

ClubRunner

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How do I subscribe to a calendar with Outlook?

Michael C. - 2023-03-08 - Support

ClubRunner websites now offer the ability to subscribe to a Calendar of Events. As events are added to the website they will show up automatically on your personal calendar.

You can find the Subscribe to Calendar button on your ClubRunner website's calendar page.

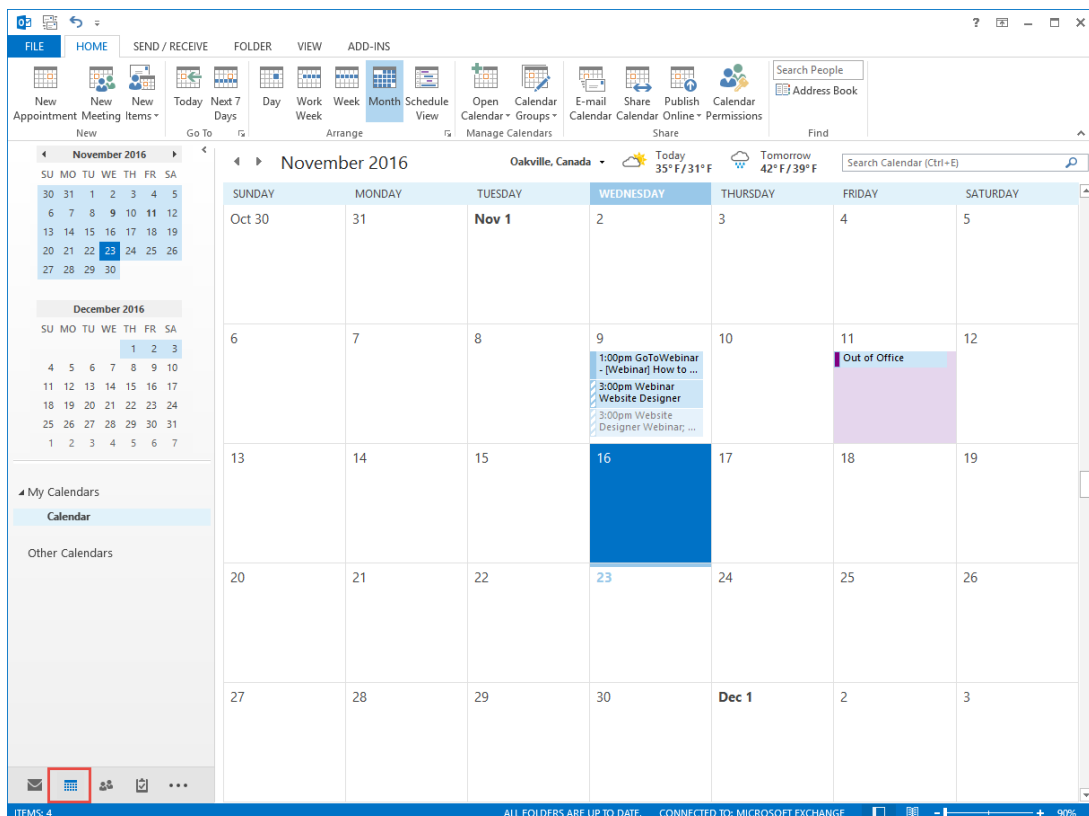
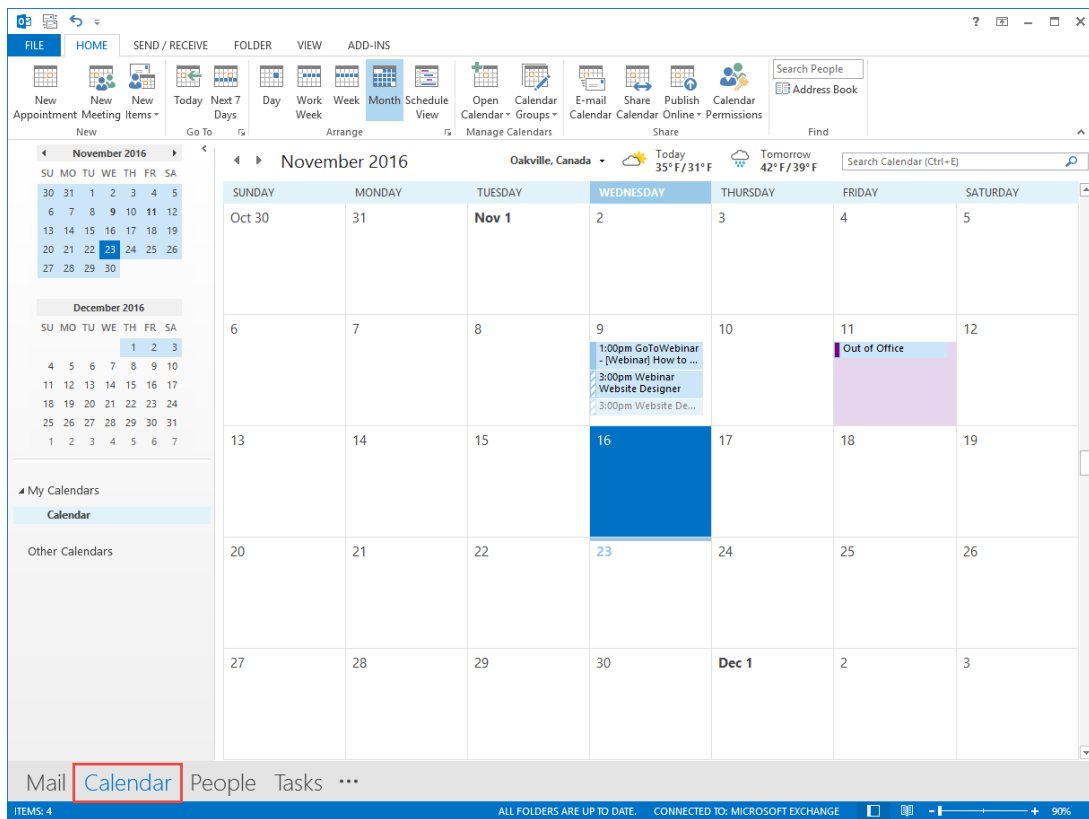
The screenshot shows the ClubRunner website's calendar page for May 2017. The page has a blue header with the Rotary logo and navigation links: Home, Green Town Member, About Our Club, Events & Calendar, and Our Club Projects. Below the header are three buttons: 'Donate to our Club', 'Contact Us', and 'Join our Club!'. The main content area is titled 'Calendar' and features a 'Print Version' link, a 'Calendar' view selector, and a 'today' button. The calendar grid shows events for May 2017, including 'Community Hall Fundraiser' (May 1-6), 'Spring Clean Up' (May 1), 'Volunteering' (May 1), and 'Club Meeting' (May 4). A 'Subscribe to Calendar' button is highlighted with a red box at the bottom right of the calendar section. A 'Sponsors' sidebar is visible on the right, featuring a green hand icon and a link to 'Download the website sponsorship guide'.

Note

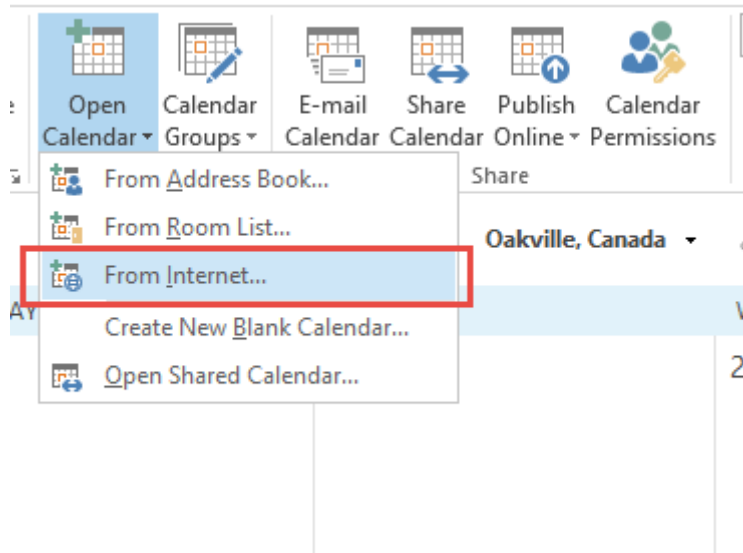
This article applies to Outlook 2013 & 2016.

Adding the Subscription

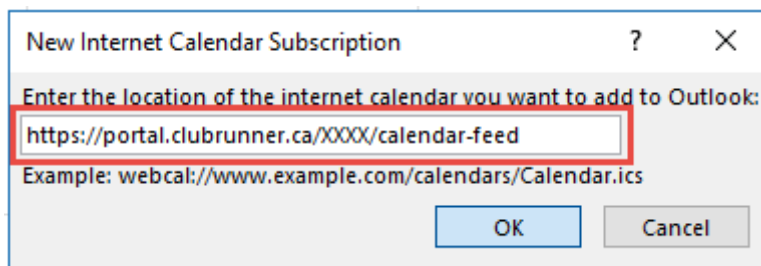
1. With Outlook open, you will need to navigate to the Calendar section by clicking on the **Calendar** icon, or word **Calendar** in your Outlook to switch to the Calendar view.



1. Now in the Calendar view, click on **Open Calendar** on the ribbon bar and choose **From Internet**.



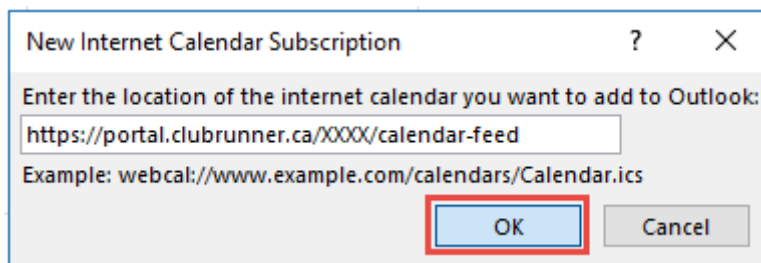
1. Paste the Calendar subscription URL into the box.



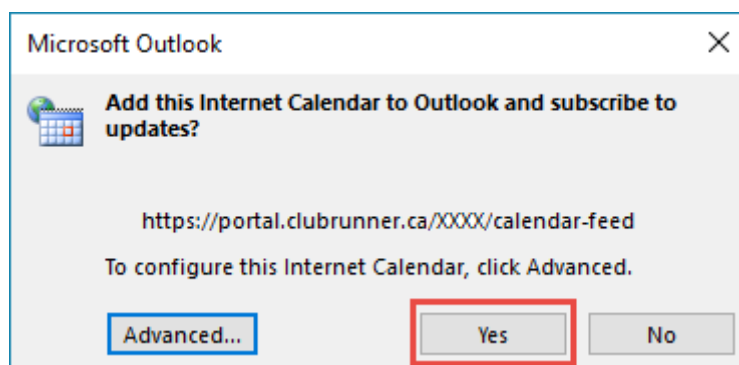
Note

<http://portal.clubrunner.ca/XXXX/calendar-feed> is a placeholder URL. You would need to replace the XXXX with your Club's ClubRunner ID, or use the URL from your Club's "Subscribe to Calendar" button.

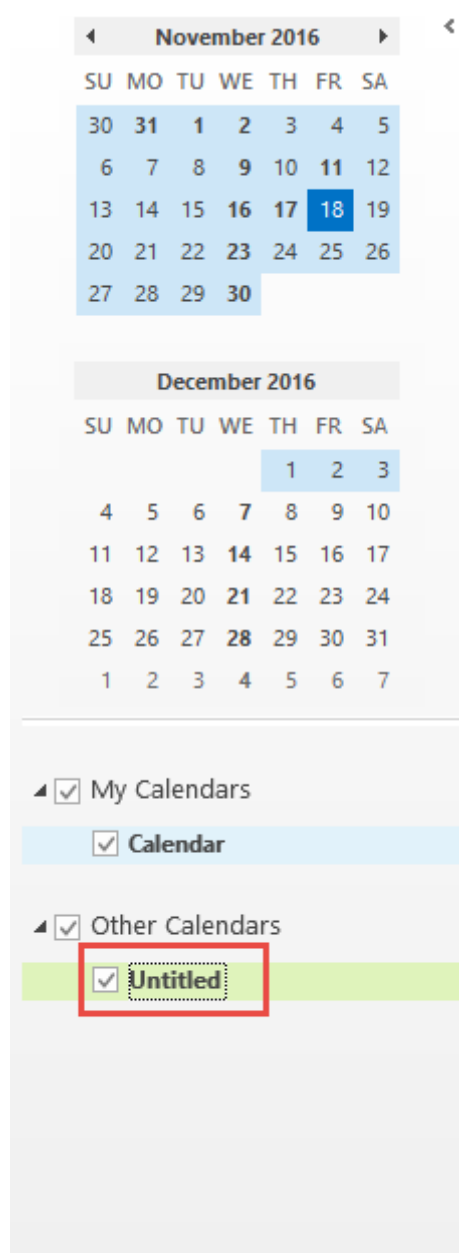
1. Press **OK** to confirm that you want to add it.



1. Click **Yes** to finalize subscribing to the Calendar.



1. You will now see the new Calendar Subscription.

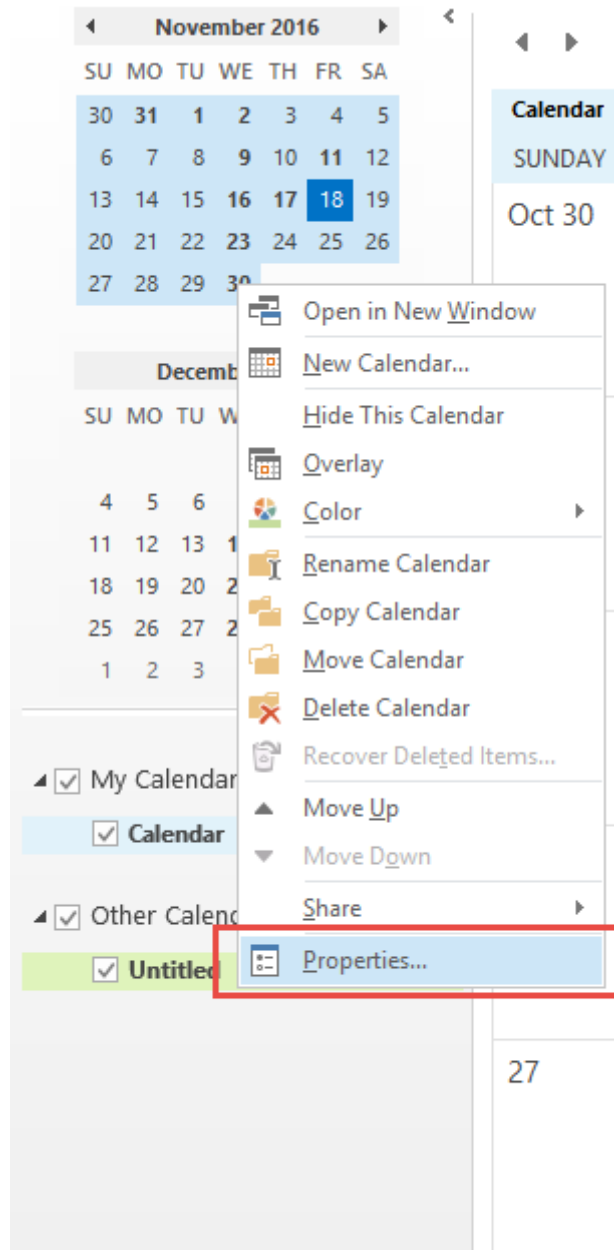


Renaming the Subscription

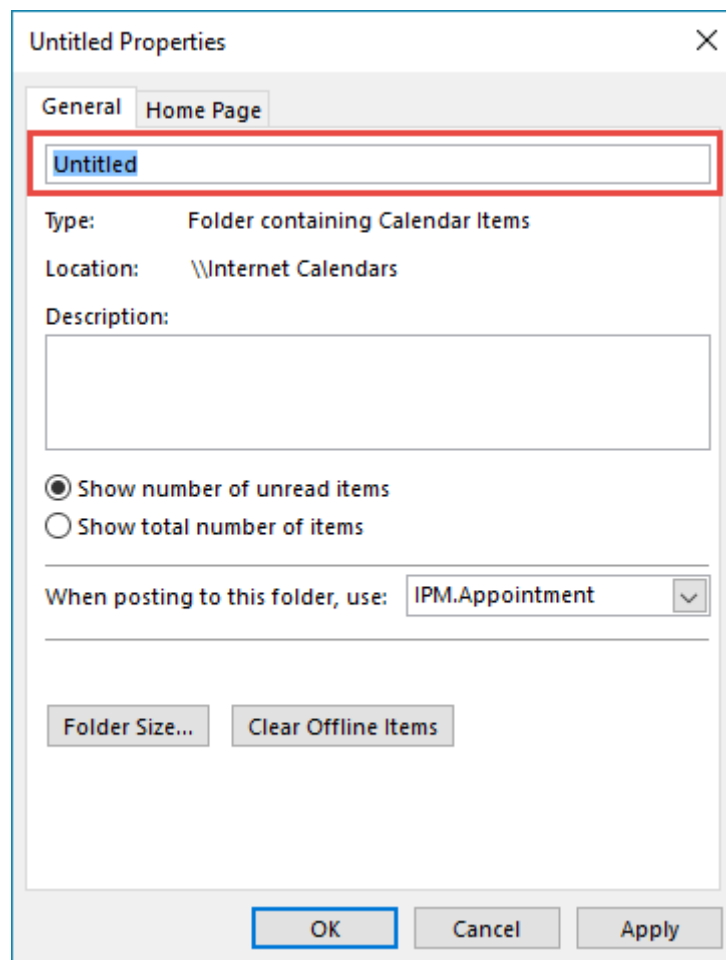
By default Outlook will insert it as Untitled, the following steps will let you rename your

Calendar Subscription.

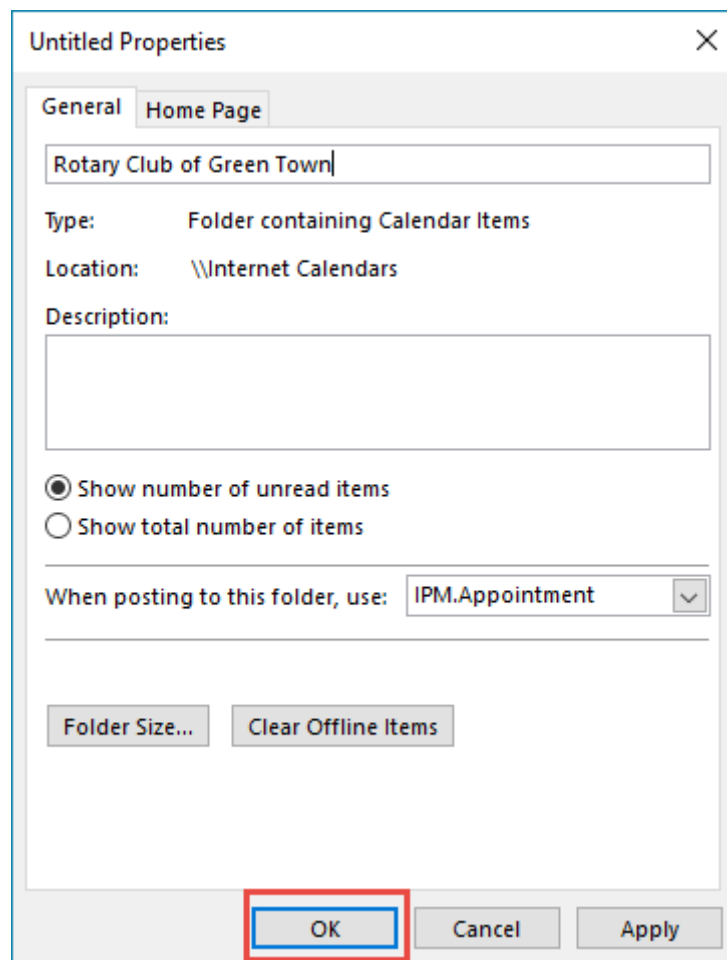
1. Right click on your **Untitled** Calendar Subscription, then click on **Properties**.



1. You should see a box with **Untitled** in it, you can click in the box, and type in a new name.



1. Click **OK** to confirm your changes.



1. You can now see that your change has taken effect.

The image shows a mobile calendar application interface. At the top, there is a header for "November 2016" with left and right navigation arrows. Below this is a grid for the month of November, with days of the week (SU, MO, TU, WE, TH, FR, SA) as columns and dates (30, 31, 1-12, 13-19, 20-26, 27-30) as rows. The date "18" is highlighted in a dark blue box. Below the November calendar is a header for "December 2016" with similar navigation arrows. The December calendar grid shows days 1-3 in the first row, 4-10 in the second, 11-17 in the third, 18-24 in the fourth, 25-31 in the fifth, and 1-7 in the sixth. Below the calendar grids is a section titled "My Calendars" with a checked checkbox and a sub-section "Calendar" with a checked checkbox. Below that is a section titled "Other Calendars" with a checked checkbox and a sub-section "Rotary Club of Green Town" with a checked checkbox and a dotted border around the text.

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