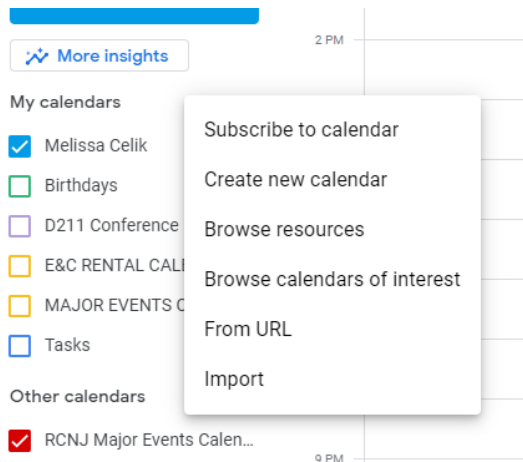


How to add the RCNJ Major & Annual Events Calendar to your Google Calendars

Step One: In Google Calendars, select the (+) symbol next to “Other calendars” > Select “From URL”



Step Two: Add the following to the “URL of calendar” textbox:

<webcal://25livepub.collegenet.com/calendars/major-or-annual-events-calendar.ics>

Select “Add calendar”

Step Three: The calendar entitled “Major or Annual Events Calendar” will now appear under your “Other calendars” you can change the title or colors by selecting the three dots when hovering over the calendar.

This calendar will now manually update whenever an event is added, canceled or updated in 25Live by Events & Conferences.