**Step 4:** All calendars will automatically be selected for you. Unselect any calendars you do not want to link to your personal Google calendar. We suggest you add the District calendar, School events calendars, and letter day calendars that most pertain to you. Only calendars with a check mark next to them will be added to your calendar.



By completing these steps, you will be able to easily view these calendars on your own calendar. When necessary, you can easily hide a calendar from view by clicking the check mark next to the calendar name on your Google calendar (on the left hand side, midway down the screen). Check the box again and the calendar can be seen again.

