

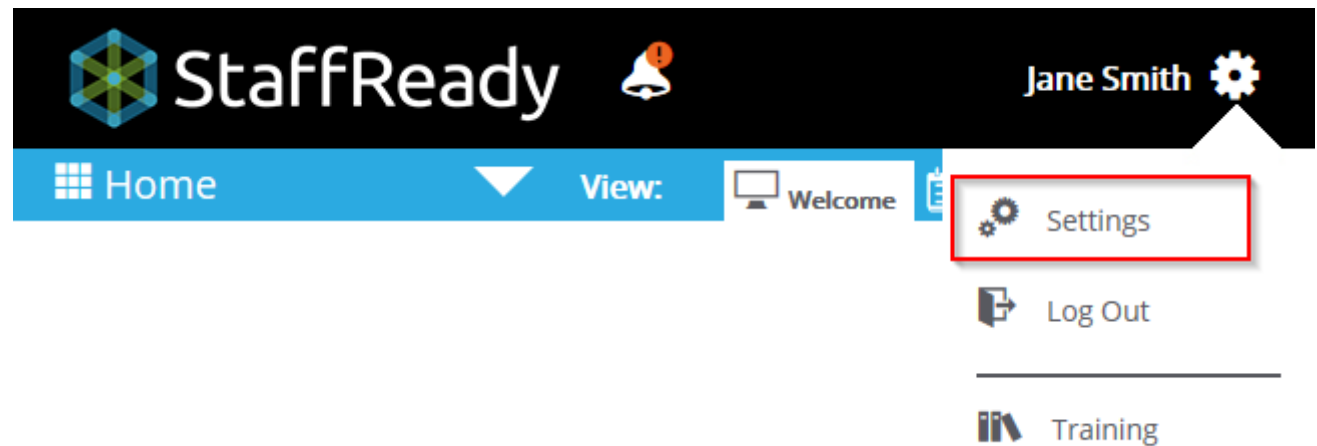


Set up your Google calendar with StaffReady for quick and convenient updates on your StaffReady schedule

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

Adding a StaffReady Calendar in Google Calendar

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

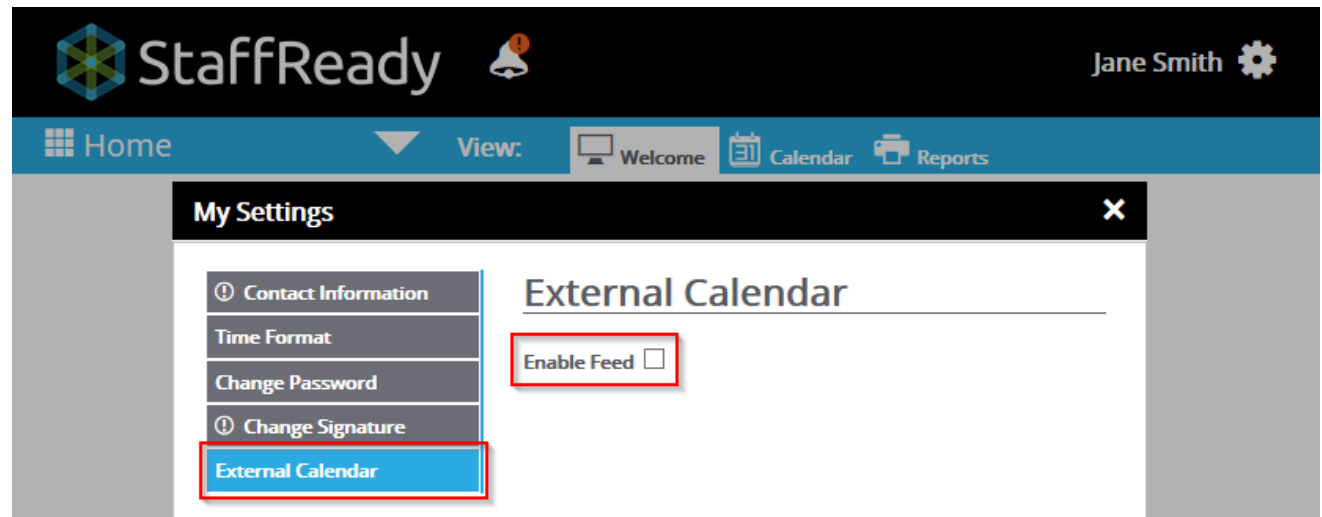


- Click the External Calendar side tab. Check the **Enable Feed** checkbox to enable subscription to your StaffReady calendar from external applications.

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

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

External Calendar

Enable Feed

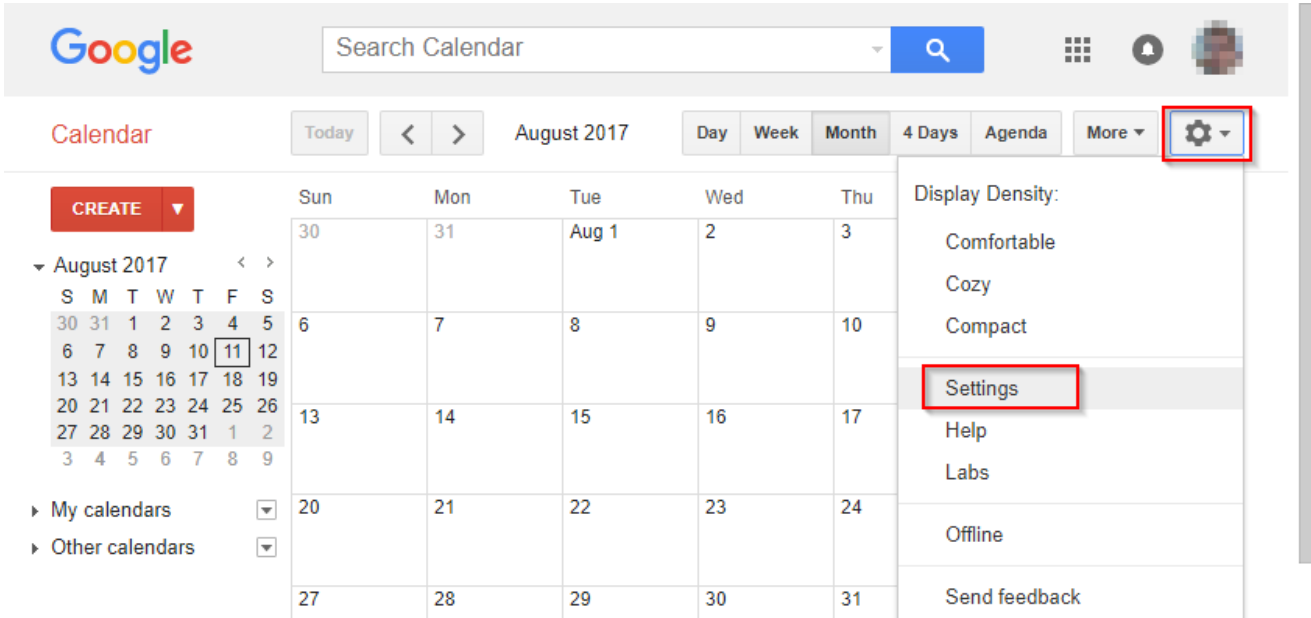
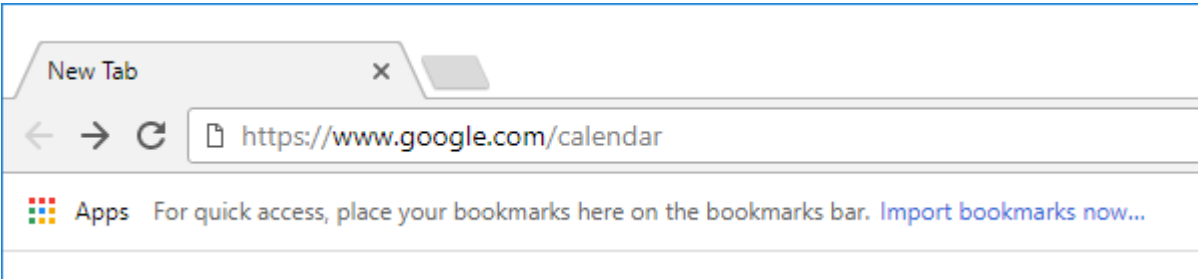
Enable Feed

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

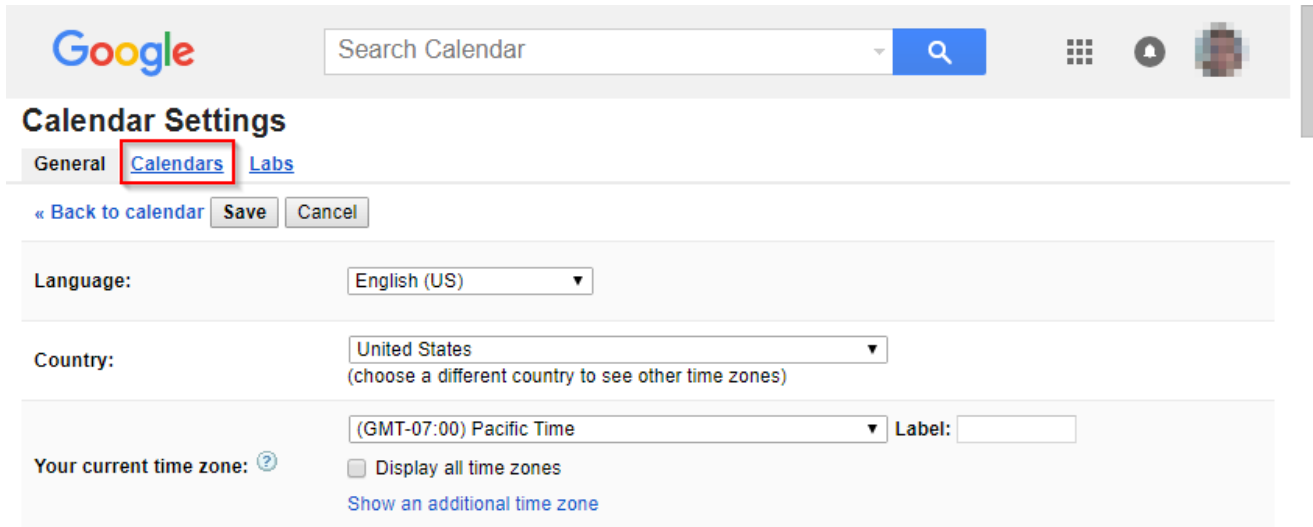
<http://...>

5. Open your favorite web browser and log in to your Google Calendar

6. Click the **Gear Icon** and then select **Settings** from the menu



7. On the Calendar Settings screen, click the Calendars link



The screenshot shows the Google Calendar Settings page with the 'Calendars' tab selected. The 'Calendars' link is highlighted with a red box. The settings include:

- Language: English (US)
- Country: United States (with a note to choose a different country to see other time zones)
- Your current time zone: (GMT-07:00) Pacific Time (with a help icon)
- Display all time zones:
- Show an additional time zone: [Show an additional time zone](#)

Navigation buttons include 'Back to calendar', 'Save', and 'Cancel'.

8. In the **Other Calendars** section, click the **Browse interesting calendars** link



Google Search Calendar

Calendar Settings

[General](#) [Calendars](#) [Labs](#)


[« Back to calendar](#)

My Calendars Calendars I can view and modify

CALENDAR	SHOW IN LIST all none	NOTIFICATIONS	SHARING
 Birthdays Displays birthdays of people in Google Contacts and optionally 'Your Circles' from Google+. Also displays anniversary and other event dates from Google Contacts, if applicable.	<input checked="" type="checkbox"/>	Edit notifications	Share this calendar
 Tasks	<input checked="" type="checkbox"/>		

[Create new calendar](#) [Import calendar](#) [Export calendars](#) **Unsubscribe:** You will no longer have access to the calendar. Other people can still use it normally.

Other Calendars Calendars I can only view [Browse interesting calendars »](#)

CALENDAR	SHOW IN LIST all none	NOTIFICATIONS
 Holidays in United States Holidays and Observances in United States	<input checked="" type="checkbox"/>	Unsubscribe

[« Back to calendar](#)

9. In the **Interesting Calendars** screen, click the **Add by URL** link

The screenshot shows the Google 'Interesting Calendars' interface. At the top, there is a search bar and navigation icons. Below the search bar, the page title is 'Interesting Calendars' with a 'Back to calendar' link. There are three tabs: 'Holidays', 'Sports', and 'More'. A list of holiday categories is displayed, each with 'Preview' and 'Subscribe' links. On the right side, under 'More Tools', there are links for 'Add a friend's calendar', 'Add by URL' (highlighted with a red box), 'Import calendar', 'Create a calendar', and 'Manage calendars'.

10. In the **Add by URL** window, paste your calendar feed link from step 4, then click **Add Calendar**

The screenshot shows a modal dialog box titled 'Add by URL'. It contains a text input field with a URL pasted into it. Below the input field, there is a short instruction: 'If you know the address to a calendar (in iCal format), you can type in the address here.' There is a checkbox labeled 'Make the calendar publicly accessible?' which is currently unchecked. At the bottom of the dialog, there are two buttons: 'Add Calendar' and 'Cancel'.