


# Calendar Sync

At LeagueApps, we understand how participating in sports programs is often supplementary to your daily routine. Many of our users have a calendar app to keep things organized, and now participants can sync their LeagueApps schedule to a calendar app of their choice. This sync has two options: **Subscribe** or **Import**.

## Subscribe

Subscribing create a new calendar on your chosen calendar app with its own settings. If a calendar event is changed in LeagueApps, the subscribed calendar will auto update. The Apple, Google and Copy Link options are all subscriptions.

 LeagueApps calendar sync will sync events and games one month in the past and up to six months in the future.

- [Apple Calendar / iCal](#)
- [Google Calendar](#)
- [Copy Link](#)
- [LeagueApps Mobile Apps](#)

## Import

Importing a LeagueApps Calendar adds events to a pre-existing destination calendar. After downloading the calendar file and importing it to your calendar app, the events will NOT update if changes are made in LeagueApps.

Use the [Download File](#) option to import a calendar

# Subscribe to your LeagueApps Calendar

## Step 1: View and subscribe to your schedule

There are two ways to view your schedule and subscribe:

1. Login to your organization's website and head to your **Dashboard**. From there, you can select **My Schedule** from the sidebar to see all of your program schedules in one space.

# Dashboard

Welcome back, x



## My Registered Activities

Current Past

PROGRAM	ROLE/TEAM	STATUS	ACTIONS	ALERTS
<a href="#">2017 Fall Casual League</a> Begins Sep 7 '17	<a href="#">Team 1</a> Player <a href="#">View team details</a>	SPOT RESERVED FREE	<a href="#">→ Registration next steps</a> <a href="#">Edit Registration Settings</a>	You haven't yet accepted program waiver, <a href="#">accept waiver.</a>

### Dashboard

[Account Settings](#)

[Change Password](#)

[Invoices](#)

[Profile](#)

[Edit Profile](#)

[My Schedule](#)

[Officiating Schedule](#)

2. Enter a program's dashboard and view the schedule for that specific program by selecting Schedule from the sidebar.

# Dashboard

Welcome back, x



## My Registered Activities

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### Dashboard

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[Officiating Schedule](#)

**▲ You have a spot reserved for this league.**

## 2017 Fall Casual League

Ultimate · Co-Ed All Levels

**Season:** Fall 2017

MON TUE WED **THU** FRI SAT SUN

**Starts:** Sep 7 '17

Round robin

**Ends:** Nov 16 '17

**Registration Dates:** Aug 18 '17 – Oct 10 '17 **REGULAR**

**Sponsor:** Allegheny Parks

**Minimum age:** 14 years old

**Maximum age:** 60 years old

**Age as of:** Sep 7 '17

### **League Notes:**

Now accepting registrations!

Program Logo

### Share This Program

 Like 0

### League Profile

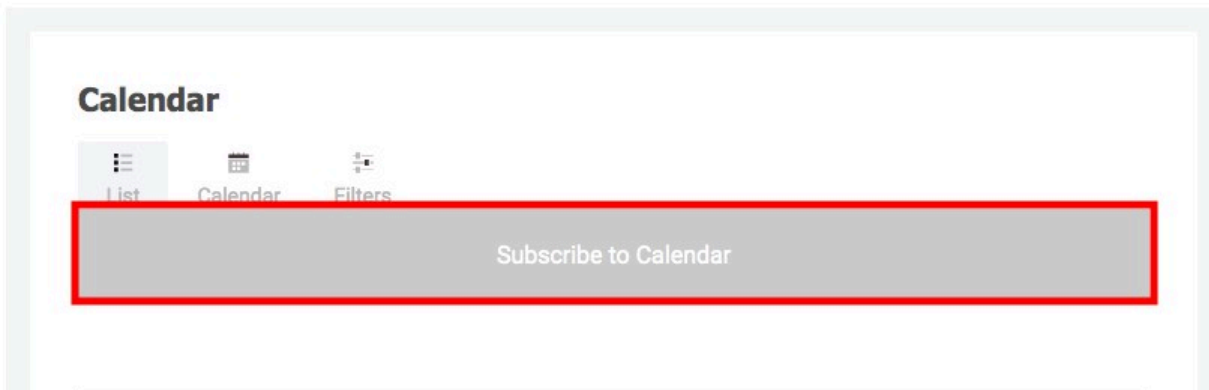
Players

Teams

**Schedule**

Standings

Then, select **Subscribe to Calendar**. Once you are viewing your schedule, you will see a subscribe option at the top of the screen and select the type of calendar you would like to use.

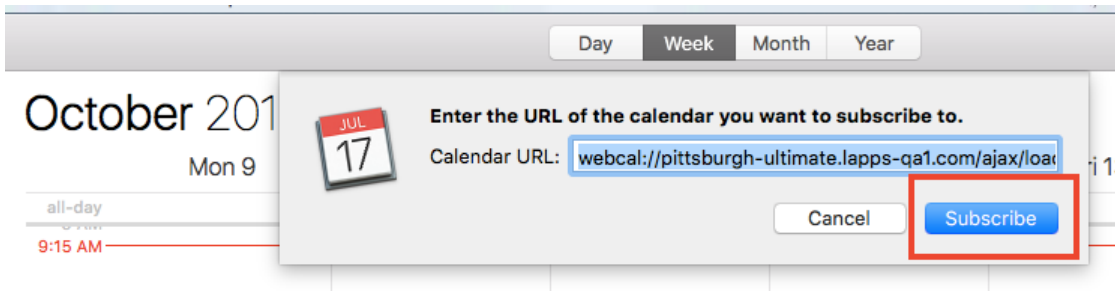


## Step 2: Subscribe using a calendar app or copying the link

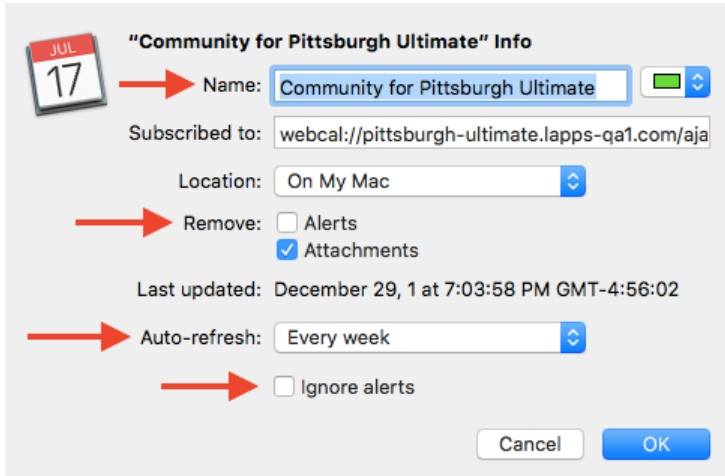
This section will show how your schedule will appear in Apple Calendar and Google Calendar.

### Apple Calendar / iCal

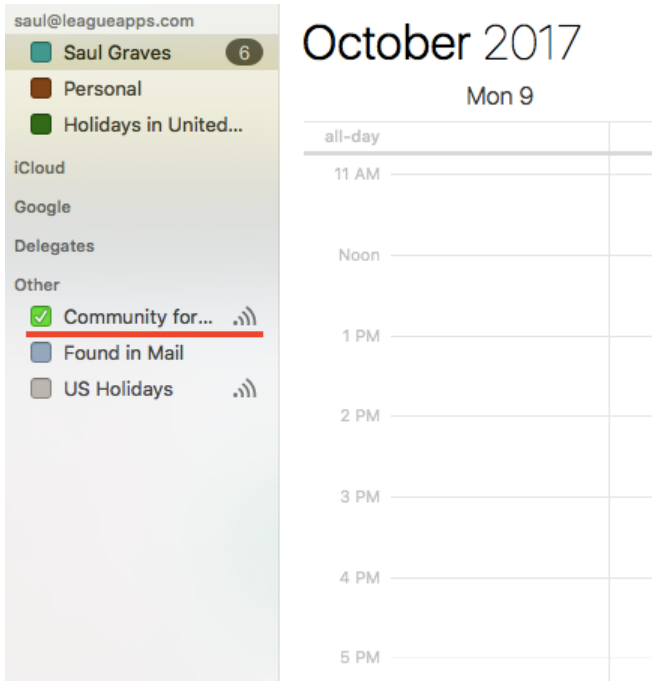
Selecting Apple Calendar from the list will redirect to your Apple computer's Calendar app. The calendar's URL will auto-populate, just press **Subscribe**.



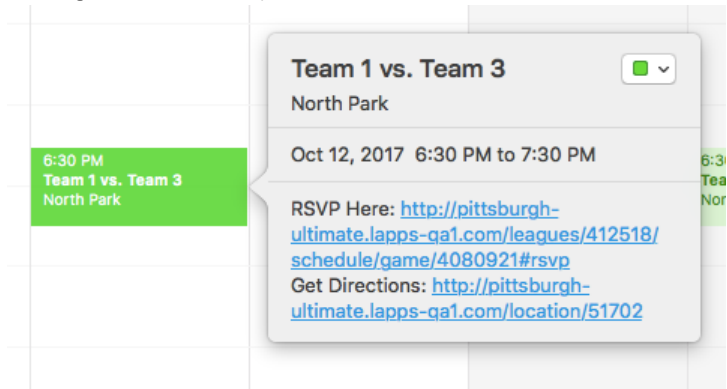
Next, choose your preferences.



Press OK. Your calendar will appear in your Calendars list.

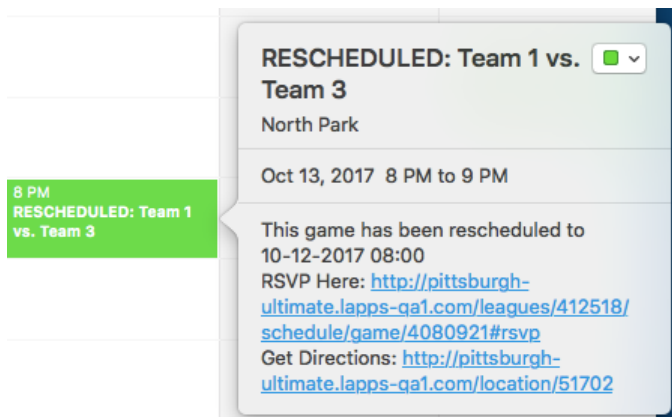


Clicking on the event will provide links to RSVP and Directions!



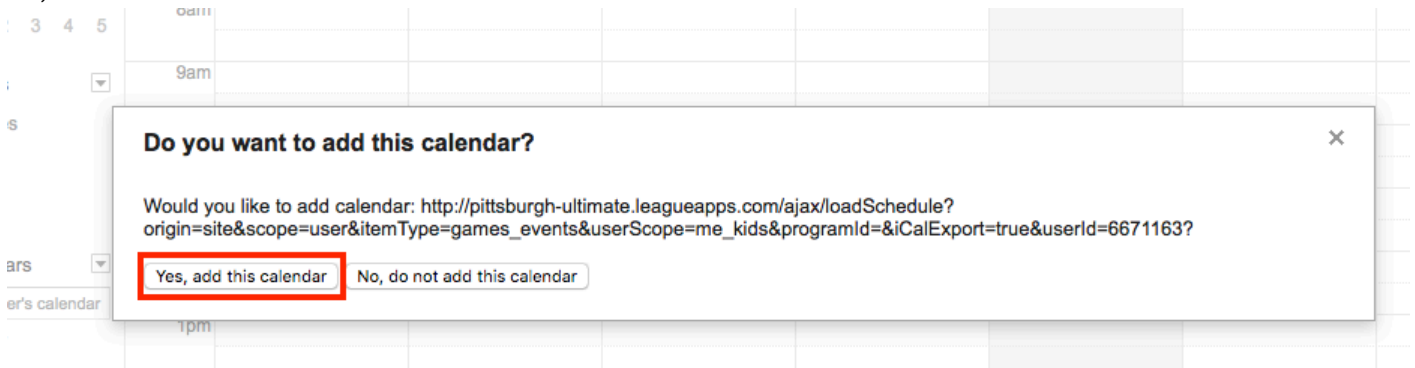
### Calendar Event Refresh

- Automatic updates will occur based on the refresh frequency settings in your iCal account.
- If a game is rescheduled, the old game will be marked as RESCHEDULED, and the new game will appear separately on your calendar.
- If an event such as a practice or meeting is changed, the event's details will update.



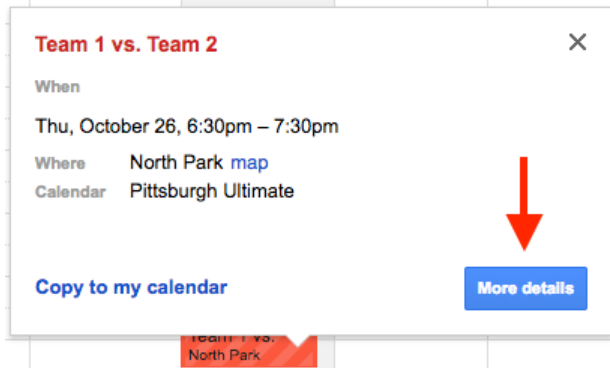
## Google Calendar

Selecting Google Calendar from the list will open a new tab with your Google Calendar. You will be asked if you want to add the calendar. Select Yes, add this calendar



Your sports calendar will now appear in your Google Calendar. It will be listed under Other calendars and can be toggled on and off.

Clicking on More Details will provide links to RSVP and directions.



## Calendar Event Refresh

- Google Calendar updates subscribed calendars around once per day; unfortunately this setting cannot be adjusted.
- If a game is rescheduled, the old game will be marked as RESCHEDULED, and the new game will appear separately on your calendar.
- If an event such as a practice or meeting is changed, the event's details will update.


## Copy Link

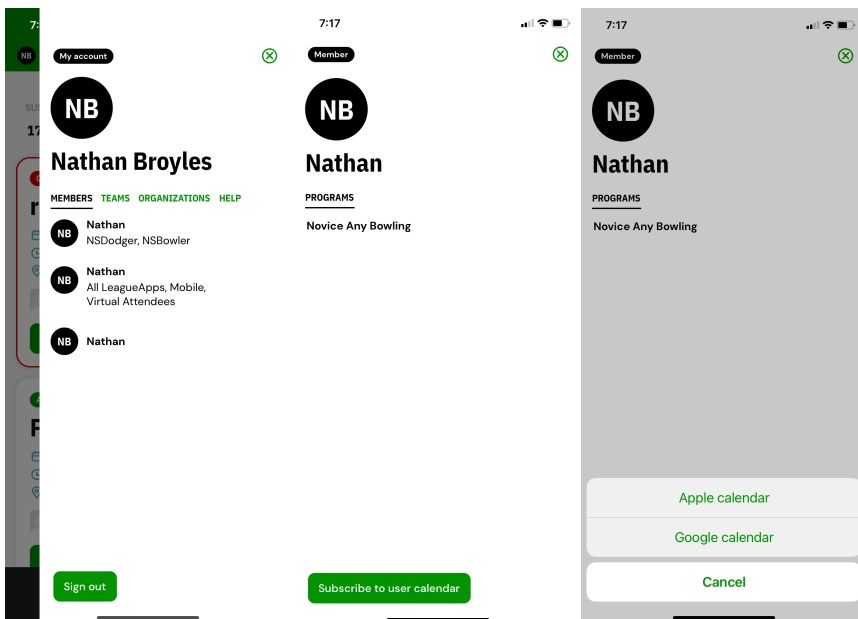
Selecting Copy Link will provide a URL under Subscribe to Calendar



Copy this link and add it your calendar app. This is a great tool for those using a calendar app other than iCal or Google Calendar!

## LeagueApps Mobile Apps

Sync your schedule to your personal calendar in the LeagueApps Play app and branded apps. Click the  symbol in the top right corner to go to My Account. In the Members tab, tap the participant name, then Subscribe to Calendar.

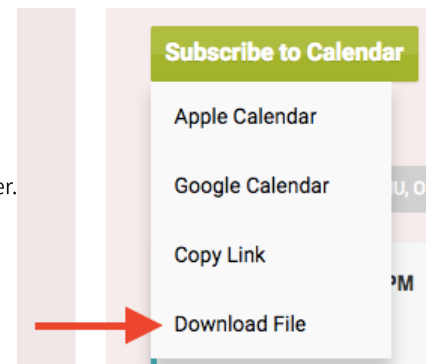


⚠️ Google does not support a one-click calendar sync through the mobile app. If you want to sync to your Google calendar on your Apple or Android device, follow these instructions.

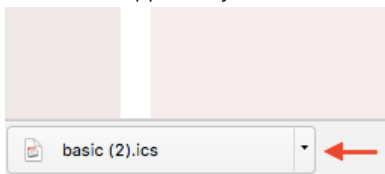
1. Tap **Subscribe to calendar**
2. Tap **copy link**
3. Go to the browser on phone
4. Go to: <https://calendar.google.com/>
5. If you are not already logged into the Google account you want the calendar to subscribe to, you need to log into that account.
6. Tap the gear icon on the top right
7. Tap settings
8. Tap **Add calendar** from the left panel
9. Tap **From URL** in the menu that appears beneath “Add calendar”
10. Paste the copied URL in the **URL of calendar** field
11. Tap **Add calendar**
12. Go back to: <https://calendar.google.com/>
13. Make sure that you check the box for the new calendar that was just subscribed to under **Other calendars** on the left side panel
14. If you'd like to rename of the calendar, tap the 3 vertical dots on the subscribed calendar under **Other calendars**. The 3 dots will appear when you hover over the subscribed calendar.
15. Tap **Settings**
16. Change the name

## Import your Calendar

This is a great option if you use Outlook! This option will download a calendar file to your computer.



The file will appear in your downloads list. Click on the file and your default calendar app will open to accept the schedule!



Was this article helpful?

