



THE EPISCOPAL
SCHOOL *of* DALLAS

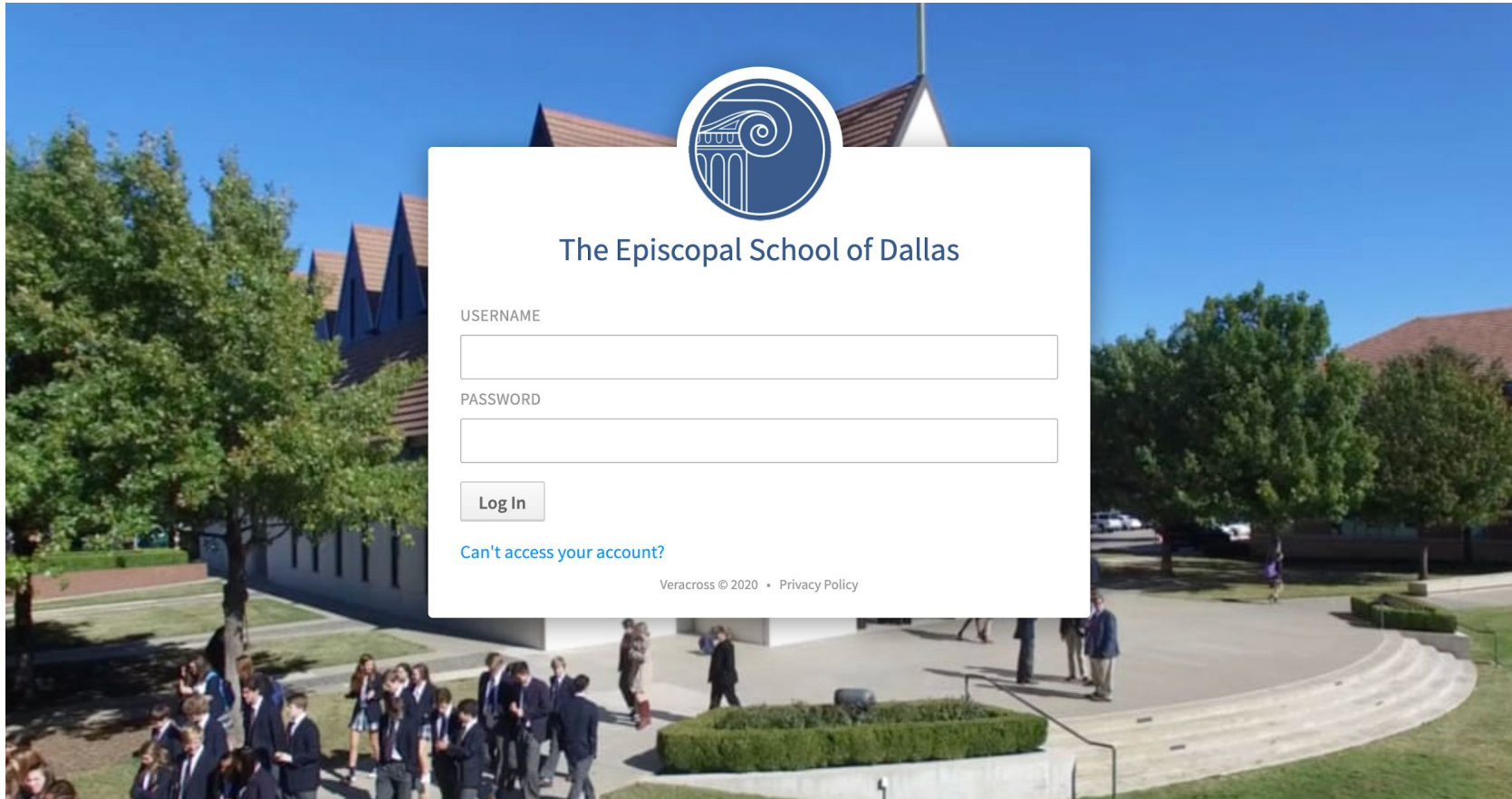
IGNITING LIVES OF PURPOSE

Subscribe to Your Household Calendar

for Apple Calendar

1

Open your browser and go to Esdallas.org, click the top lock, and login if you aren't already.



THE EPISCOPAL SCHOOL *of* DALLAS

2

After landing on your Parent Portal home page, hover over the "My Calendar" tab in the top navigation menu.

The screenshot shows the Parent Portal interface for The Episcopal School of Dallas. At the top, there is a dark blue navigation bar with the school's name on the left and a 'Parent Portal' home icon on the right. Below this, a secondary navigation bar contains icons and labels for 'My Children', 'My Calendar', 'Directories', and 'Help Desk'. A yellow arrow points to the 'My Calendar' tab. The main content area is titled 'Home' and features a 'Welcome to Your ESD Family Hub!' message. Below the welcome message is a section for 'Your Family's Upcoming Events' with a table showing dates from Wednesday to Sunday. The table has one entry for Thursday, August 13th: 'NOSCHL: Faculty/Staff In-service'. To the right of the table are two informational cards: 'COVID-19 Information' and 'Getting Ready'. Below the table is a 'Student Information' section for a student named 'Ben', with tabs for 'Info' and 'Reports'. Under 'Info', there are buttons for 'Classes & Reports' and 'Daily Schedule'. To the right of the student information is a section for 'ESD Calendars' with buttons for 'Family Calendar' and 'All School Calendar', and a section for 'Upcoming Athletic Events'.

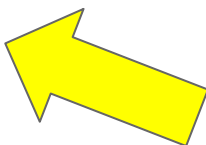
WED - AUG 12	THU - AUG 13	FRI - AUG 14	SAT - AUG 15	SUN - AUG 16
	NOSCHL: Faculty/Staff In-service			

3

Click on the "Subscribe to Calendars" option in the "My Calendar" drop-down menu.



My Calendar
Subscribe to Calendars



4

Click on the "Subscribe" button next to the row for "My Household Calendar."

The Episcopal School of Dallas

Parent Portal

My Children My Calendar Directories Help Desk

Calendar Subscriptions

My Calendars School Calendars

INSTRUCTIONS


Internet Calendars (also known as iCalendar or iCal) are a way to share calendars across applications. You can subscribe to any of the calendars listed here using a variety of applications, and they will be automatically updated. A few examples of iCal enabled applications are Apple iCal, Microsoft Outlook, Google Calendar, and mobile devices such as iPhone and iPad.

Clicking on any of the links will prompt you to subscribe to that calendar in your default calendar application. If you use Google Calendar, check the box below to have all subscription links use Google Calendar automatically.


GOOGLE CALENDAR

Subscribe Using Google Calendar

My Household

My Household Calendar	
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Class Assignments

ALL ASSIGNMENTS	
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PLEASE NOTE: Class assignments are in Schoology or SeeSaw. "Class Assignments" here will not have data or information.



A pop up window will now display to ask you to open up the Apple Calendar application. Choose "Allow."

The screenshot shows the Parent Portal interface for The Episcopal School of Dallas. The top navigation bar includes 'Parent Portal' and links for 'My Children', 'My Calendar', 'Directories', and 'Help Desk'. The main content area is titled 'Calendar Subscriptions' and features tabs for 'My Calendars' and 'School Calendars'. A system dialog box is overlaid on the page, asking 'Do you want to allow this page to open "Calendar"?' with 'Cancel' and 'Allow' buttons. A yellow arrow points to the 'Allow' button. Below the dialog, there are sections for 'My Household' and 'Class Assignments', each with a 'Subscribe' button.

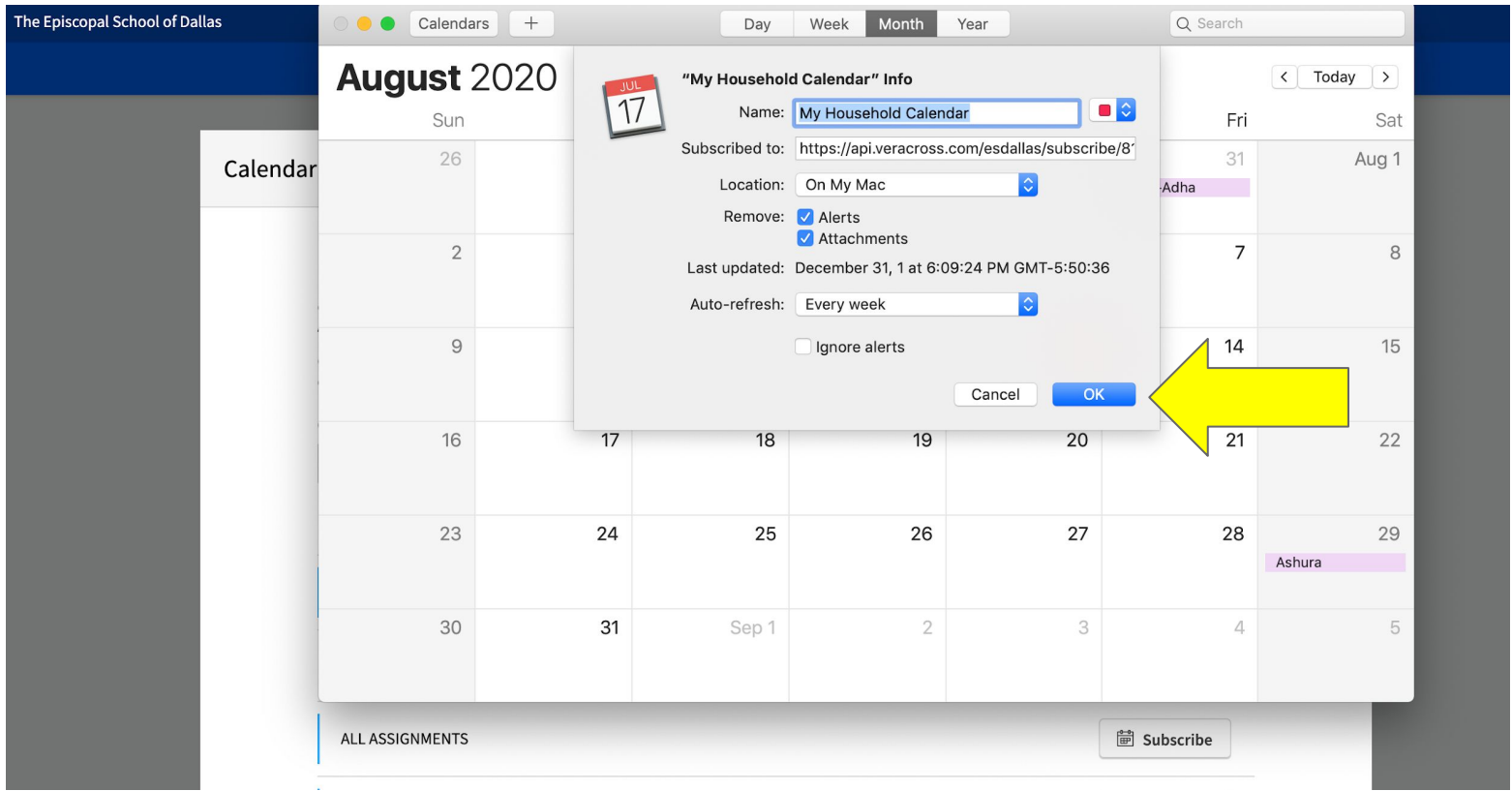
6

Click on the "Subscribe" button to add your Household Calendar to your Apple calendar.

The screenshot shows the Apple Calendar app interface. At the top, there's a header for "The Episcopal School of Dallas" and a "Calendars" section with a "+" button. The main view is a calendar for August 2020, with days of the week (Sun to Sat) and dates (26 to 5). A dialog box is overlaid on the calendar, titled "Enter the URL of the calendar you want to subscribe to." It contains a text field with the URL "webcal://api.veracross.com/esdallas/subscribe/8153" and two buttons: "Cancel" and "Subscribe". A yellow arrow points to the "Subscribe" button. Below the calendar, there's a section for "ALL ASSIGNMENTS" and a "Subscribe" button with a calendar icon.



You can leave the default information here or you can rename the calendar to something of your choosing. Then, click the "OK" button.



The Household Calendar will now be added to your Apple calendar!