

Pack 545 Website Content: Calendar Layer Import

To add the calendar layer for the pack or for one or more dens to your personal calendar (Apple Calendar, Google Calendar, etc.), do the following:

- Navigate to <https://advancements.scouting.org/calendar>. You will need to login to Scoutbook to access this page.
- Scroll down past the calendar to the table with “Pack 545” in blue. Below it will be listed calendar layers for the pack (“Pack 545”) and each of our dens.
- For each layer you wish to import, copy the URL for that layer via the copy icon on the right side of the row, then follow the instructions below that apply to the calendaring tool you use.

By subscribing to the calendar layer, you will receive updates if changes are made. This is preferable to importing the layer, which will import the events as they exist today but will not receive updates if changes are made as the year progresses.

Instructions for importing the calendar layer into specific calendar apps:

- [Apple Calendar](#):
 - **Open the Calendar App:** Launch the native Calendar app on your iPhone or iPad.
 - **Access Calendars Menu:** Tap the Calendars button at the bottom of the screen.
 - **Add a New Calendar:** Tap the + Add Calendar button.
 - **Select Subscription Option:** Choose Add Subscription Calendar.
 - **Enter the URL:** Paste the .ics web address into the provided URL field.
 - **Tap Subscribe:** Press the Subscribe button.
 - **Customize Your Calendar:** Give your new subscription a name and select a color.
 - **Confirm Account and Add:** From the Account menu, select your iCloud account and tap Add.
- Google Calendar:
 - Navigate to <https://calendar.google.com/calendar/u/0/r/settings/addbyurl>.
 - Paste the URL you copied above in the “URL of calendar” text box and click “Add calendar.”
- [Outlook](#):
 - Sign in to Outlook.com.
 - Select **Calendar** from the navigation pane and click **Add calendar**.
 - Select **Subscribe from web**.
 - Enter the URL for the calendar.
 - Select **Import**.
- For other products:
 - You’ll need to Google for instructions for how to subscribe to a .ics calendar layer by its URL.