Steps to add the Trace PTO Google Calendar to your iPhone iCal

The Trace PTO offers 4 Google calendars that are regularly updated. You can subscribe to these calendars to be able to see these events in your own personal calendar.

There is a SJUSD calendar, a school calendar, a PTO calendar, and a VPA calendar.

Here are the steps to get these Google calendars subscribed on your iPhone.

- 1. Go to https://www.tracepto.com/events/
- 2. Scroll down to the Google calendar and click on the bottom corner that looks like this:



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3. Subscribe to the Trace PTO calendars on the left side

4. Once you've subscribed to the calendar, you need to go into the settings for the calendar. You can do this by clicking on the calendar to see a drop down of the settings for that calendar. Or you may need to click on the 3 gray dots to the right of the calendar name to select "options" to select settings.



5. Once you are in settings, scroll down to "Integrate Calendar." In one of the grey boxes there is a link that says "Public address in iCal format." Copy that link.

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Holidays in United States	+ Add notification	
PTO Committee Meetings		
PTO Events & Meetings	Other notifications	
School & District	Receive email notifications when changes are made to this calendar. Opting into these notifications may alert and be visible to the calendar owner(s)	
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Calendar settings	An event on this calendar is changed	None +
Permissions settings	Canceled events An event on this calendar is cancelled	None -
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All-day event notifications	Daily agenda	
Other notifications	Receive a daily email with the agenda for this calendar	None *
Integrate calendar		
Remove calendar	Integrate calendar	
Trace School Events	Calendar ID ptotrace@gmail.com	
Trace VPA	Public URL to this calendar https://calendar.google.com/calendar/embed?src=ptotrace%40gmail.cor	n&ctz=America%2
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6. Now switch and go to the iCal app on your iPhone



- 7. Click "Calendars" at the bottom of the screen
- 8. Click "Add Calendar" at the bottom of the screen
- 9. You'll get a pop up, so then click "Add Subscription Calendar"
- 10. Paste the link that you got from the Google calendar page back in step 5 and click "Subscribe"



And you should be good to go!

Pasos para agregar el Calendario de Google de Trace PTO a su iPhone iCal

Trace PTO ofrece 4 calendarios de Google que se actualizan periódicamente. Puede suscribirse a estos calendarios para poder ver estos eventos en su calendario personal.

Hay un calendario del SJUSD, un calendario escolar, un calendario del PTO y un calendario de la VPA.

Estos son los pasos para suscribir estos calendarios de Google en su iPhone.

1. Vaya a https://www.tracepto.com/events/

2. Desplácese hacia abajo hasta el calendario de Google y haga clic en la esquina inferior que se ve así:



2. Esto te llevará a una vista del calendario de Google como esta:



3. Suscríbase a los calendarios de Trace PTO en el lado izquierdo

4. Una vez que te hayas suscrito al calendario, debes acceder a la configuración del calendario. Puede hacerlo haciendo clic en el calendario para ver un menú desplegable de la configuración de ese calendario. O es posible que deba hacer clic en los 3 puntos grises a la derecha del nombre del calendario para seleccionar "opciones" para seleccionar la configuración.



5. Una vez que esté en la configuración, desplácese hacia abajo hasta "Integrar calendario". En uno de los cuadros grises hay un enlace que dice "Dirección pública en formato iCal". Copia ese enlace.

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Holidays in United States		
PTO Committee Meetings		
PTO Events & Meetings	Other notifications	
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Trace Elementar VPA Calen	New events	None -
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Trace PTO	An event on this calendar is changed	None -
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Permissions settings	Event responses	None
All-day event notifications	Guests respond to an event on this calendar	None
Other polifications	Daily agenda Receive a daily email with the agenda for this calendar	None 👻
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6. Ahora cambia y ve a la aplicación iCal en tu iPhone.



- 7. Haga clic en "Calendarios" en la parte inferior de la pantalla.
- 8. Haga clic en "Agregar calendario" en la parte inferior de la pantalla.
- 9. Aparecerá una ventana emergente, así que haga clic en "Agregar calendario de suscripción".

10. Pegue el enlace que obtuvo de la página del calendario de Google en el paso 5 y haga clic en "Suscribirse".

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Subscription calendars are read-only feeds of data from external sources. You can subscribe to this feed to get events as they are updated by the data provider.								
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¡Y deberías estar listo para comenzar!