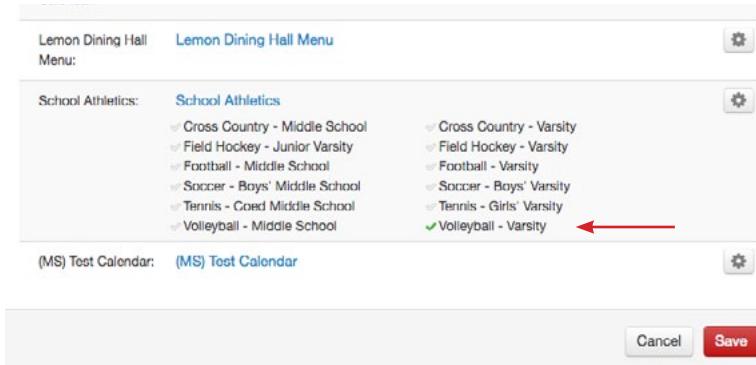
If you want just a PART of the calendar (such as one or two sports in "School Athletics"), click the gear icon to the right of the main calendar. You'll see all of the options listed. **If you want all of the calendar, such as the whole NCS Master Calendar, skip to Step 7.**

The screenshot shows the 'WebCal Feed for External Calendar' window again. The 'School Calendars' section is visible. The 'School Athletics' section is expanded, showing various sports categories with checkboxes. A red arrow points to the gear icon (settings icon) next to the 'School Athletics' section, indicating where to click to filter calendar items. The 'School Athletics' section also contains a list of sports categories with checkboxes.

NEXT STEPS ▶

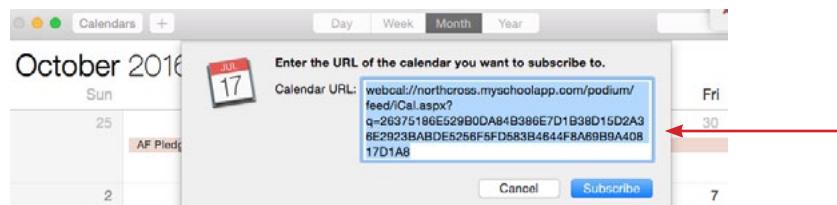
6

If you want just a **PART** of the calendar (**continued**) For this example, the user clicked off of the sports to hide and only the one they do want to see has a green arrow next to it (in this case, “Volleyball - Varsity”) — you can select as many or as few as you’d like. After selecting your preferences of which items to see, click **Save**. When you exit, your onCampus calendar view will change, and any URL you copy and paste to your outside calendar will mimic these preferences. Proceed to **Step 7**.

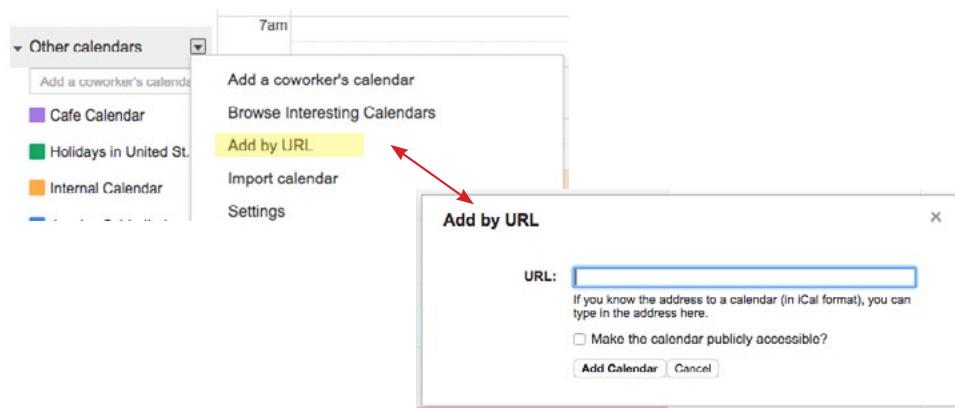
**7**

To export your preferences from Step 6, or if you want the **ENTIRE** calendar (such as the NCS Master Calendar):

- For iCal: In the **WebCal Feed for External Calendar** window, Control + Click or Right Click on the calendar name and select **Copy Link Address**. From a desktop or tablet, open iCal (now called Calendar) and select under **File > New Calendar Subscription**. Paste the webcal address and click **Subscribe**.



- For Google Calendar: In the **WebCal Feed for External Calendar** window, Control + Click or Right Click on the calendar name and select **Copy Link Address**. Go to your Google Calendar application and on the left sidebar, click on the downward arrow next to **Other calendars** and select **Add by URL**, and **paste the link address** into the window and click **Add Calendar**. You don't need to make the calendar publicly accessible — any preferences selected in Step 6 will be reflected in the feed.



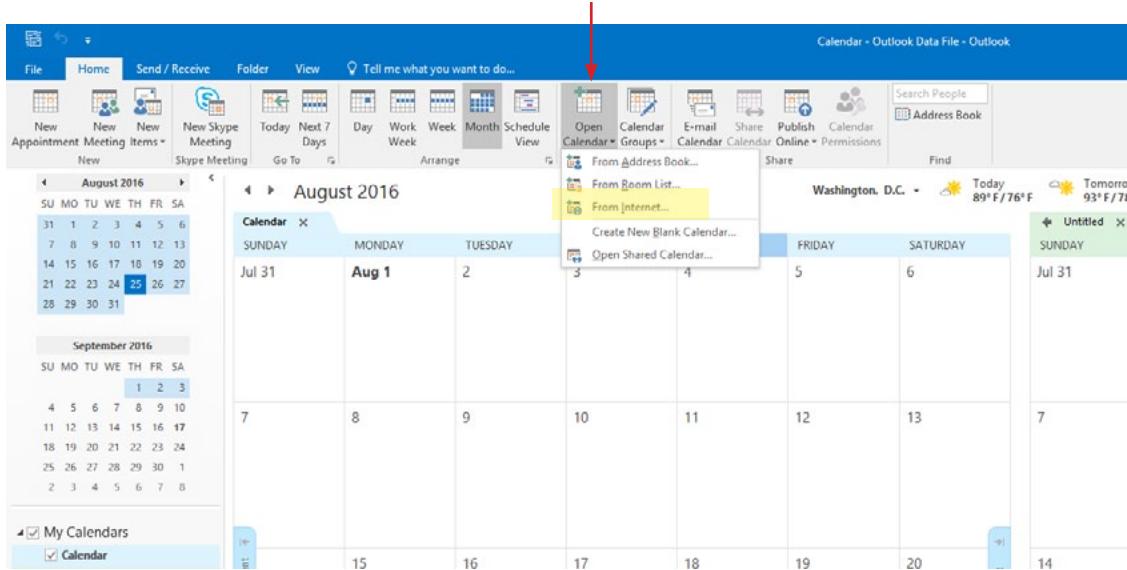
NEXT STEPS ➤

7

CONTINUED

To export your preferences from Step 6, or if you want the ENTIRE calendar (such as the NCS Master Calendar):

- For Outlook: In the **WebCal Feed for External Calendar** window, Control + Click or Right Click on the calendar name and select **Copy Link Address**. From Outlook, choose **Open Calendar**. Click **From Internet** and paste the webcal address into the form field. Click **Add** and **OK** when finished. This new calendar should now be available in addition to your default calendar and can be viewed as an overlay to your default calendar or side-by-side.



If you have any problems, please contact oncampus@northcross.org