

In preparation to our transition to Charmsoffice for Band, we will begin using the Charms public calendar and transition away from the google calendar that we use now. This will be more efficient since the members of the Board, certain committee heads and even the Band Directors can update the calendar themselves. A link to the calendar is now available at the top of the main webpage. To add it to your own phone calendar, follow the steps below:

#### **For iPhones:**

1. Go into the Settings app
2. Touch "Accounts & Passwords"
3. On the Accounts & Passwords screen, touch "Add Account"
4. On the Add Account screen, touch "Other"
5. Under Calendars, touch "Add Subscribed Calendar"
6. For the Server value, enter the URL of the public calendar:  
<https://www.charmsoffice.com/charms/calsync.asp?s=BearBand>
7. Touch "Next" in the upper right corner.
8. It will verify the server then show a subscription page. Change the description if you like.
9. Touch "Save" to save the subscription.

#### **For Android:**

To sync with Android devices, you will need to use your Google account and have a Google calendar created.

In your Google calendar on a real computer:

1. Under "Other Calendars" click the Add link.
2. Select "Add by URL"
3. Enter the following URL:  
<https://www.charmsoffice.com/charms/calsync.asp?s=BearBand>
4. Click "Add Calendar"
5. Google will begin to sync your calendar, and it will appear on the screen.
6. Click "Settings"
7. Change the long name of the new calendar to something you will remember such as "Charms Calendar"
8. Your phone should automatically be set to sync with your Google calendar.

9. On your phone: Click on "Calendar", then bring up the settings for the calendar. Click on Calendar Sync. You should see your google account listed already. Make sure Auto-Sync is checked.

**To sync with Blackberry, you must first download the "google sync" and install it on your phone.**

1. Log into your Google calendar on the computer.
2. Under "Other Calendars" click the Add link.
3. Select "Add by URL"
4. Enter the following URL:  
<https://www.charmsoffice.com/charms/calsync.asp?s=BearBand>
5. Click "Add Calendar"
6. Google will begin to sync your calendar, and it will appear on the screen.
7. Click "Settings"
8. Change the long name of the new calendar to something you will remember such as "Charms Calendar"
9. Your phone should automatically be set to sync with your Google calendar.
10. On your phone: Click on "Calendar", then bring up the settings for the calendar. Click on Calendar Sync. You should see your google account listed already. Make sure Auto-Sync is checked.

**For Windows Phones with the new "Mango" upgrade you can now sync your Charms calendar:**

1. On your PC, open the Windows Live Calendar site for the account your phone uses.
2. Click the **Subscribe** link (between **New** and **Share**).
3. Make sure **Subscribe to a public calendar** is selected
4. Enter <https://www.charmsoffice.com/charms/calsync.asp?s=BearBand> as the Calendar URL
5. Enter "Charms" for the Calendar Name. The color and charm don't apply to the phone.
6. Click **Subscribe to calendar**.