

The Canterbury Beekeepers Google Calendar for iPhone & Android

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Our Secretary publishes a 'Diary' of club events as a "Google Calendar" so that everyone can get notice of events (and immediate updates on any changes) in a convenient, no-fuss form. After you have set up the linkage to the calendar, you can choose (and change whenever you like) whether or not you want to be shown club events mixed with your own, and whether or not you want automatic notification of upcoming club events. I find it incredibly useful, and I'm sure others would too.

My concern is that not every member might know this amazing facility is available to them, and that some of those who do know about it might not understand how to access it. It isn't difficult, but there are a few things to take care of.

While it is published through Google, it is available as an ordinary webpage, and on smartphones and tablets whether they are running Google's Android or Apple's iOS.

For Apple's iPhone and iPads (iOS 12.4.1 - current version)

It is unsurprisingly pretty simple to do, but rather surprisingly hard to spot exactly what you need to do.

It only involves copying a string of gobbledygook and pasting it into the right place!

Here is the gobbledygook -

<https://calendar.google.com/calendar/ical/cantbees%40gmail.com/public/basic.ics>

Once you have copied that (long press, select all, copy), then open Settings and scroll down to tap on "Passwords and Accounts". In that panel there is a section headed "Accounts" - tap "Add Account". This brings up a panel starting with "iCloud" - you need to tap "Other" (at the bottom of the list).

That brings up a page with 3 panels, the bottom one being "Calendars". Tap on "Add Subscribed Calendar" which brings up a "Subscription" panel with a prompt to enter something alongside where it says "Server" - This is where you need to Paste (long press, paste) that gobbledygook! The hard part was just finding where it had to go ...

Now, if you go into the Calendar App, and tap "Calendars" (bottom centre) you should find "cantbees@gmail.com" under "Subscribed".

Tapping on the tick allows you to turn on and off the display of Canterbury events in your Calendar, while tapping the circled i brings up a panel that allows you to choose a colour for Canterbury events and whether or not you want to enable or prevent "Notifications" of Canterbury Calendar events (you can adjust what form of notifications Calendar gives you in Settings, under Notifications, then Calendar).

In the Calendar, with notifications enabled, if you tap on an event, you can then set the advance notice for an automatic reminder about that event

Not too bad, was it?

For Android Smartphones and Tablets (plain Android 9 - current version)

The 'gotcha' that Google throw in is that you can't link to a shared Calendar directly from your phone or tablet.

You do that through the Google website! (And it won't even let you get to the right bit of the website from your phone.)

Once you understand that, it is really very simple.

So, you need to use a computer (desktop or laptop, Mac, PC, Linux, whatever) to Log In to your Google Account, to tell it to add Canterbury's Calendar.

Go to [google.com](https://www.google.com) and check at top right if you are signed-in to Google, (sign-in if you aren't - its just your Gmail address and password, which you'll have if you have an Android phone!)

Then click on the '3x3 dots' button up there at top right to bring up the menu of Google Apps - click on Calendar.

Once Calendar is open, go to the left hand side and click on the '+' sign next to Other Calendars, then select 'Subscribe to Calendar' from the menu that appears.

That takes you to a screen with an invitation to enter the name of the Calendar you want to add - in this case it is cantbees@gmail.com - do that and you are essentially there.

The Canterbury Calendar should now show up on your phone.

But there is something else worth checking. Go to the (Google) Calendar App, tap on the "3 lines" (menu) button at top left, and scroll down to the bottom of the menu to tap on "Settings". In the settings list tap on cantbees@gmail.com to get to the settings specific to that Calendar (you can choose the colour, etc). The important thing is that "Sync" is turned on ...!

Of course you can customise alerts and notifications in the normal Android style.

Personally, I have the Google Calendar "Schedule" widget on one of my Home screens so that I can see at a glance what my upcoming time commitments might be - Apple doesn't have anything directly equivalent, and I think it is a fantastic facility.

Whichever type of phone or tablet you happen to use, please give the Club Calendar a try. It is neat, useful and Adrian keeps it bang up-to-date with the latest changes. Please don't let his work go to waste!