



Courage

Forgiveness

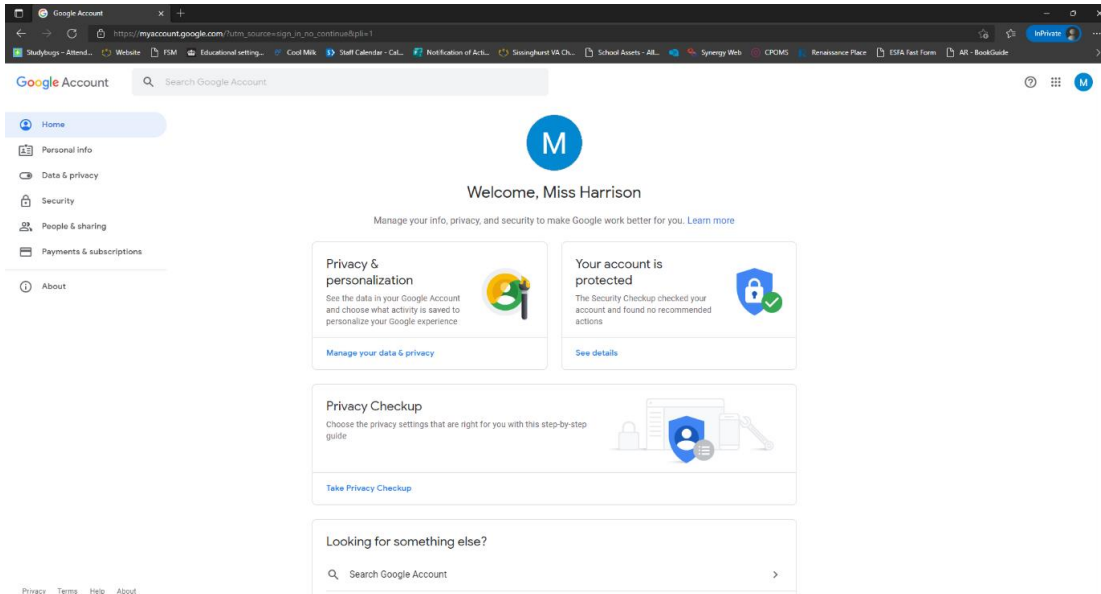
Service

Kindness

## **How to: Google Calendars**

To set up Google Calendars you need to do so on the web first. If you want to use the app, you need to set it up on the web first and then wait for it to sync into your app.

1. Go to Sign in – Google accounts and log in with a Sissinghurst email account (ending in @sissinghurst.kent.sch.uk)



2. Paste the URL of the calendar you want to add into the search bar.

Whole School –

<https://calendar.google.com/calendar/u/0?cid=Y180bWZqNzcwOTZkdjlmajZ1bGticnYwNzFiY0Bncm91cC5jYWxlbmRhci5nb29nbGUuY29t>

Lion –

<https://calendar.google.com/calendar/u/0?cid=Y19jbGFzc3Jvb21kYjMzZTZiNkBncm91cC5jYWxlbmRhci5nb29nbGUuY29t>

Giraffe –

<https://calendar.google.com/calendar/u/0?cid=Y19jbGFzc3Jvb204ZTFiNjIwNkNkYjMzZTZiNkBncm91cC5jYWxlbmRhci5nb29nbGUuY29t>

Elephant –

<https://calendar.google.com/calendar/u/0?cid=Y19jbGFzc3Jvb204ZDVjNTZkMkEbnm91cC5jYWxlbmRhci5nb29nbGUuY29t>

Zebra -

<https://calendar.google.com/calendar/u/0?cid=Y19jbGFzc3Jvb21iOWZhNzZiYUBncm91cC5jYWxlbmRhci5nb29nbGUuY29t>

Eagle –

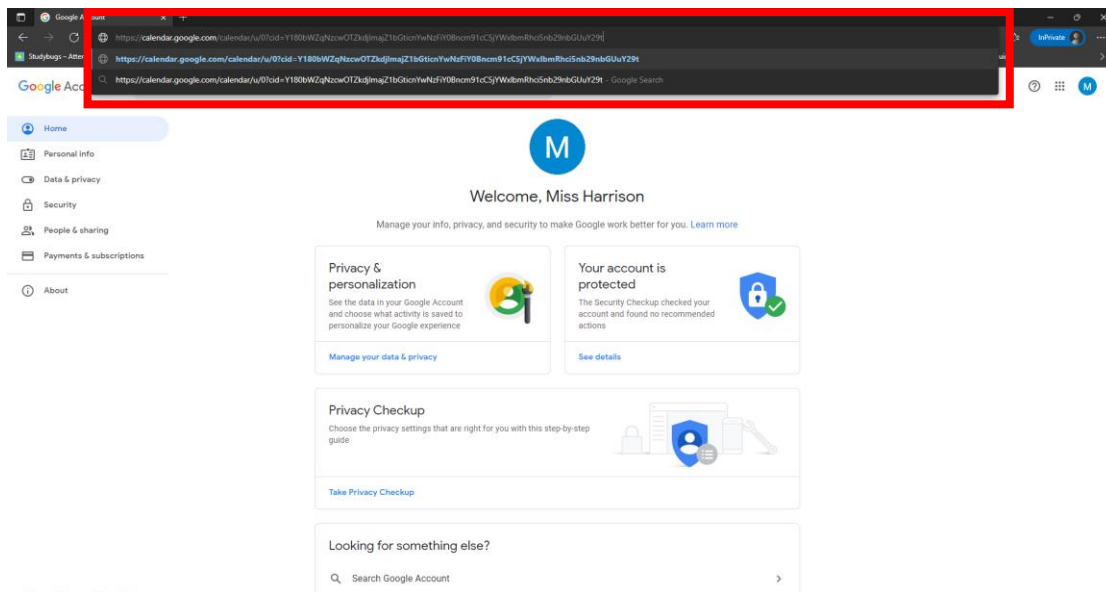
<https://calendar.google.com/calendar/u/0?cid=Y19jbGFzc3Jvb203MzJjZDU1OUBncm91cC5jYWxlbmRhci5nb29nbGUuY29t>



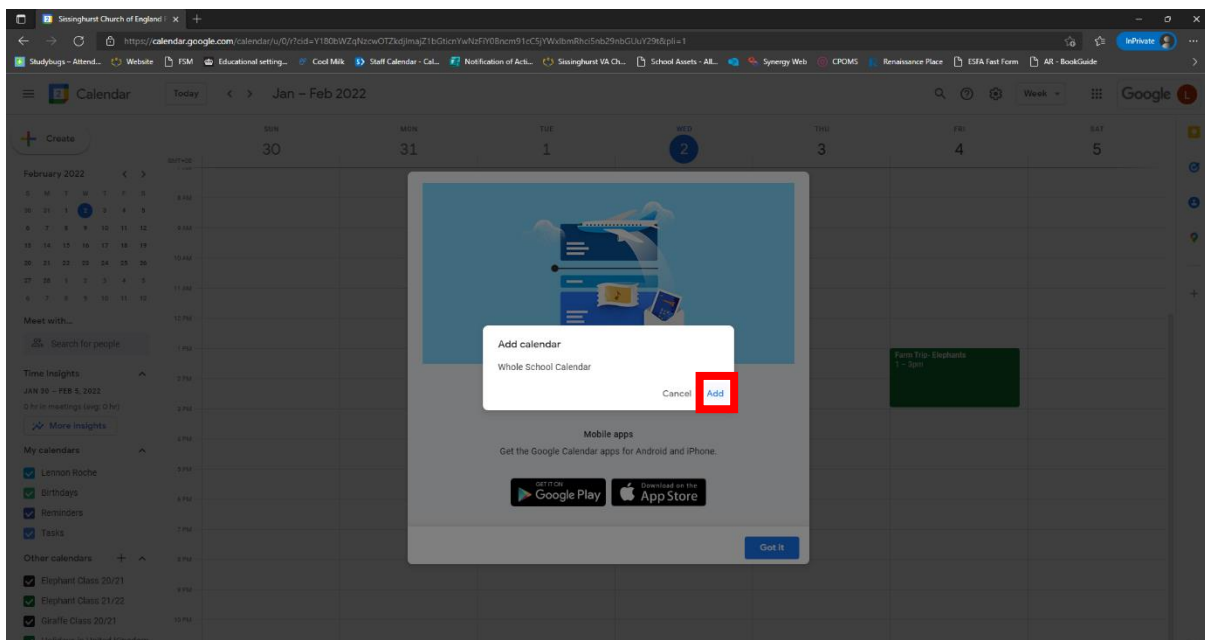
Headteacher - Mrs J Langton  
Common Road, Sissinghurst, TN17 2BH  
[office@sissinghurst.kent.sch.uk](mailto:office@sissinghurst.kent.sch.uk)  
01580 713895

Leopard –

<https://calendar.google.com/calendar/u/0?cid=Y19jbGFzc3Jvb203ZDUwZGVmOEBncm91cC5jYWxlbmRhci5nb29nbGUuY29t>

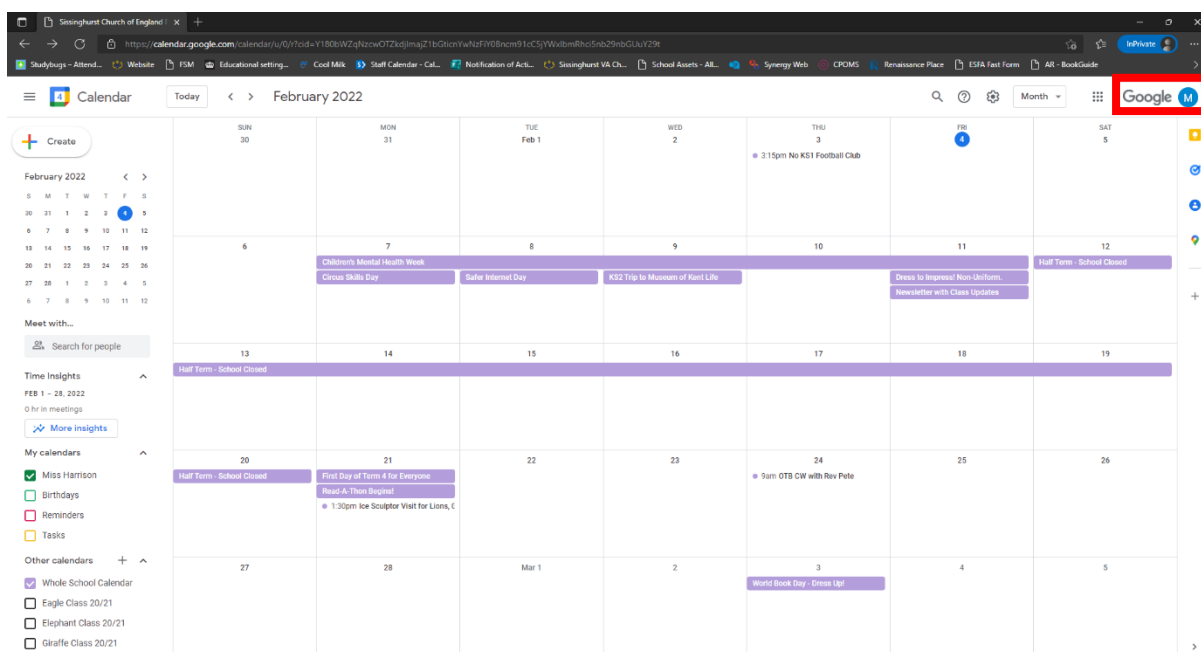


3. A box will pop up asking if you want to add the calendar. Click 'add'. Please check you are logged in to a Sissinghurst account when you are logged in to be able to add the calendar.



Headteacher - Mrs J Langton  
Common Road, Sissinghurst, TN17 2BH  
[office@sissinghurst.kent.sch.uk](mailto:office@sissinghurst.kent.sch.uk)  
01580 713895

- You will now be able to view the calendar. You can follow these steps to add multiple class calendars and the whole school calendar to one account.

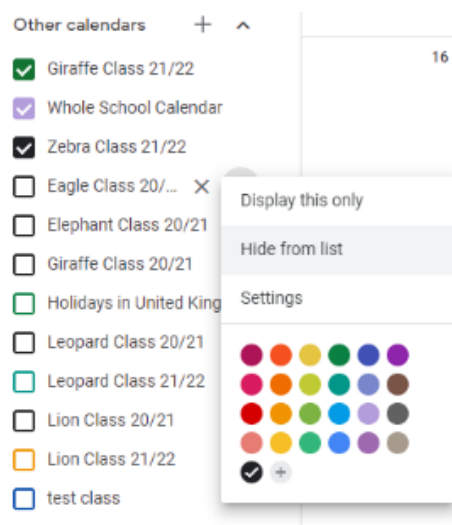


Child's school account

- If you have a lot of calendars in your list that you don't want to view, you can hide them by clicking the three dots to the right of the calendar name and then selecting 'hide from this list'.

You can also change the colour of each calendar here to your liking.

To view a calendar at a time, click the tick box.



- If you then head over to the app, it should re-sync and show your changes.

If you have **any** issues, please send a message or pop into the office and Miss Harrison will manually set you up from her end.



Headteacher - Mrs J Langton  
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[office@sissinghurst.kent.sch.uk](mailto:office@sissinghurst.kent.sch.uk)  
01580 713895