

# Getting Started with AddEvent Calendar



## ACCESSING THE CALENDAR

These are the direct links to subscribe:

- Google: <https://www.addevent.com/calendar/Lf457993+google>
- Apple: <https://www.addevent.com/calendar/Lf457993+apple>
- Office 365: <https://www.addevent.com/calendar/Lf457993+office365>
- Outlook: <https://www.addevent.com/calendar/Lf457993+outlook>
- Outlook.com: <https://www.addevent.com/calendar/Lf457993+outlookcom>
- Yahoo: <https://www.addevent.com/calendar/Lf457993+yahoo>

## SUBSCRIBE AND ADD TO PERSONAL CALENDAR

Follow one of the links above and fill out the form

The screenshot shows a web form for subscribing to a calendar. At the top, there is a green progress bar and a green button labeled "Step 1 of 2". The main heading is "Let's get your details" with a subtext: "Please fill out the information below before you follow the calendar." Below this are three input fields: "Name", "Email", and "Class Year". A blue "Continue" button is positioned below the "Class Year" field. Underneath the button, there is a line of text: "I have read the [Privacy Policy](#) and agree that AddEvent may [share my information](#) with the event organizer." At the bottom, there is a section titled "About following a calendar" with a lightbulb icon. The text explains: "Get the events in this calendar → on your own calendar. When you subscribe to this calendar, all of the events in the calendar will appear on your own calendar. When the calendar owner creates new events, they'll automatically appear on your calendar. It's like magic. ☆"

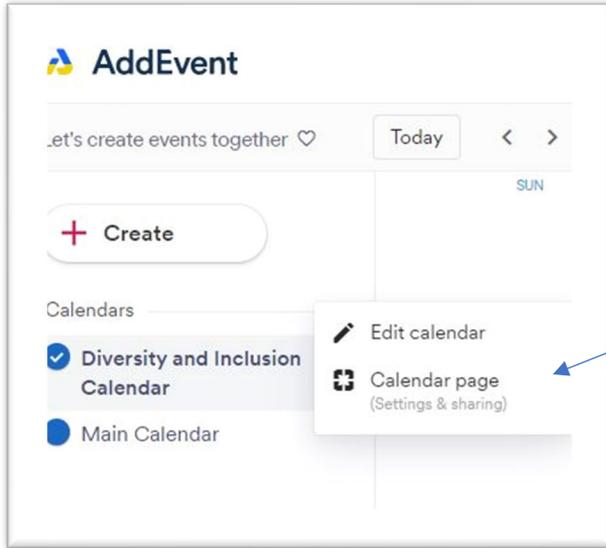
## CHOOSE THE CALENDAR

The screenshot shows the AddEvent interface. At the top left is the AddEvent logo and the text "Let's create events together" with a heart icon. Below this is a "+ Create" button. Underneath is a "Calendars" section with two options: "Main Calendar" (selected with a blue checkmark) and "Diversity and Inclusion Calendar" (indicated by a red arrow). A blue arrow points from a box labeled "Select the Diversity and Inclusion Calendar" to the "Diversity and Inclusion Calendar" option. Another blue arrow points from a box labeled "Example: June" to the calendar view below.

The screenshot shows the AddEvent calendar view for June 2022. The interface includes the AddEvent logo, the text "Let's create events together", and a "+ Create" button. The "Calendars" section shows "Diversity and Inclusion Calendar" selected. The calendar grid displays events for June 2022:

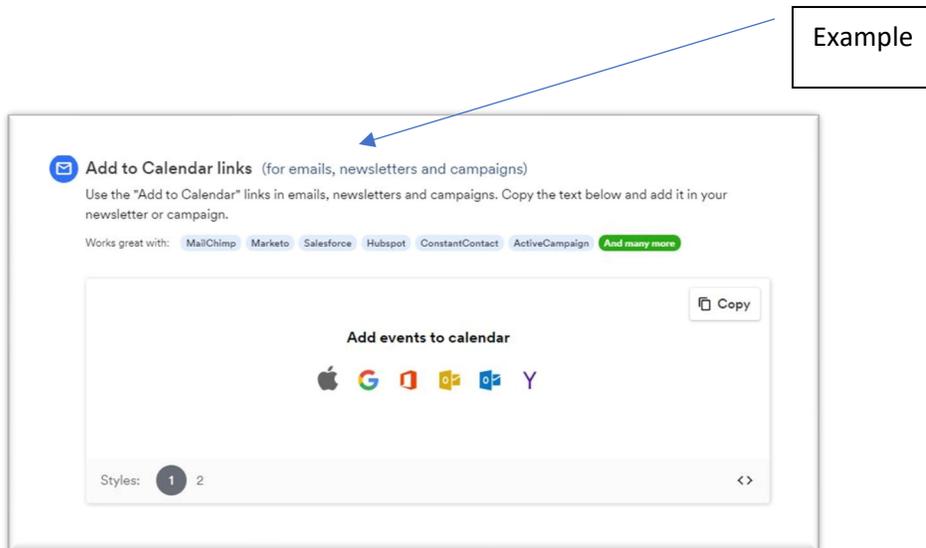
SUN	MON	TUE	WED	THU	FRI	SAT
			1 Pride Month (LGBTQAA+) National Caribbean American Heritage M Black Music Month Alzheimer's and Dementia Awareness Month	2	3	4
5	6	7	8 Pike Unity Day	9	10	11
12 Loving Day	13	14	15	16	17	18
19 Juneteenth	20 World Refugee Day National Indigenous Peoples Day (Canada)	21 Litha, Summer Solstice (Pagan)	22	23	24	25
26	27	28	29	30		

## SHARE THE CALENDAR



Hover over the Diversity and Inclusion Calendar on the left sidebar and click on the three dots

Scroll down to find directions for sharing the calendar in newsletters, emails, websites (buttons and embedded calendars, as well as direct links to subscribe to the calendar.



Example

ADD TO CALENDAR

- Enter month-long celebrations in blue on the first day of the month
- Enter day-long events in green

THU	FRI	SAT
	1 Canada Day (Canada) French American Heritage Month	2
7	8	9 Eid al-Adha (Muslim)
14 Bastille Day	15	16