



EVERY MEAL

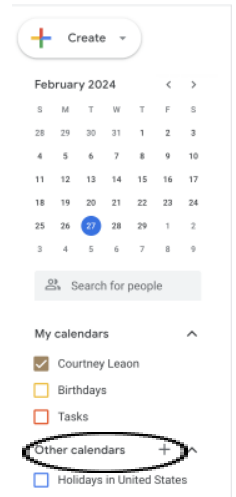
FIGHTING CHILD HUNGER

Steps for Adding the Electronic Program Calendar to your Email Interface

After you receive your electronic link from your Site Coordinator...

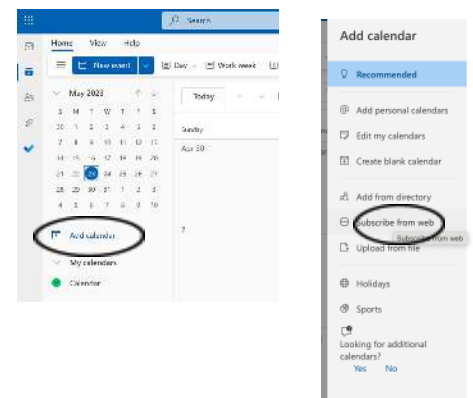
→ For Gmail Users:

- Navigate to the Weekend Meal Program Toolkit page and click on [‘New Weekend Meal Program Calendars’](#)
- Right click and copy the link labeled **‘Add to calendar’** under your school’s district/ charter
- Navigate to your Google Calendar
- Click the **‘+’** next to ‘Other calendars, select **‘From URL’**
- Paste your copied link



→ For Outlook Users:

- Navigate to the Weekend Meal Program Toolkit page and click on [‘New Weekend Meal Program Calendars’](#)
- Right click and copy the link labeled **‘Add to calendar’** under your school’s district/ charter
- Sign into Outlook on the web
- Go to the calendar feature
- In the navigation pane, select “Add calendar”
- On the left hand side, select “Subscribe from web”
- Enter the URL
- Select “Import”



→ For iCal User:

- Navigate to the Weekend Meal Program Toolkit page and click on [‘New Weekend Meal Program Calendars’](#)
- Click the link labeled **‘Add to calendar’**, under your school’s district/ charter. It will open in a web browser and show as a downloaded file.
- Click the download. It will open in Apple Calendar.
- You can select if you want to add the events to an existing calendar or create a new iCloud calendar.
- Click OK

