

# ClubRunner

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## How do I subscribe to a calendar?

Michael C. - 2023-03-08 - Support

The Subscribe to Calendar button is an Internet Calendar Subscription that allows you to download and view all the events in your own personal email calendar.

Unlike a Calendar snapshot, which is where you add events to your own calendar manually, Internet Calendar Subscriptions are updated automatically. You can click on the Subscribe to Calendar button and copy the link to download and subscribe to the calendar, or someone can send you a link to the Internet Calendar Subscription in an email.

With the Subscribe to Calendar button, you essentially subscribe to your club or district calendar. As events are added to your website, they are also automatically added to your personal calendar in whichever email client you use.

The screenshot shows the ClubRunner website interface. At the top is a blue navigation bar with the Rotary logo and menu items: Home, Green Town Member, About Our Club, Events & Calendar, and Our Club Projects. Below the navigation bar are three buttons: 'Donate to our Club', 'Contact Us', and 'Join our Club!'. The main content area is titled 'Calendar' and features a calendar for May 2017. The calendar shows events for May 1st (Community Hall Fundraiser, Spring Clean Up, Volunteering) and May 4th (Club Meeting). A 'Print Version' link is available. To the right of the calendar is a 'Sponsors' section with a green hand icon and text: 'Interested in being a sponsor? Download the website sponsorship guide'. At the bottom of the calendar view, there is a legend for 'Event Types' with three categories: Board Meeting Event (brown square), Club Event (blue square), and Club Meeting (yellow square). A red box highlights the 'Subscribe to Calendar' button located at the bottom right of the calendar view.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
	Community Hall Fundraiser Spring Clean Up Volunteering			Club Meeting		
7	8	9	10	11	12	13
28	29	30	31	1	2	3
4	5	6	7	8	9	10

**For more information on how to setup the Internet Calendar Subscription with your calendar software see the links below:**

- [Calendar in Outlook](#)
- [Google Calendar](#)
- [Apple Calendar](#)

Currently if you visit the built-in Calendar page you should see the Subscribe to Calendar button found in the bottom right corner. If you do not see it please contact our support team so that we can assist further.

Note

If any events show up on your website calendar, but not inside your Outlook/Apple/Google calendar feed, please check to ensure that event has an end time specified. Events without an end time won't show up in calendar feeds.

Related Content

- [How do I subscribe to a calendar with Outlook?](#)
- [How do I subscribe to a calendar with Google Calendar?](#)
- [How do I subscribe to a calendar with Apple Calendar?](#)