St. Joseph's Prep: Parent Calendar Sync Guide

*As a Prep parent, you can sync both the **Main School Calendar** (holidays, schedule cycles, events) and your **Son's Assignment Calendar** (homework, quizzes, projects) directly to your personal phone or computer calendar.*

To do this, you will grab two different link feeds from the portal and add them to your preferred calendar app (Google, Apple, or Outlook).

Part 1: How to Get Your Sync Links

*First, log into the **St. Joseph's Prep Portal** and follow these steps to copy your unique calendar links.*

1. The Main School Calendar Link (Events & Schedules)

1. *Look at the top navigation bar of your homepage.*
2. *Click the link that says **Parent : Calendar** (or go directly to stjosephsprep.myschoolapp.com/app/parent?svcid=edu#calendar).*
3. *In the top-right corner of the calendar view, click the **WebCal / Feed icon** (it looks like a small radio wave or Wi-Fi symbol).*
4. *A list of available calendar feeds will appear. Find the relevant school calendar, right-click (or press and hold on mobile) the link, and select **Copy Link Address**.*

2. Your Son's Assignment Calendar Link (Homework & Tests)

1. *From the top toolbar of the portal, click on your **student's name**.*
2. *Select the **Assignments** tab.*
3. *On the right side of the screen, click on **More**.*
4. *Select **Share Calendar**.*
5. ***Copy the unique URL link** that is generated.*

Part 2: How to Add the Links to Your Personal Calendar

Now that you have your link(s) copied, choose your preferred calendar application below to complete the sync.

For iPhone / iPad (Apple Calendar)

- *Open your iPhone's main **Settings** app.*
- *Scroll down and tap **Apps** > **Calendar** > **Calendar Accounts** (Note: On older iOS software, this is found under Settings > Mail > Accounts).*
- *Tap **Add Account**, select **Other**, and then tap **Add Subscribed Calendar**.*
- ***Paste** the URL you copied from the Prep portal into the server field and tap **Save**.*

For Google Calendar (Web Browser)

- *Open Google Calendar on your computer or laptop.*
- *On the left-hand sidebar, scroll down to the **Other calendars** section and click the **+ (plus sign)**.*
- *Select **From URL** from the menu.*
- ***Paste** your Prep portal link into the field and click **Add calendar**.*

For Microsoft Outlook (Web/Desktop)

- *Open Outlook in your web browser and click the **Calendar icon** on the left menu.*
- *Click the **Add calendar** button.*
- *In the window that pops up, select **Subscribe from web**.*
- ***Paste** your Prep portal link, give it a recognizable name (e.g., "Prep Assignments"), and click **Import**.*

***A Quick Note on Syncing Delays:** These links use an automated internet protocol (iCal) to update your personal device. Because of this, changes made by teachers or the school are not instantaneous. While Apple Calendar usually updates within a few hours, Google Calendar can sometimes take up to 24 hours to refresh and show newly posted assignments.*