



How to add the HEFF schedule to your Google Calendar App

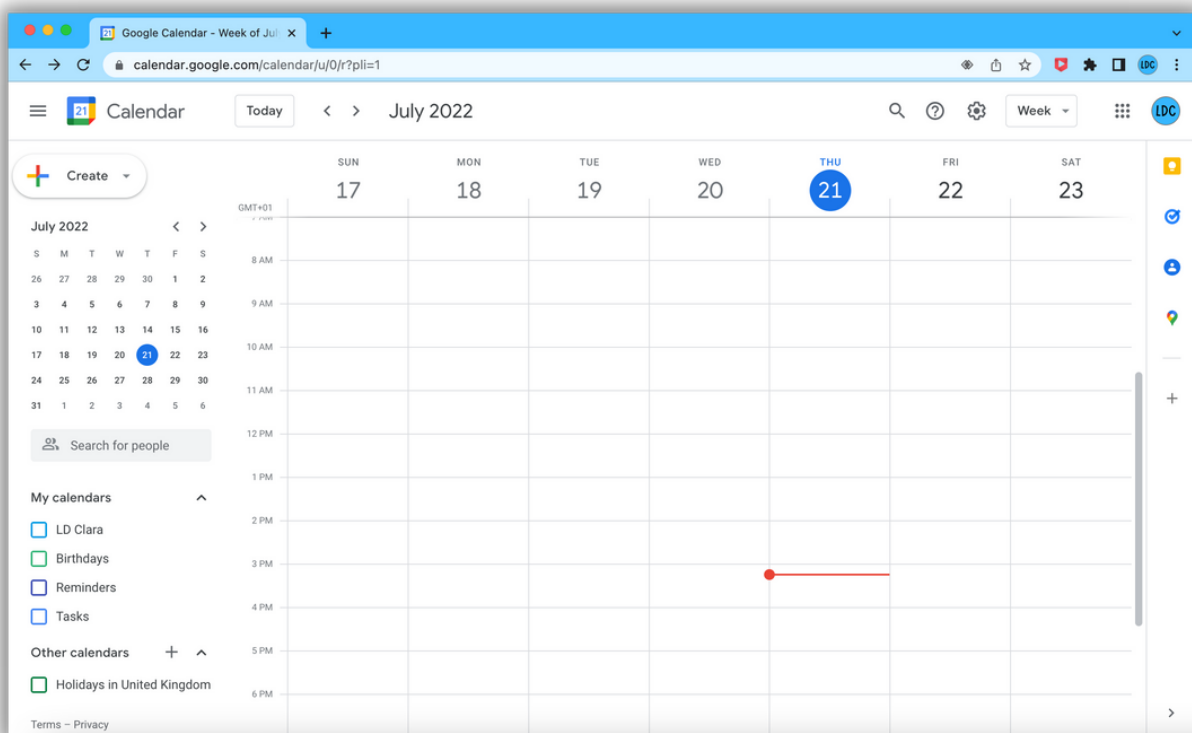
***** Please don't paste the calendar link into your browser, it will not work properly and you won't receive updates when the schedule changes.*****

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%40heffestivals.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

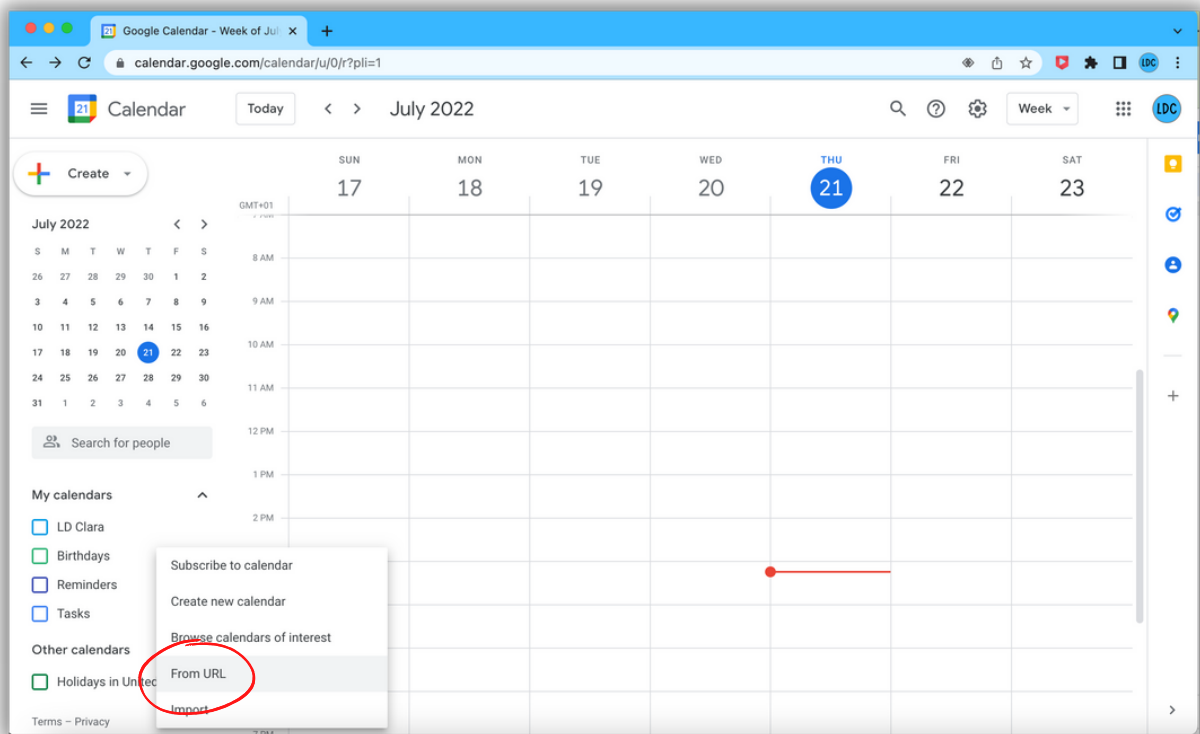
NB: It might take up to 12 hours for changes to show in your Google Calendar.

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

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

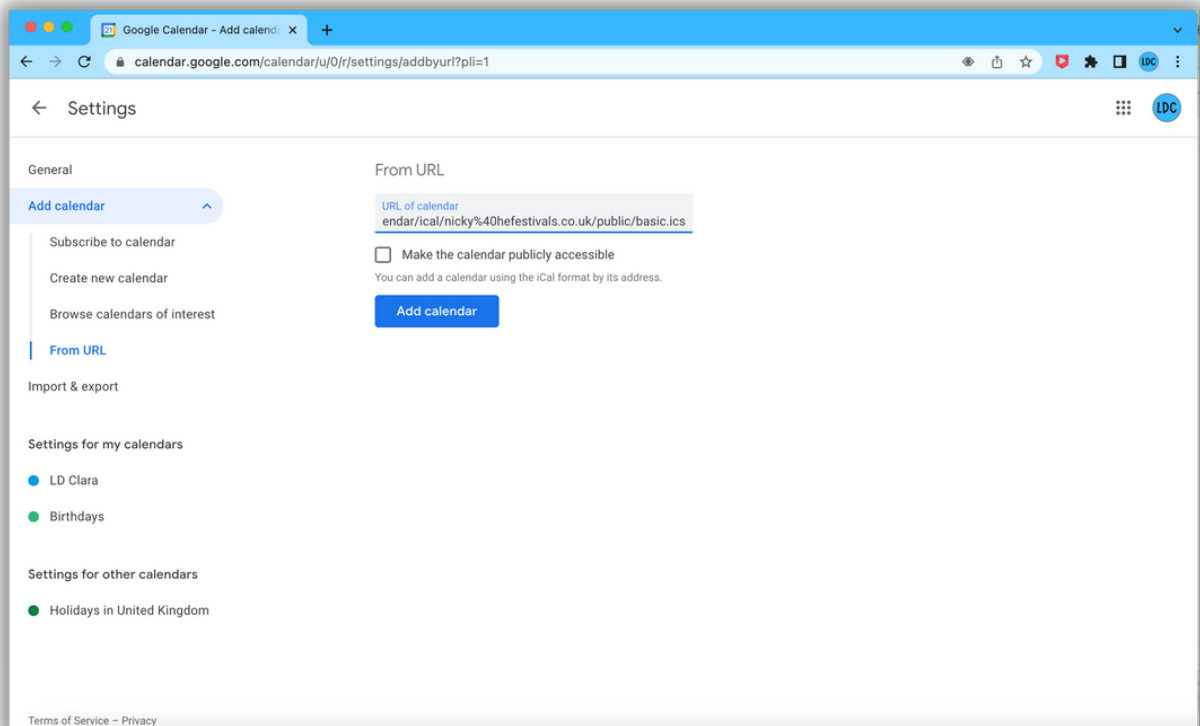


2. On the left, next to "Other calendars," click the + symbol and choose 'From URL'



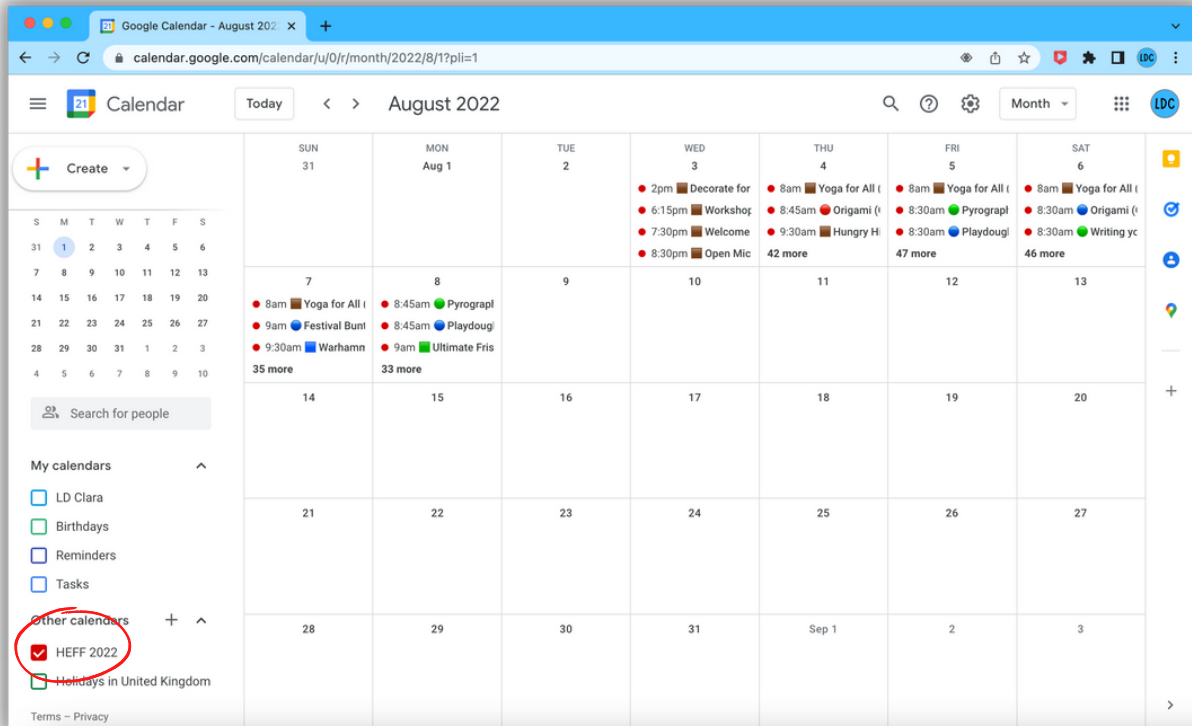
3. Enter the calendar's address - COPY & PASTE INTO THE BOX - DO NOT CLICK OR PASTE IT INTO YOUR BROWSER'S ADDRESS BAR

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

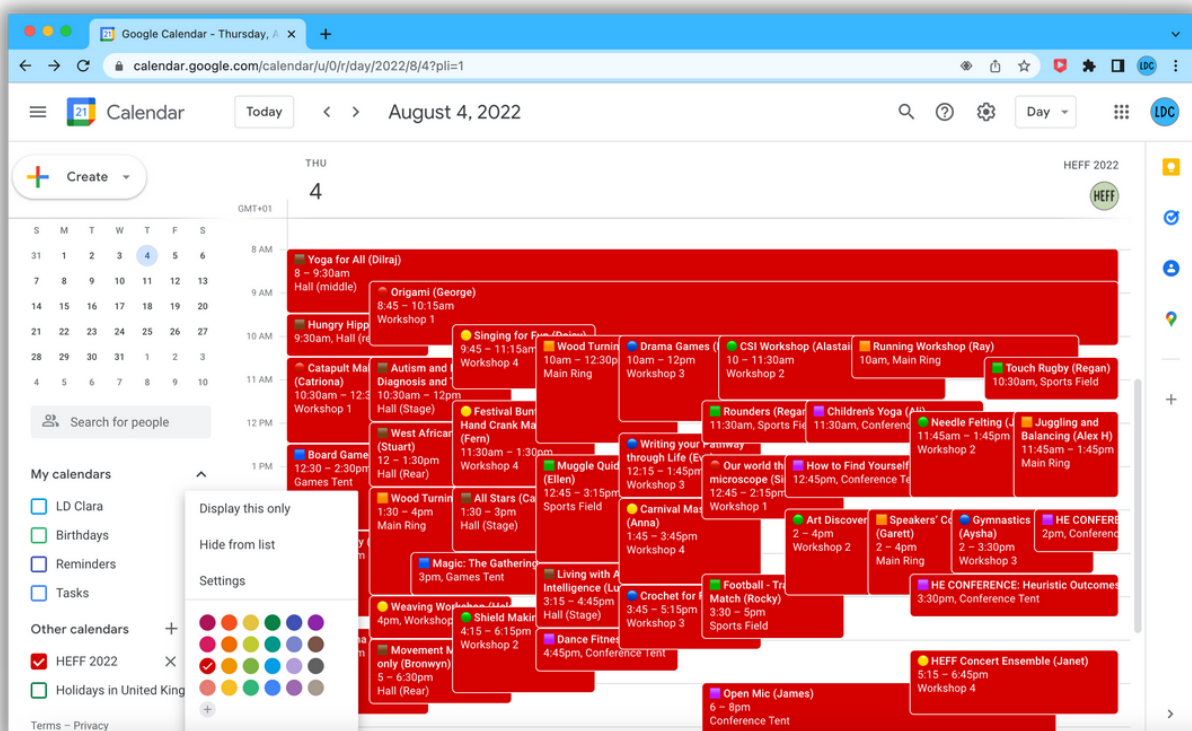


4. Click 'Add calendar'. The calendar appears on the left, under 'Other calendars.'

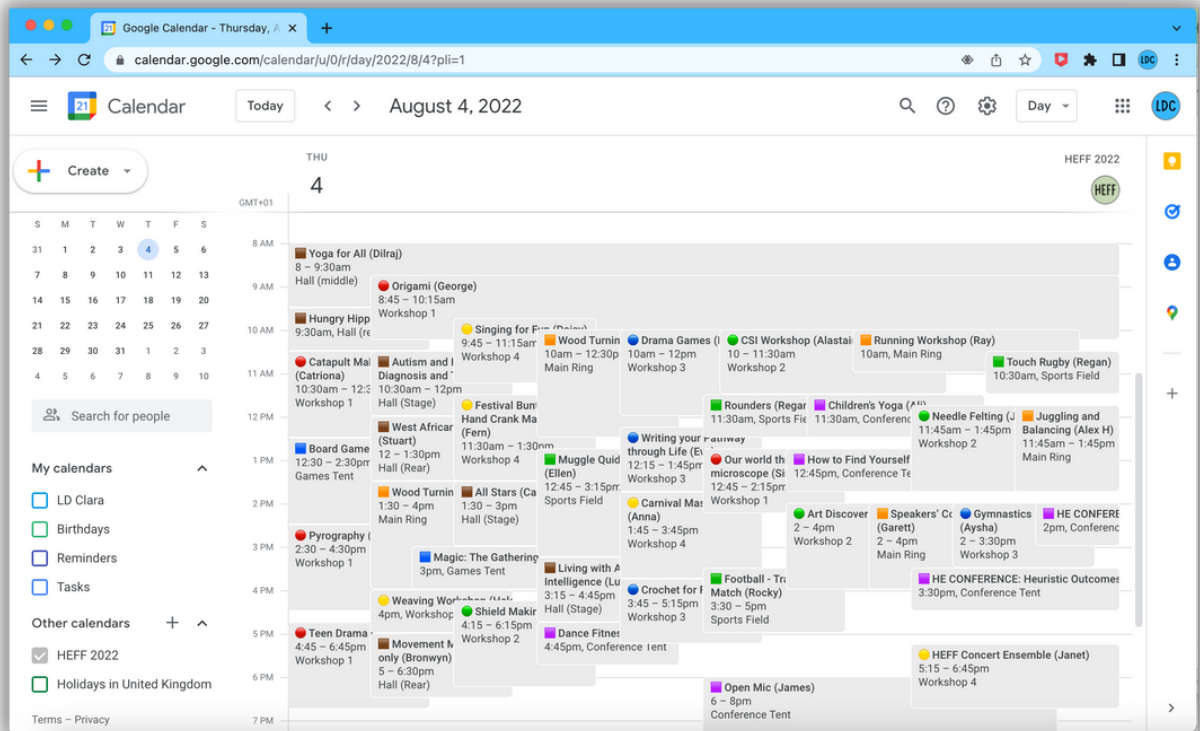
You can choose to view the calendar in month, week, day or schedule mode. Schedule is the easiest to view on a mobile phone and day view is good on a computer browser.



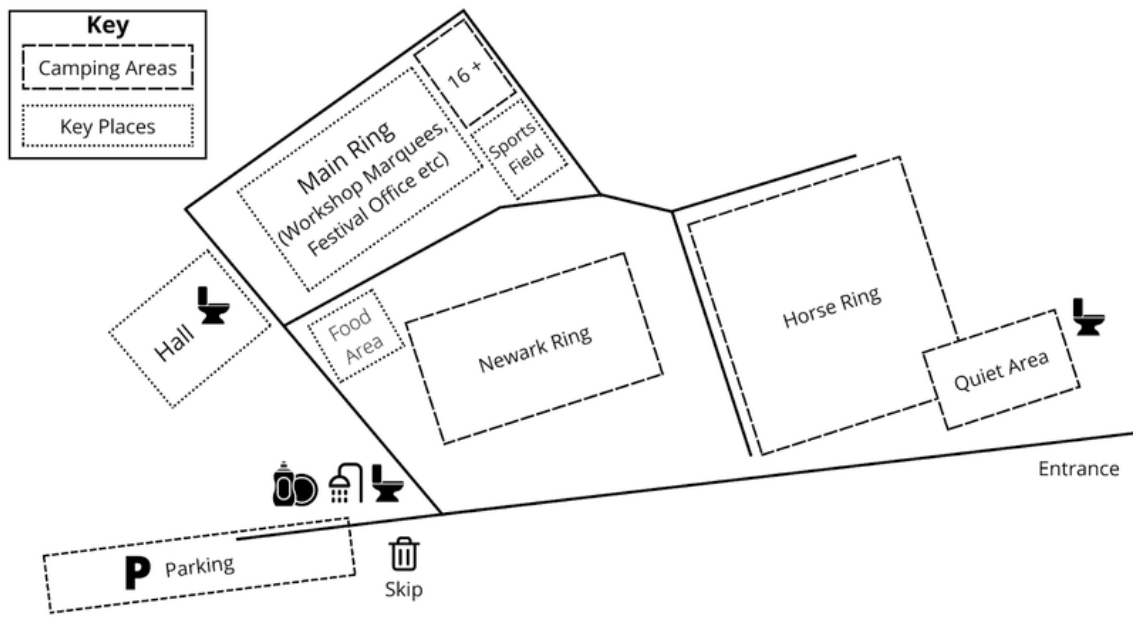
5. If you switch to the 'Day' view, you will see the events have a red background. To change this, click on the three vertical dots in the bottom left, next to where it says 'HEFF2022' and choose which colour you would like to use.



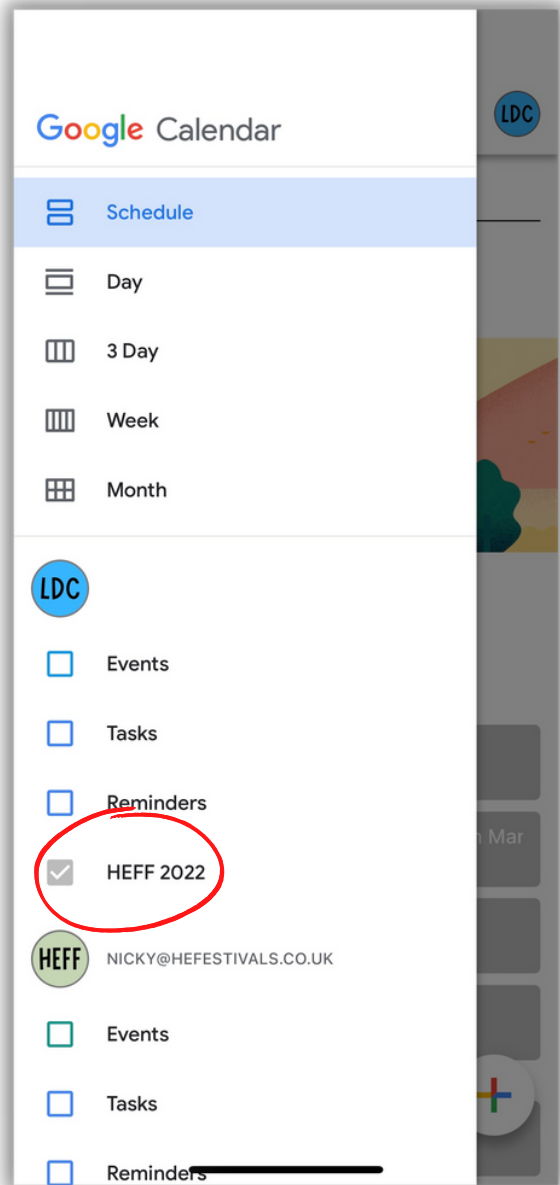
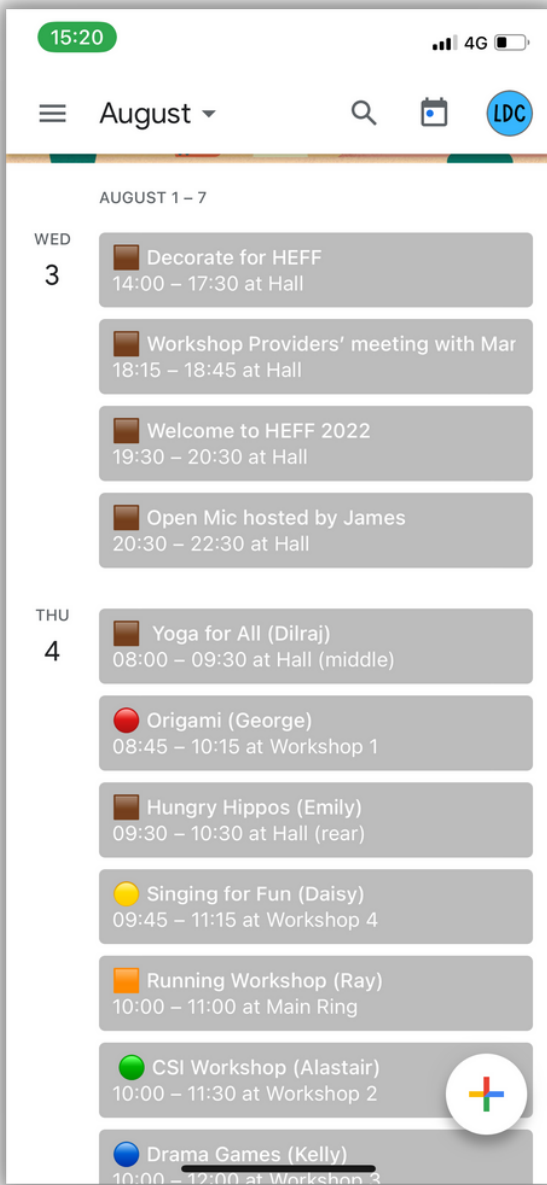
Light grey is easy on the eyes and allows you to see the coloured symbols more clearly. Each symbol relates to a location of the festival (see the key code below).



- 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 [here](#) or pop over to the office tent in the Main Ring for more info.