


The BPS Compass Parent Calendar can be added to your computer or tablet/phone. Please see the following instructions for each type of device.

**Page 1 - Apple iPhone's/iPads's**

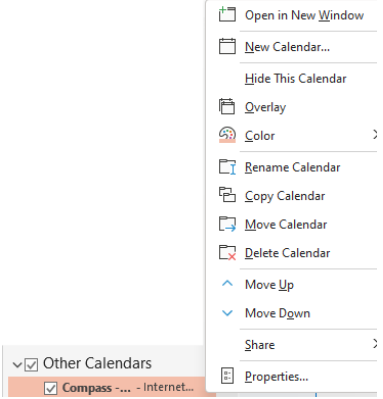
**Page 2 - Android Phones**

**Page 3 - MS Outlook (PC)**

**Page 4 - Mac Calendar**

Instructions for Apple iPhone's/iPad's	
<b>Step 1</b>	<p>Scan the following QR code with the camera app</p> 
<b>Step 2</b>	Touch <b>Open in Calendar</b>
<b>Step 3</b>	Go to <b>Subscribe</b>
<b>Step 4</b>	You can choose a colour for the parent calendar
<b>Step 5</b>	Click <b>Add and Done</b>
<b>Step 5</b>	The BPS compass parent calendar will now be available in your calendar
<b>Removal Instructions</b>	<p>If you wish to remove the calendar:</p> <ul style="list-style-type: none"> <li>- Open the <b>Calendar</b></li> <li>- Go to <b>Calendars</b> (Bottom of the screen)</li> <li>- Find the Compass - Parent Calendar and click on the <b>(i)</b></li> <li>- Go to <b>Unsubscribe</b></li> </ul>

Instructions for Android Phones	
<b>Step 1</b>	On a PC open <a href="https://calendar.google.com">https://calendar.google.com</a> and login with the same google account as your phone
<b>Step 2</b>	Click the <b>+</b> next to Other calendars (Bottom left)
<b>Step 3</b>	Choose <b>From URL</b>
<b>Step 4</b>	Paste the following link:  webcal://brighton-vic.compass.education/download/sharedCalendarLayers.aspx?lid=10001&key=acf0ed3a-3d20-49ee-b8f3-1c32a433a3c8&c.ics
<b>Step 4</b>	Click <b>Add calendar</b>
<b>Step 4</b>	The BPS compass calendar will now be available in your Google calendar
<b>Step 5</b>	On your phone open the <b>calendar</b>
<b>Step 6</b>	Click the <b>3 lines</b> (Top left)
<b>Step 7</b>	Find the Compass - Parent Calendar under your google account
<b>Step 8</b>	Turn on <b>Sync</b>
<b>Step 9</b>	Click on the <b>top left arrow</b> to go back to the home screen
<b>Removal Instructions</b>	If you wish to remove the calendar: <ul style="list-style-type: none"> <li>- On a PC open <a href="https://calendar.google.com">https://calendar.google.com</a> and <b>click on the 3 dots</b> next to the BPS Parent Calendar</li> <li>- Open <b>Settings</b></li> <li>- Scroll down to the bottom of the screen and click <b>Unsubscribe</b></li> </ul>

Instructions for MS Outlook (PC)	
<b>Step 1</b>	Click on the <b>calendar icon</b> (Top left or bottom left)
<b>Step 2</b>	Click <b>Add Calendar</b> and <b>From Internet</b>
<b>Step 3</b>	<p>Paste the following link:</p> <p>webcal://brighton-vic.compass.education/download/sharedCalendarLayers.aspx?lid=10001&amp;key=acf0ed3a-3d20-49ee-b8f3-1c32a433a3c8&amp;c.ics</p> <p>Click <b>OK</b></p>
<b>Step 4</b>	The BPS compass calendar will now show in Outlook
<b>Removal Instructions</b>	<p>If you wish to remove the calendar go to:</p> <ul style="list-style-type: none"> <li>- Go to <b>Other Calendars</b> and <b>right click on the compass calendar</b></li> <li>- Choose <b>Delete Calendar</b></li> </ul> 

Instructions for Mac Calendar (Mac)	
<b>Step 1</b>	Open the <b>Calendar app</b>
<b>Step 2</b>	Click <b>New Calendar Subscription</b>
<b>Step 3</b>	<p>Paste the following link:</p> <p><a href="webcal://brighton-vic.compass.education/download/sharedCalendarLayers.aspx?lid=10001&amp;key=acf0ed3a-3d20-49ee-b8f3-1c32a433a3c8&amp;c.ics">webcal://brighton-vic.compass.education/download/sharedCalendarLayers.aspx?lid=10001&amp;key=acf0ed3a-3d20-49ee-b8f3-1c32a433a3c8&amp;c.ics</a></p> <p>Click <b>Subscribe</b></p>
<b>Step 4</b>	Choose a colour for the BPS Parent Calendar and <b>click OK</b>
<b>Step 5</b>	The BPS compass calendar will now show in the Mac Calendar
<b>Removal Instructions</b>	<p>Click on <b>Calendars</b> (Top left)</p> <p>Right click on the <b>Compass Parent Calendar</b></p> <p>Click <b>Unsubscribe</b></p>