

How to add u3a Meetings to your Calendar

Did you know that you can add u3a meetings to your electronic calendar? **YES YOU CAN** by following the steps below.

For this exercise, we need to divide meetings into two types:

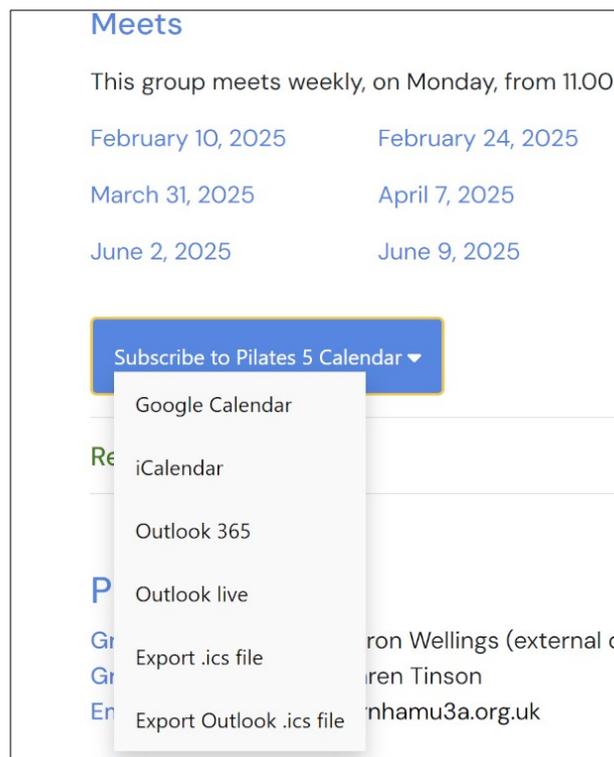
- Group Meetings
- Monthly, Theme, and Social Meetings

1. How to add a Group Meeting

Step G1: Open the [u3a Farnham website](#)

Step G2: On the “All Groups” tab, open the “Groups A-Z” Page
OR, go directly to the [Groups A-Z page](#) using this link.

Step G3: (For our example we’re going to use Pilates 5. You use whatever Group you wish to add.)
Select Pilates.
Then select Pilates 5.
At the bottom of the “Meets” section, click on the “Subscribe to Pilates 5 Calendar” button.
The open page should look like this:



Step G4: (This is where you need to know which Calendar you use – Google, Apple or Microsoft.)

Select the Calendar type you use and follow the instructions to save all the events you have chosen.

Step G7: ***This is what you do if you use Apple:***

Choose **iCalendar**

You will be asked to allow to open Calendar - select **Allow**

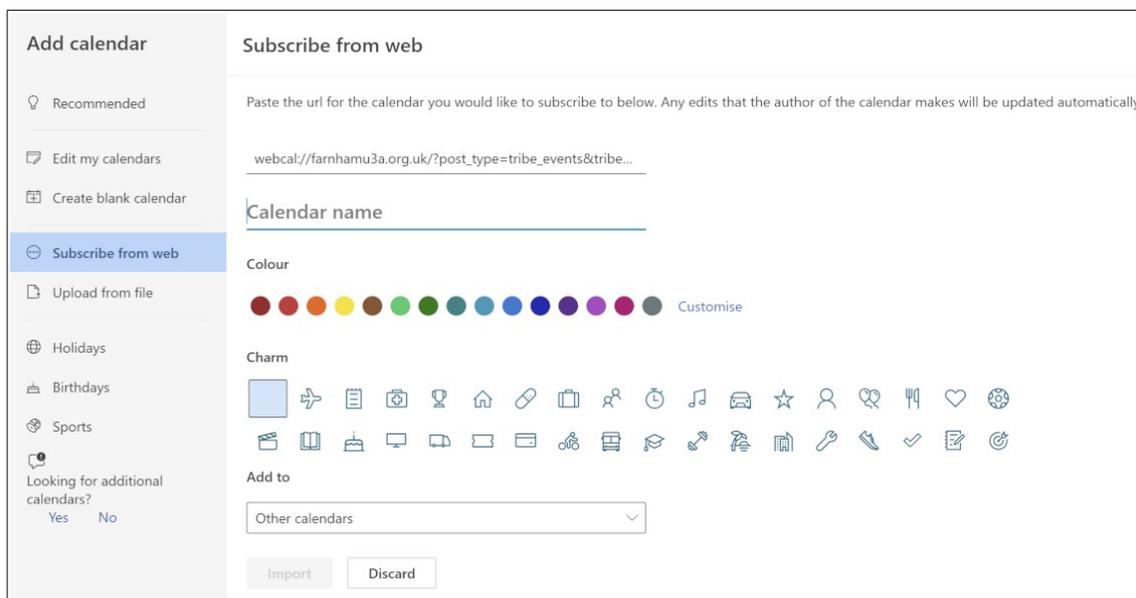
You will be asked to select a URL – **Subscribe**

All your events will be added to your Calendar.

NOTE: If you wish to remove the Calendar Entries for all events for a Group, you need to:
Open Calendar on your computer
Open the “Subscribed Calendar” by selecting the small button top right that looks like a keyboard.
Deselect (un-tick) the Calendar you want to remove.

Step G7: ***This is what you do if you use Microsoft:***

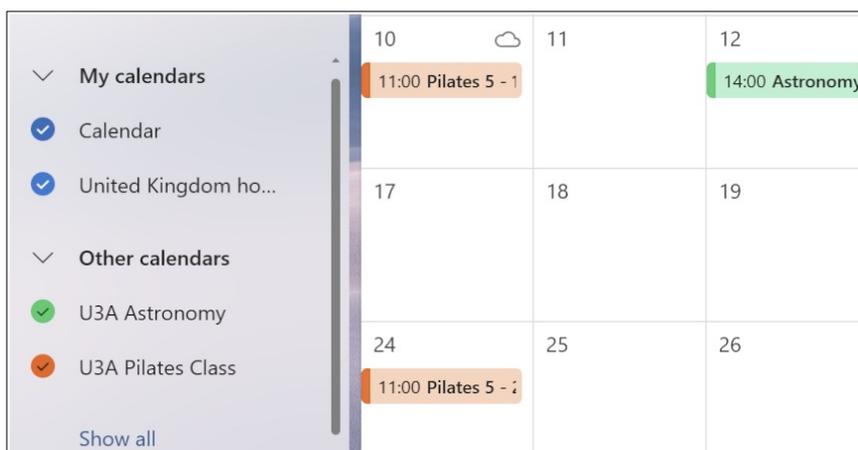
Log a tab of your web browser in to your Microsoft calendar. From the Pilates 5 button, choose “Outlook Live”. A calendar subscribe dialog should appear in your web browser like the one shown below:



The screenshot shows the 'Subscribe from web' dialog box in Microsoft Outlook. On the left is a sidebar with options: 'Add calendar', 'Recommended', 'Edit my calendars', 'Create blank calendar', 'Subscribe from web' (highlighted), 'Upload from file', 'Holidays', 'Birthdays', 'Sports', and 'Looking for additional calendars?' with 'Yes' and 'No' buttons. The main area is titled 'Subscribe from web' and contains a text field for a URL (webcal://farnhamu3a.org.uk/?post_type=tribe_events&tribe...), a 'Calendar name' field, a 'Colour' selection row with various colored circles and a 'Customise' link, a 'Charm' selection row with various icons, and an 'Add to' dropdown menu set to 'Other calendars'. At the bottom are 'Import' and 'Discard' buttons.

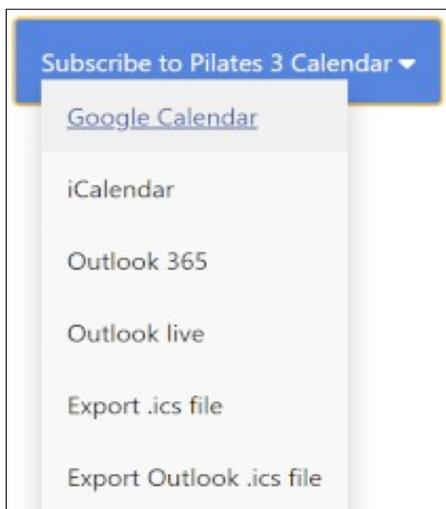
In the field where it says “Calendar Name”, add a name appropriate to the group (e.g. “U3A Pilates Class”). Select the colour you would like the calendar to use for the Pilates events and click the Import button at the bottom.

Once the import is complete, you can close the dialog. The new calendar should then appear under “My Calendars” in the Microsoft calendar page as illustrated below:

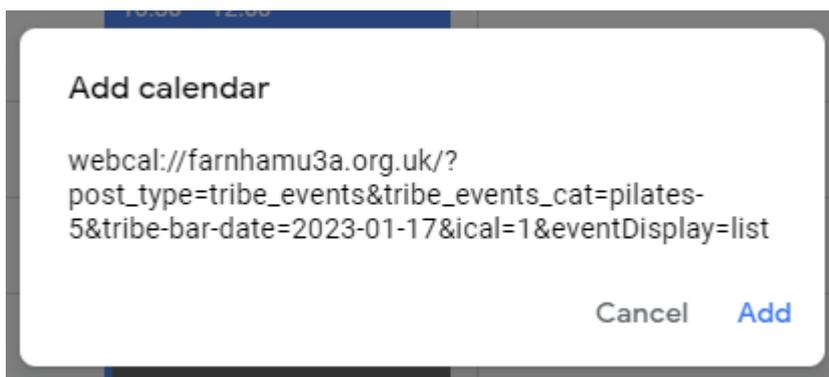


Step G7: This is what you do if you use Google Calendar:

Select Subscribe to calendar
you get a popup window



select Google Calendar from the popup window

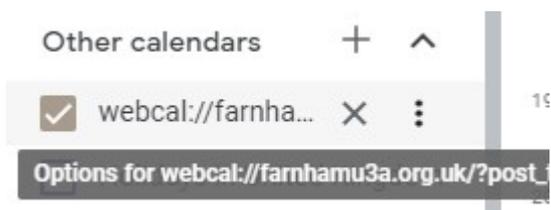


select Add

a link will be added on the left under Other calendars:



You can hide these events by unticking the new Pilates calendar, or
you can remove them all by hovering your mouse over the webcal entry and selecting the X



For monthly and theme meetings and social events follow these steps:

Open the Farnham U3A website [front page](#) and select “Theme Meetings”, “Monthly Meetings” or “Social Events” as appropriate from the Events tab. At the bottom of each of these pages is a “Subscribe to Calendar” button. Click on this button and proceed as for the group calendars described above.