How to add a school or room calendar to your Google calendar

There are 2 ways to subscribe to a school’s Google calendar.

Option 1:

Step 1: View the calendar from the school’s website. Click on “View Events Page”

Step 2: Click the small + Google calendar button in the bottom right corner. Done!

Chavez calendar of events
Option 2:

**Step 1:** Open your calendar. Where it says “Other Calendars” on the left hand side, select the small arrow. From the dropdown menu, select “Browse Interesting Calendars”

**Step 2:** Select “More” at the top of the calendar selection screen.
Step 3: Select “Resources for madison.k12.wi.us”

Step 4: Scroll down until you see the calendar that you’re looking for (in alphabetical order). These are all our school calendars and meeting rooms. You can subscribe to any or all of these by clicking “Subscribe” directly across from the calendar name.

Now you should see this calendar listed under “Other Calendars” when you view yours!