

## SYNC MCP CALENDARS TO YOUR SMARTPHONE

In order to sync the Mission calendar(s) with your smartphone, you must have a gmail account and the google calendar app on your smartphone and follow the steps outlined below. If you do not have a gmail account go to [www.google.com](http://www.google.com) and create a gmail account. Once your account is created you will want to download the Google Calendar app from the App store on your device. The Google Calendar icon that you want to download should look like this image.



1. On your smartphone, Go to [Settings, Calendar](#) and make sure your Gmail account is added. If it is not listed then click on [Add Account](#) and enter gmail account information.
2. Select your gmail account as your [Default Calendar](#).
3. On your computer or smartphone go to [www.missionprep.org](http://www.missionprep.org) using Google Chrome browser as the preferred search engine for syncing the calendar(s).
4. Click on [Quicklinks](#) (located upper right of page).
5. Click on [Calendar](#) (it will take you to the School Calendar page).
6. Scroll down to bottom right side of calendar and click on [+ Sign of Google Calendar](#).
7. A list of school calendar events will appear asking if you want to add to your calendar.
8. Select the items you want added to your calendar or just select [“Add All”](#). You can deselect the calendars that you do not want to sync to your personal Google Calendar in your calendar app.
9. To access the Athletic Calendar, click on [MCP’s Athletic Calendar](#) located above the School Calendar and follow steps 7-9.
10. Go to the [Google calendar app](#) on your smartphone and in the menu bar select or deselect which Calendars you would like to appear on your phone.
11. The events will appear in your Calendar.

Please note that when the school updates the MCP Google Calendar (s), your calendar will automatically update as well.