

Please don't paste the calendar link into your browser, it will not work properly and you won't receive updates when the schedule changes.

- 1. On your computer, open Google Calendar in Chrome
- 2. On the left, next to 'Other calendars,' click the + sign and choose 'From URL'
- 3. Enter the calendar's address (the red text below)- **PASTE INTO THE BOX ON THE GOOGLE CALENDAR PAGE, NOT INTO THE YOUR BROWSER'S ADDRESS BAR!** https://calendar.google.com/calendar/ical/nicky%40hefestivals.co.uk/public/basic.ics
- 4. Click 'Add calendar'. The calendar appears on the left, under 'Other calendars.'
- 5. Now go to your Google Calendar App on your mobile and make sure HEFF2022 is turned on

`NB: It might take up to 12 hours for changes to show in your Google Calendar.

If you need a more detailed walk through, follow the screenshots below.

1. On your computer, open <u>Google Calendar</u> (it may be helpful to view this PDF on a different screen while you follow the instructions.)

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2. On the left, next to "Other calendars," click the + symbol and choose 'From URL'

3. Enter the calendar's address - COPY & PASTE INTO THE BOX - DO NOT CLICK OR PASTE IT INTO YOUR BROWSER'S ADDRESS BAR

https://calendar.google.com/calendar/ical/nicky%40hefestivals.co.uk/public/basic.ics



4. Click 'Add calendar'. The calendar appears on the left, under 'Other calendars.'

You can choose to view the calendar in month, week, day or schedule mode. Schedule is the easiest to view on a mobile phone and day view is good on a computer browser.

E 21 Calendar	Today < >	August 2022			(२. (१) 🔅 🕨	Month -	
Create - M T W T F S 1 2 3 4 5 6	SUN 31	MON Aug 1	TUE 2	WED 3 • 2pm Decorate for • 6:15pm Workshop • 7:30pm Welcome • 8:30pm Open Mic	THU 4 • Sam ¥ Yoga for All (• 8:45am • Origami (• 9:30am ¥ Hungry Hi 42 more	FRI 5 • Sam Woga for All (• 8:30am • Pyrograph • 8:30am • Playdough 47 more	SAT 6 • Sam ¥Yoga for All (• S.30am � Origami (• B.30am � Writing yc 46 more 13	
8 9 10 11 12 13 15 16 17 18 19 20 22 23 24 25 26 27 29 30 31 1 2 3 5 6 7 8 9 10	7 • 8am Yoga for All (• 9am Festival Bunt • 9:30am Warhamn 35 more	8 • 8:45am • Pyrograpi • 8:45am • Playdougi • 9am • Ultimate Fris 33 more	9	10	11	12		
왕 Search for people y calendars ^	14	15	16	17	18	19	20	
LD Clara Birthdays Reminders Tasks	21	22	23	24	25	26	27	
ther calendars + ^	28	29	30	31	Sep 1	2	3	

5. If you switch to the 'Day' view, you will see the events have a red background. To change this, click on the three vertical dots in the bottom left, next to where it says 'HEFF2022' and choose which colour you would like to use.

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1 22	2 23	3 24	25	26	20	10.414	Hungry Hipp	Workshop 1	Cincing for F	iun (Dalau)										1
3 29	9 30	31	1	2	3	TU AM	9:30am, Hall (re		9:45 - 11:15am	Wood Turnin 10am – 12:30p Main Ring	Drama Game	es (CSI Workshop (Alastai 1 10 - 11:30am Workshop 2		Running	g Worksh in Ring	op (Ray)				
5	6	7	8	9	10	11 AM -	Catapult Ma (Catriona)	Autism and Diagnosis and Diagno	Tronshop 4		Workshop 3			10:			ouch Rugby (Regan) 30am, Sports Field		-	
Search for people 12 PM –				Workshop 1	Hall (Stage) Festival Bun					Regar 📒 Childr	Children's Yoga (All									
0)	Sear	CITIO	i heol	ле		12 PM -		West Africar (Stuart)	Hand Crank Ma (Fern)		🔵 Writing your	11:30am, Spoi Fauiway	rts Fiel 11:30am	, Conferenc	11:45ar	m – 1:45pm	Balancing	(Alex H)		
ly ca	lenda	ars			^	1 PM	Board Game 12:30 – 2:30pm Games Tent	12 – 1:30pm Hall (Rear)	Workshop 4	Muggle Quid (Ellen)	through Life (Ev 12:15 – 1:45pm Workshop 3	Our world t microscope (S	th How to Fir Si 12:45pm, Cor	n <mark>d Yourself</mark> nference Te		op z	Main Ring	1topin	- 1	
LD Clara Display this only Birthdays Hide from list		/	Wood Turnin 1:30 – 4pm	12:45 - 2:15p Workshop 1	Vorkshop 1						- 1									
		y (Main Ring Hall (Stage) (Anna) 1.45 - 3:45pm Workshop 4 2 mo Camere Text					2 – 4pm	(Garett	tt) (Aysha) 2pm, Conference										
Reminders								n	Workanop 2	Workshop	/orkshop 3									
Τa	asks	Settings						13pm, Games Tent Intelligence (Lu 3:15 – 4:45pm			Crochet for F	rochet for Football - Tra Match (Rocky)				HE CONFERENCE: Heuristic Outcomes 3:30pm, Conference Tent				
Other calendars +						••	4pm, Workshop Shield Makir Hall (Stage) 3:45 - 5:15p 4:15 - 6:15pm Darso film				n 3:30 – 5pm Sports Field									
						Movement N only (Browwn)					HEFF Concert Ensemble (Jane					et)				
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Light grey is easy on the eyes and allows you to see the coloured symbols more clearly. Each symbol relates to a location of the festival (see the key code below).



Main hall Main Ring Games Tent (main ring) Foyer/Main Ring Sports Field Conference Tent (main ring) Black Gate Road Workshop 1 (main ring) Workshop 2 (main ring) Workshop 3 (main ring) Workshop 4 (main ring)



6. Now go to your Google Calendar App on your mobile or tablet and make sure HEFF2022 is turned on.



You will now be able to check the schedule on your mobile phone at any time during the festival.

Due to the busy nature of the schedule, it may be necessary to amend details of some workshops. The calendar usually updates everywhere immediately, but at times it can take a little longer. If you turn up for a workshop and no one appears to be there, you can check the online version <u>here</u> or pop over to the office tent in the Main Ring for more info.