

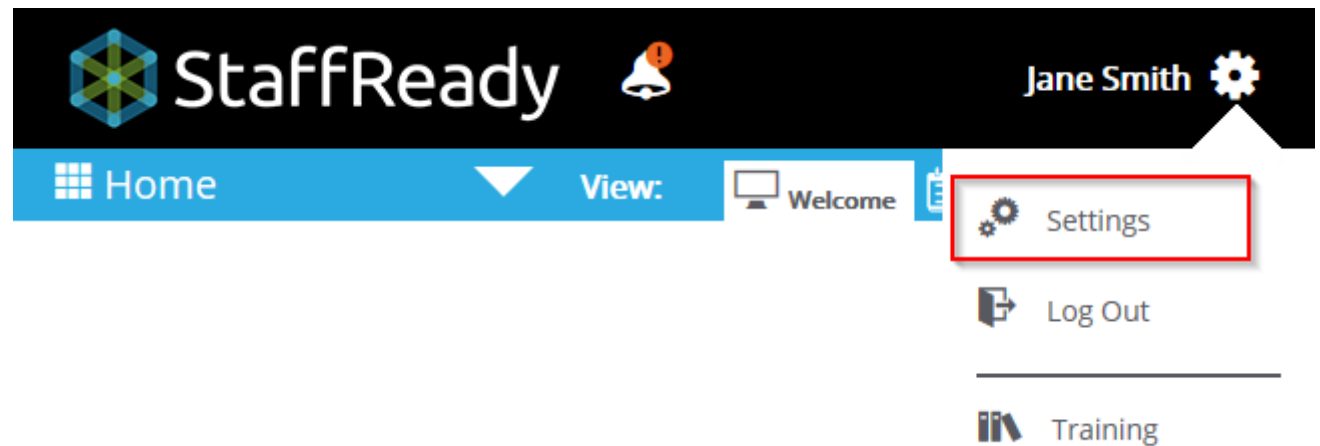


## Set up your iPad/iPhone calendar with StaffReady for quick and convenient updates on your StaffReady schedule

This reference guide provides an overview of setting up Apple Calendar on iPad to check for scheduled events from StaffReady.

### Adding a StaffReady Calendar in Apple Calendar

1. Log in to **StaffReady** with your account
2. Click the **Gear Icon** and select **Settings** from the menu

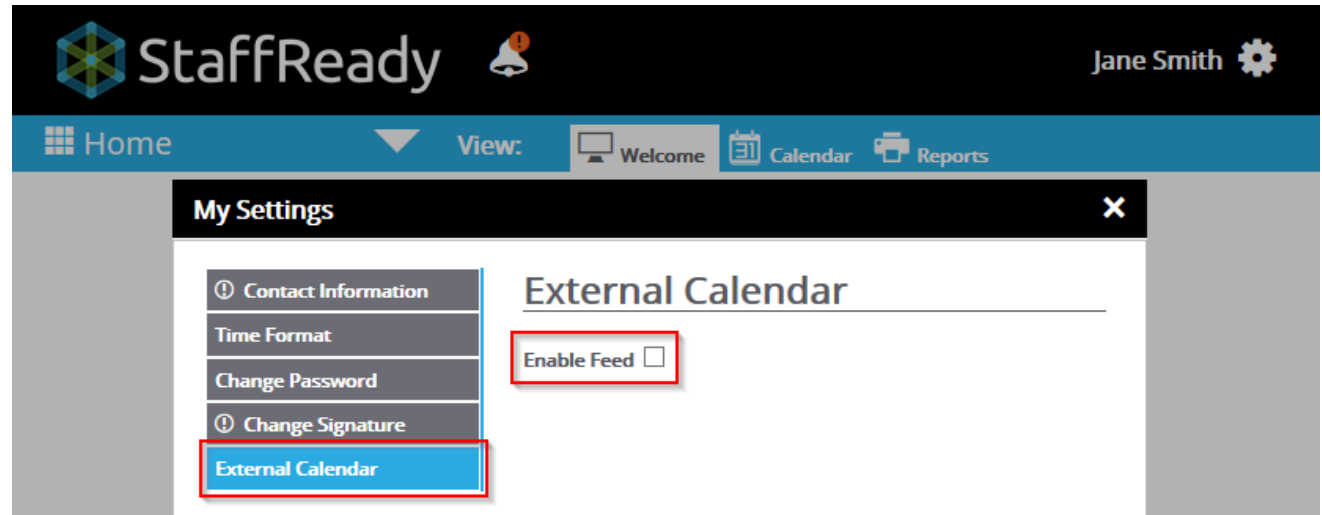


- Click the External Calendar side tab. Check the **Enable Feed** checkbox to enable subscription to your StaffReady calendar from external applications.

*Note: if the External Calendar side tab is not present, this feature may not be enabled for your organization. Check with your StaffReady administrator or StaffReady Customer Support for more information*

- Copy the highlighted link for your calendar feed

*Note: if you manually copy, type or write down the link, make sure you have the correct case of every letter – a single typo will prevent your calendar application from being able to access your calendar data.*



StaffReady Jane Smith

Home View: Welcome Calendar Reports

**My Settings** [X]

- Contact Information
- Time Format
- Change Password
- Change Signature
- External Calendar**

**External Calendar**

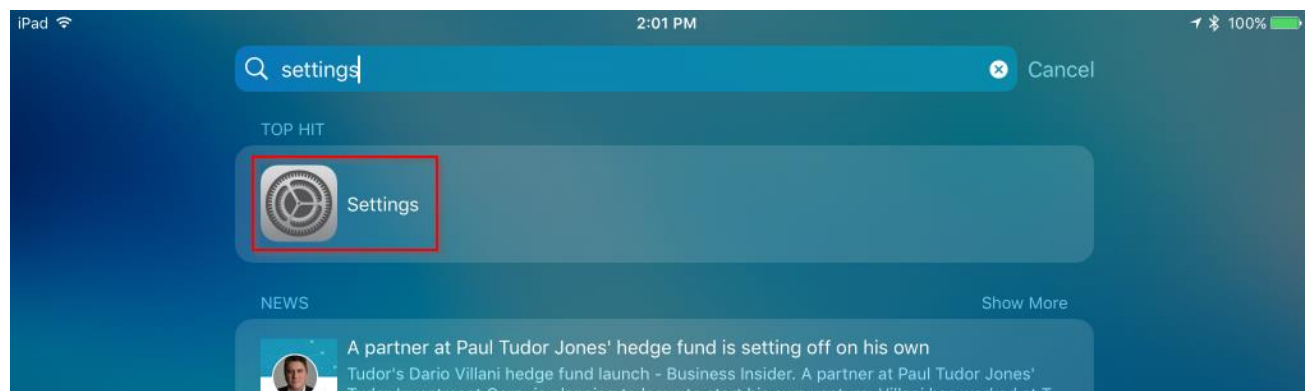
Enable Feed

Enable Feed

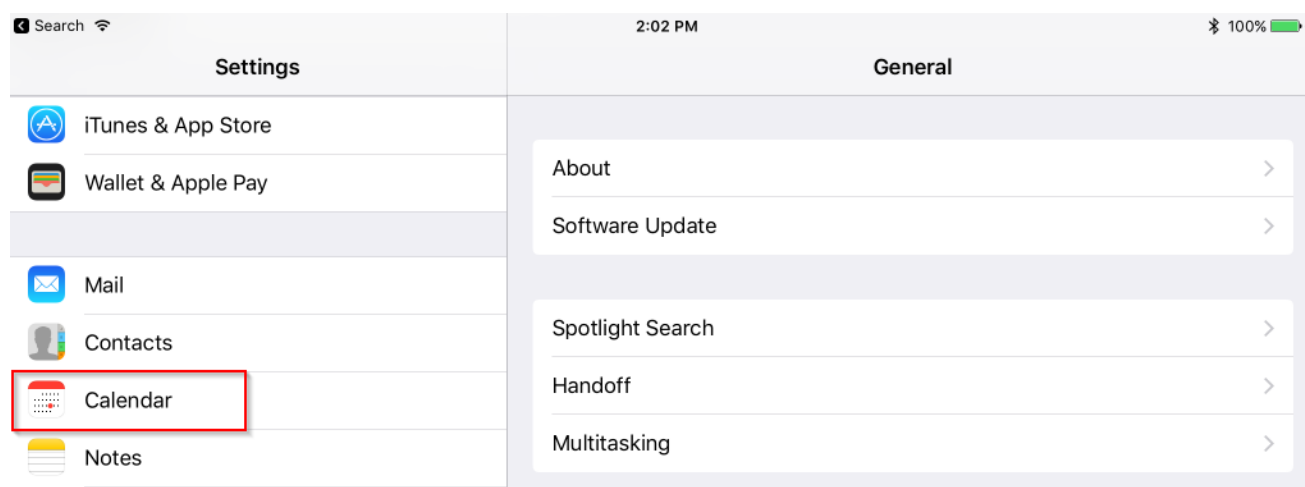
Copy the following link and paste it into your iCal compatible Calendar application

[http://...](#)

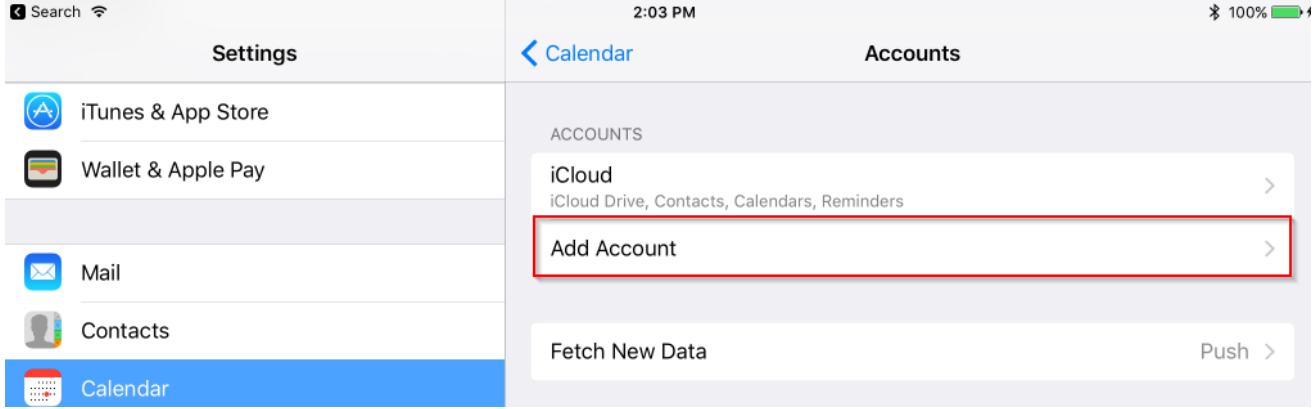
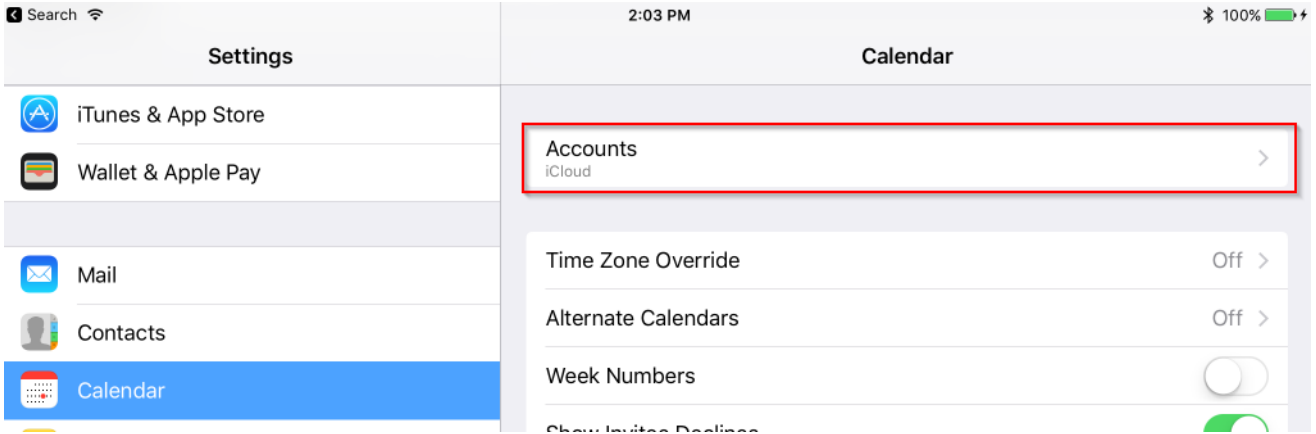
5. On your iPad/iPhone, open the **Settings** app



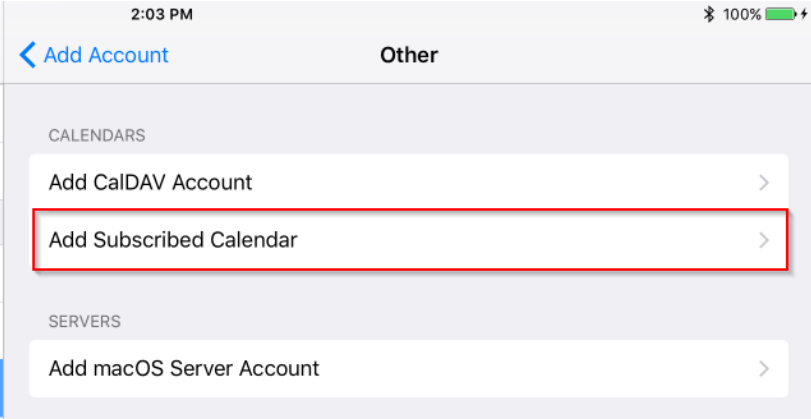
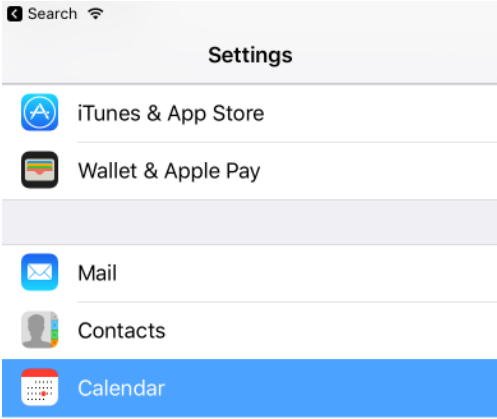
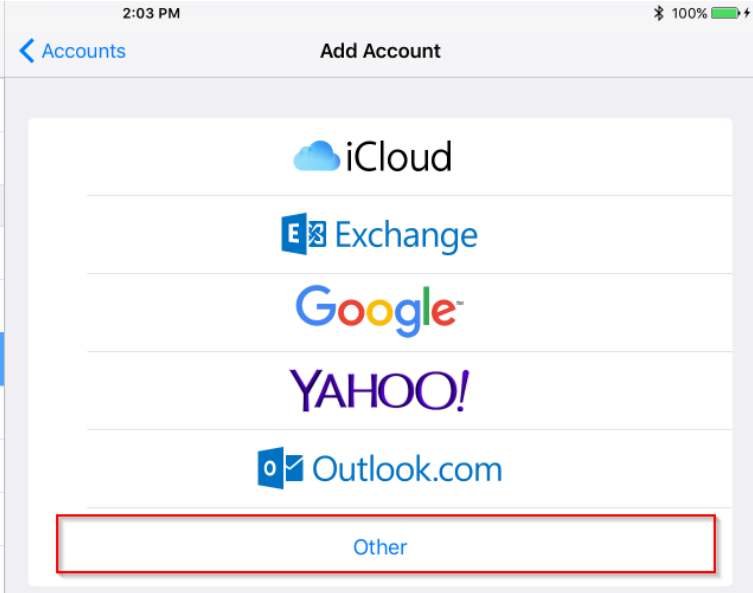
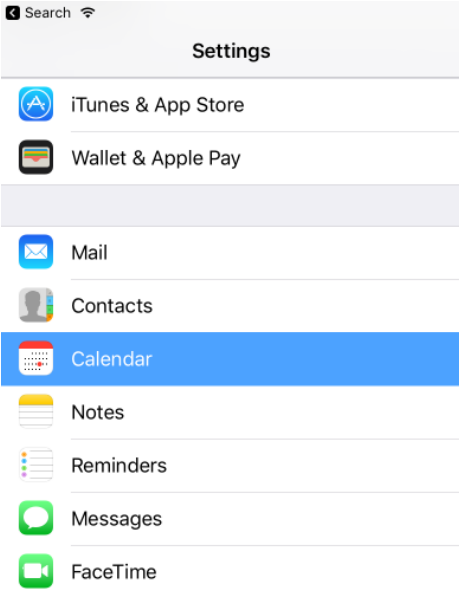
6. Tap 'Calendar' to show Calendar settings



7. Tap 'Accounts', then 'Add Account'



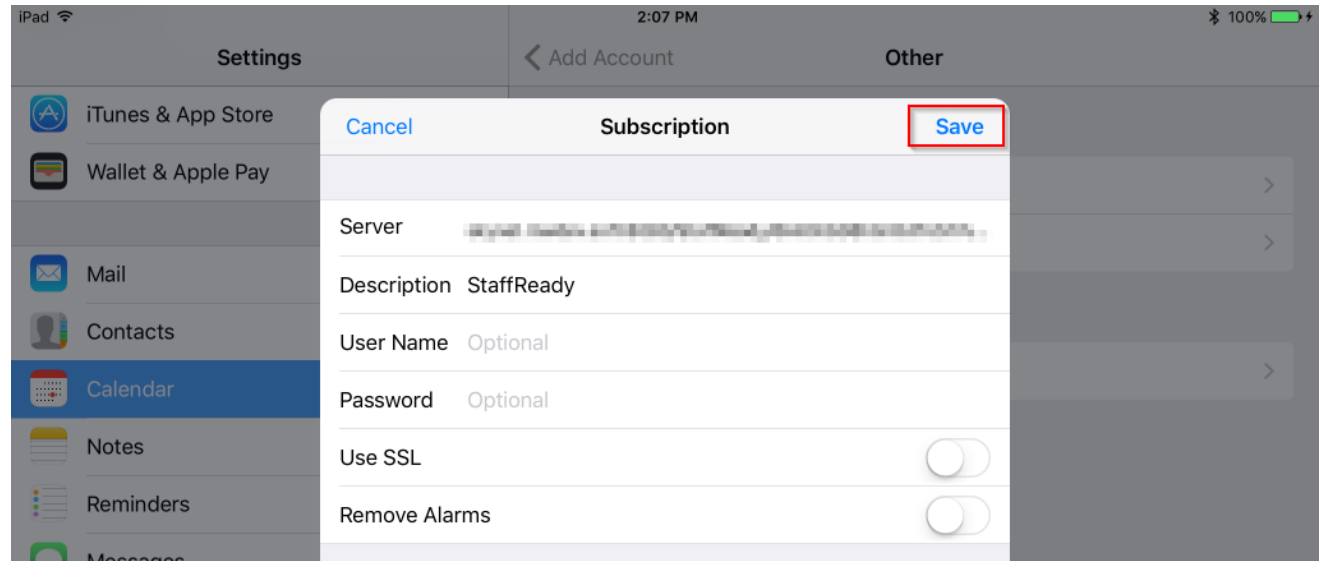
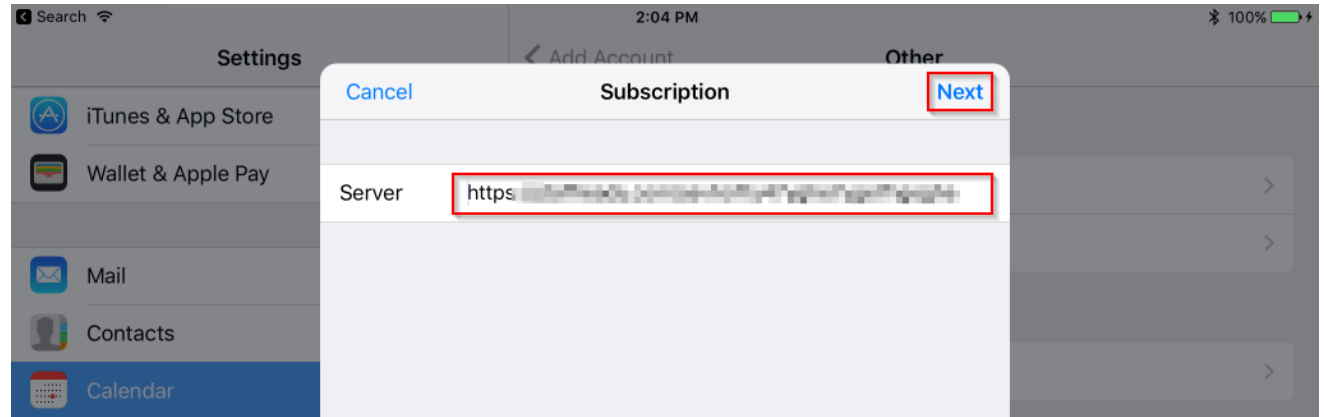
8. Tap 'Other', then 'Add Subscribed Calendar'



9. Paste or enter your calendar feed link from step 4 here, then tap **Next**

*Note: this link must be exact to work – if you enter it by hand, be sure all characters are accurate and the correct case*

10. Tap **Save**



11. Open the Calendar App on your device. Tap **Calendars**. You should see the StaffReady calendar listed underneath 'SUBSCRIBED'

