



St. Benedict Preparatory School

# Digital Shared Calendars

Google Calendar links

2023 - 2024  
school year

## St. Ben's Events + Dates

[https://calendar.google.com/calendar/embed?  
src=hsacalendarstb%40gmail.com&ctz=America%2FChicago](https://calendar.google.com/calendar/embed?src=hsacalendarstb%40gmail.com&ctz=America%2FChicago)

## St. Ben's HSA Events + Dates

[https://calendar.google.com/calendar/embed?  
src=32a097623be15f09a39595b873130e5915f50ba035709202417f70f337d7edc0%40group.calendar.google.com&ctz=America%2FChicago](https://calendar.google.com/calendar/embed?src=32a097623be15f09a39595b873130e5915f50ba035709202417f70f337d7edc0%40group.calendar.google.com&ctz=America%2FChicago)

## St. Ben's PreK Events + Dates

[https://calendar.google.com/calendar/embed?  
src=4f6c6fabf2019200f58510de560a7c838d7135d0daf70dc48bbf026f26f0b62%40group.calendar.google.com&ctz=America%2FChicago](https://calendar.google.com/calendar/embed?src=4f6c6fabf2019200f58510de560a7c838d7135d0daf70dc48bbf026f26f0b62%40group.calendar.google.com&ctz=America%2FChicago)

## St. Ben's Kindergarten Events + Dates

[https://calendar.google.com/calendar/embed?  
src=949e220357ce1839862b08df2f8d4fcc1a9f2865ca85565269e26d8cb4c0666b%40group.calendar.google.com&ctz=America%2FChicago](https://calendar.google.com/calendar/embed?src=949e220357ce1839862b08df2f8d4fcc1a9f2865ca85565269e26d8cb4c0666b%40group.calendar.google.com&ctz=America%2FChicago)

## St. Ben's Grades 1-5 Events + Dates

[https://calendar.google.com/calendar/embed?  
src=1191169347d68879019f83447f982992fd72563efd5b01cd7da0f4530c398cb94%40group.calendar.google.com&ctz=America%2FChicago](https://calendar.google.com/calendar/embed?src=1191169347d68879019f83447f982992fd72563efd5b01cd7da0f4530c398cb94%40group.calendar.google.com&ctz=America%2FChicago)

## St. Ben's Middle School Events + Dates

[https://calendar.google.com/calendar/embed?  
src=736135634717324e5806fd45ab20dd06ff1ee5c106670f46db97d05c9b98c4a3%40group.calendar.google.com&ctz=America%2FChicago](https://calendar.google.com/calendar/embed?src=736135634717324e5806fd45ab20dd06ff1ee5c106670f46db97d05c9b98c4a3%40group.calendar.google.com&ctz=America%2FChicago)

## How To Add Public Shared Calendars

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- 
- 

*caveat*

We will do our best to update the calendar and add in links + relevant information in the details.

For the most up-to-date information, always reference The Buzz and/or recent emails.



# St. Benedict Preparatory School Digital Shared Calendars

*iCalendar links*

2023 - 2024  
school year

## St. Ben's Events + Dates

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

## St. Ben's HSA Events + Dates

<https://calendar.google.com/calendar/ical/32a097623be15f09a39595b873130e5915f50ba035709202417f70fd37d7edc0%40group.calendar.google.com/public/basic.ics>

## St. Ben's PreK Events + Dates

<https://calendar.google.com/calendar/ical/4f6c6fab2019200f58510de5a0a7c858d7135d0daf70dc48bbf026f26fd0b62%40group.calendar.google.com/public/basic.ics>

## St. Ben's Kindergarten Events + Dates

<https://calendar.google.com/calendar/ical/949e220357ce1839862b08df2f8d4fcca19f2865ca85565269e26d8cb4c066b%40group.calendar.google.com/public/basic.ics>

## St. Ben's Grades 1-5 Events + Dates

<https://calendar.google.com/calendar/ical/1191169347d688790198f3447f982992fd72563efd5b01d7da0f4530c398cb94%40group.calendar.google.com/public/basic.ics>

## St. Ben's Middle School Events + Dates

<https://calendar.google.com/calendar/ical/736135634717324e5806fd45ab20dd06fftee5c106670f46db97d05c9b98c4a3%40group.calendar.google.com/public/basic.ics>

## How To Add Public Shared Calendars

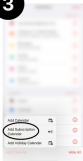
1



2



3



4

copy/paste  
iCal link



*caveat*

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# HOW TO add public calendars

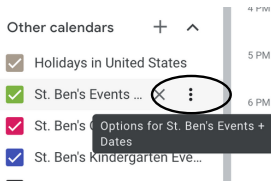


*Syncing to Outlook from iCal*  
in 10 easy steps

1

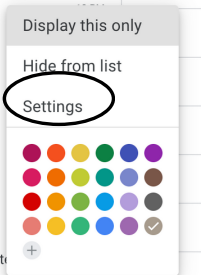
Click on **three-dots** next to the calendar that you want to sync.

\*will have to do this for each calendar



2

Click on **“Settings”**



3

On the left side of screen click on **“Integrate Calendar”**

Settings for other calendars

Holidays in United Sta... ^

Calendar settings

Permissions settings

Integrate calendar

Remove calendar

4

copy link under **“Public address in iCal format”**

Public address in iCal format

<https://calendar.google.com/calendar/ical/en-us%23holiday%40group.v.calendar.google.com>

Use this address to access this calendar from other applications.

5

open **Outlook** on Desktop

6

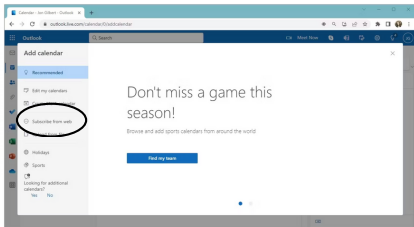
Click **“Add Calendar”** from left of your screen

# Syncing to Outlook from iCal

Continued

7

Click **“Subscribe from Web”** on sidebar



8

Paste your iCal URL

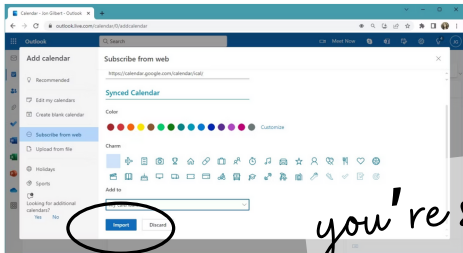
9

Name your Calendar.

We recommend using the same name from iCal.

10

Click **“Import”**



*you're synced!*

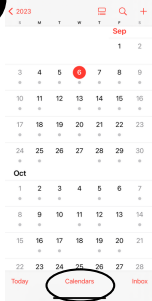
# HOW TO

## add public calendars

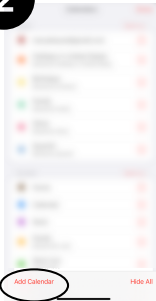
*iCal edition*



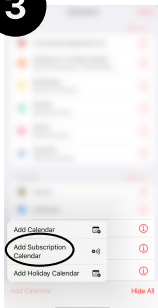
1



2

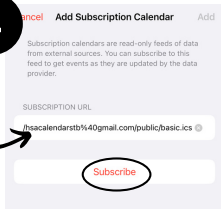


3



4

copy/paste  
iCal link



*caveat*

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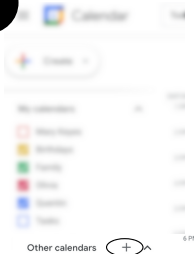
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# HOW TO

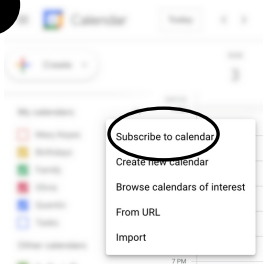


## add public calendars *Google Calendar edition*

1



2



3

copy/paste  
Google Calendar  
link

From URL

URL of calendar  
[stb%40gmail.com&ctz=America%2FChicagd](https://www.google.com/calendar/ical/stb%40gmail.com&ctz=America%2FChicagd)

Make the calendar publicly accessible  
You can add a calendar using the iCal format by its address.

Add calendar

*caveat*

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For the most up-to-date information, always reference The Buzz and/or recent emails.