

# Accessing QMGS Live Calendar on a phone etc..

This guide has been written using the android system, some slight amendments for iPhone or Windows will be needed.


## STEP 1 – Google Account

To utilise the calendar on your phone you must have a google account or Gmail account. Visit <https://accounts.google.com/signup> if you do not and create one.

## STEP 2 – Sign in and Add Calendar

Sign into your google account  
On the internet navigate to the school website ([www.qmgs.org.uk](http://www.qmgs.org.uk)) and go to the calendar page (“About Us” >> “Calendar – Live View”)

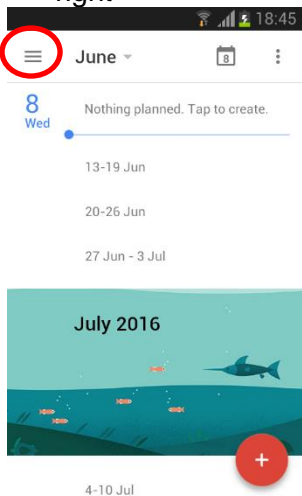


Scroll down to the bottom of the calendar and click the  button. This will link the calendars to your google account.

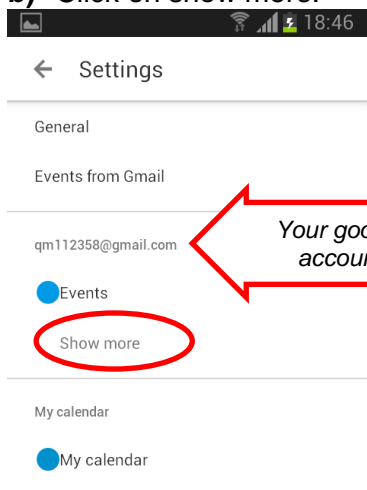
## STEP 3 – Adding the calendar to your phone

You need a Google Calendar App on your device.  
On android the calendar should work within the built-in calendar apps. Otherwise you can download suitable apps from the PlayStore or iTunes.

a) Access the menu top right

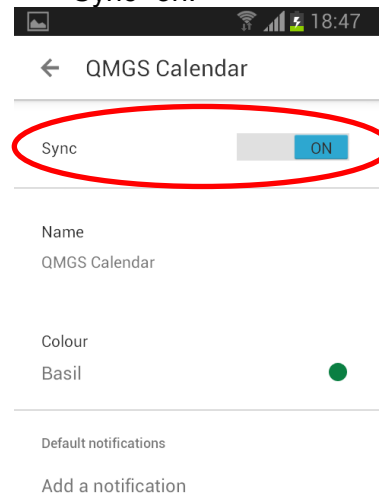


b) Click on show more:



Your google account

c) Click each of the calendars and turn “Sync” on.



Then scroll down to



## MORE INFORMATION

There are 5 calendar “layers” which you can turn on/off to choose which info to display:

**QMGS Calendar** – main school events or information

**QMGS Staff Calendar** – administrative information only relevant to staff

**QMGS Houses** – all activities connected to house system

**QMGS Visits** – off site visits

**QMGS Sports** – sports fixtures

For further help or advice contact Mr Hudson or Mrs Smith (Resources)  
To get events added to the calendar contact Mrs Bailey in Reception.