How to get the WCEF Calendar synching with your calendar
It's easy - don't get put off by my detailed instructions.

If you can't do it, ask anyone under 20 :) or email me on vp@wcefed.co.za - YOU CAN DO THIS!

Step 1 **Add the WCEF Calendar to your Google Calendar**

a Go to the WCEF website - wcefed.co.za - ideally on your pc

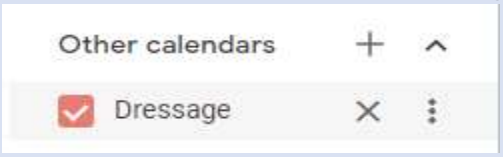
b Select Event Calendar from the menu

c At the bottom of the calendar, click on the 

d This will open your Google Calendar where you can select the Disciplines/Calendars you want to see by unticking those you don't want. Select Add All when done.



e You can hover on each calendar, click on the  select the colour and any notifications you want for this calendar.
You can also remove this calendar if no longer required under these options.



Step 2 **Add Google Calendar to your Phone**

2.1 **Android Phones:**
Download the Google Calendar App from the Play Store and install.

2.2 iPhones

a Open Settings: First, you have to open the setting on your iPhone.

b Select password and account option: You can see the password and account option in the bottom of setting, click on that.

c Tap on 'Add account' option: Select 'Add Account' from the bottom of the list.

d Select Google option: You can see number options like iCloud, exchange, yahoo but select Google.

e Enter Email: Now, enter Gmail email-id and password. If you want to sync your Calendar then select and save it.

f
Wait for sync.: you have to wait only for few minutes for the sync of calendar with your iPhone.

g Open Calendar: You can see the google calendar is now perfectly installed in your computer. You can change add or delete an event according to your priorities.

Step 3 **Choose the Disciplines you want to sync**

a Open the calendar on your phone

b Select the 3 lines on top right hand side to get the options

c Select Settings (at the bottom), Show more (if you don't see all your calendars, and then select 1 calendar at a time, and turn Sync on.

You can also select the colour, add notifications (eg - remind me 2 weeks before a show)