

🔔 With modern mobile devices and calendars, you can keep all your calendars in sync with a few simple settings. (Note - these steps will sync the entire calendar).

Select your device and follow the listed steps:

1) For iPhones

2) For Android Phones

3) For Blackberry Phones

3) For Windows Phones

To sync with Blackberry, you must first download the "google sync" and install it on your phone.

1. Log into your Google calendar on the computer.
2. Under "Other Calendars" click the Add link.
3. Select "Add by URL"
4. Enter the following URL:
<https://www.charmsoffice.com/charms/calsynct.asp?s=SpringtownBand>
5. Click "Add Calendar"
6. Google will begin to sync your calendar, and it will appear on the screen.
7. Click "Settings"
8. Change the long name of the new calendar to something you will remember such as "Charms Calendar"
9. Your phone should automatically be set to sync with your Google calendar.
10. On your phone: Click on "Calendar", then bring up the settings for the calendar. Click on Calendar Sync. You should see your google account listed already. Make sure Auto-Sync is checked.