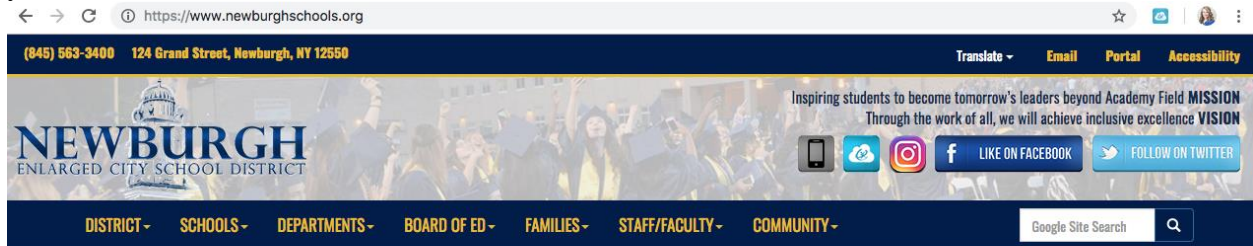


# Instructions: Add NECSD District and School Calendar Events

Add school or district events to your Google calendar in a few simple steps!

**Step 1:** Go to [NewburghSchools.org](https://www.newburghschools.org) (if the link does not work, copy and paste the address into your browser)



**Step 2:** Scroll down until you find the Upcoming Events section on the right side of the page.

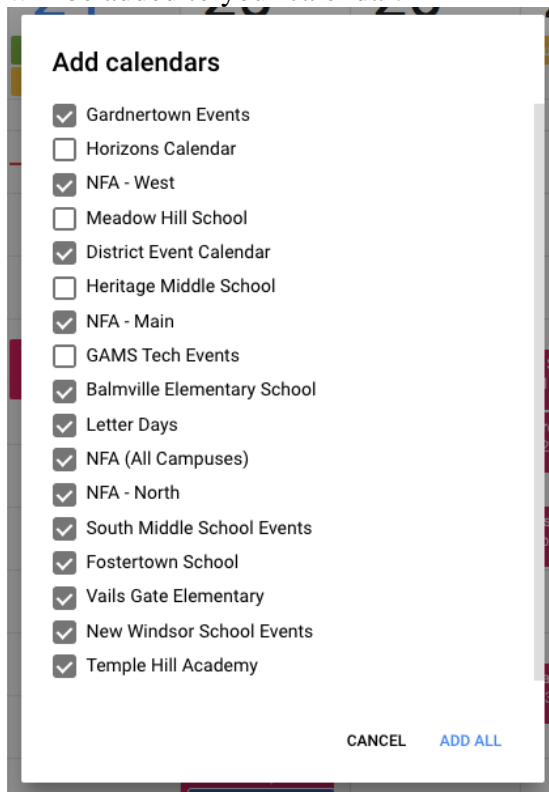
A screenshot of the 'UPCOMING EVENTS' section. It features a dark blue header with the text 'UPCOMING EVENTS' in yellow. Below the header, it says 'For all events visit the Full District Calendar'. There is a date selector for 'Monday, September 24' and a 'Print' icon. The events are listed in a table:

C - Day	
Monday, September 24	
7:00am	NFA - West Pride Week
6:15pm	Balmville Open House
Tuesday, September 25	
NFA - West Pride Week	
E - Day	
3:30pm	SAVE Committee
4:30pm	Diversity Committee

**Step 3:** Select the blue + toward the bottom of the Google calendar.

A screenshot of the Google Calendar interface. It shows a list of events including 'NYS School Breakfast Day', 'F - Day', '6:00pm NFA Main Campus-Open House', and '6:00pm NFA North Campus Open House'. Below the events, there is a blue button with a white plus sign and the text '+ Google Calendar'. A large yellow arrow points to this button.

**Step 4:** All calendars will automatically be selected for you. Unselect any calendars you do not want to link to your personal Google calendar. Only calendars with a check mark next to them will be added to your calendar.



By completing these steps, you will be granted “view only” access unless other permissions are requested. 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).

- District Event Calendar
- Fostertown School
- Full NECSD District Calend...
- GAMS Tech Events
- Gardnertown Events
- Heritage Middle School
- Horizons Calendar

If you would like to add additional calendars at a later date, you can do so by repeating the steps above.

Add an event to the district calendar and not your personal calendar by using the pull down bar.