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How do I subscribe to the calendar with Apple Calendar?

Michael C. - 2022-12-22 - Events

MemberNova offers the ability to subscribe to a Calendar of Events. As events are added to the website calendar, they will show up automatically on your personal calendar.

You can find the subscription URL on your MemberNova website's calendar page. Please see the <u>Subscribing</u> to a <u>Calendar</u> article for more information.

Note

This guide applies to Calendar 8 and newer on MacOS 10.11, but should also work on older versions.

Adding the Subscription

1. With Apple Calendar open, click File on the menu bar.

É Finder File Ec	lit View Go	Window Help					
Calendars + Day Week Month Year Q Search							
On My Mac	May 20)17			< Today >		
🗹 Work	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Other Canadian Hol ທີ Found in Mail Birthdays	30	May 1	2	3	4	5	6
	7	8	9	10	11	12	13
	14 Mother's Day	15	16	17	18	19	20
	21	22 Victoria Day National Pat	23	24	25	26	27
K May ZU17 > S M T W T F S 30 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 10 12 22 32 42 25 26 27 28 29 30 31 1 2 3 4 5 6 7 8 9 10	28	29	30	31	Jun 1	2	3
	4	5	6	7	8	9	10

2. Select New Calendar Subscription.

🗯 Calendar File	Edit View W	/indow Help					
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On My Mac Ne	w Calendar Group	/ Calendar Group ①第N / Calendar Subscription て第S				Ŀ	< Today >
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Other Canadian Ho Found in Mail Birthdays	int	₩W ₩P	2	3	4	5	6
	7	8	9	10	11	12	13
	14 Mother's Day	15	16	17	18	19	20
	21	22 Victoria Day National Pat	23	24	25	26	27
K May 2017 > S M T W T F S 30 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 5 6 7 8 9 10	28	29	30	31	Jun 1	2	3
	4	5	6	7	8	9	10

- 3. In the **Calendar URL** box paste the Calendar Subscription URL, which is found on your MemberNova website's calendar page.
- 4. Click the blue **Subscribe** button.
- 5. In the Name field, enter a memorable name for the Calendar.
- 6. Next, from the Auto-Refresh drop down we recommend choosing Every Day.
- 7. Click ${\bf OK}$ to finish adding the subscription to your Calendar.

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