# #ICESASC19 ICES 2019 WWW.ICES.DK/ASC2019 ICES 2019 ANNUAL SCIENCE SCIENCE SCIENCE OP-12 September 2019 Othenburg, Sweden

Instructions to install ICES ASC 2019 calendar on your phone

Please note that the ICES ASC 2019 calendar time zone is set to the local time in Gothenburg, Sweden (Central European Time). If your phone is set to another time zone, the event times will not display correctly in your calendar.

Once you have subscribed to the calendar on your phone, you can click on each event for more information, including web links to the detailed schedule for each session that will be updated with changes during the ASC.

# **RECOMMENDED OPTION FOR ALL ANDROID AND IPHONE USERS**

# Google calendar (two-step process)

Step 1 – Add ICES ASC 2019 calendar to your Google calendar on a computer (not on a phone) On your computer, go to <u>https://calendar.google.com</u> and log in. Click the Settings menu in the top right corner (cog wheel icon)

Add calendar -> From URL

Paste this link:

https://calendar.google.com/calendar/ical/j37f4d7nru4i1dhouc2q6o2574%40group.calendar.google .com/public/basic.ics

# Add calendar

Calendar added will pop up at the bottom of your screen

The ICES ASC 2019 calendar is now added under Other calendars in your Google calendar \*\*Note: If you still don't see ICESASC19 events immediately, it may take some time for google to sync to the ICES ASC 2019 calendar.

\*\*Change the default language: if you want to change the language of the Google calendar page, go to Settings menu (cog wheel icon) -> General -> Language and region -> Language (choose what you want), these are generally the first options you can choose under each submenu. You can also choose to change the time zone under the settings (choose Stockholm for the ASC time zone).

# Step 2 – Sync with your phone's Google calendar app on an Android or iPhone

Very Important: First download the Google calendar application from Google Play or the Apple store on your mobile phone if you do not already have it installed.

Open the Google calendar app and login in to your Google account

Click on the menu tab on the upper left

Scroll down to your email account

Click on the ICESASC19 calendar to display the calendar

If you don't see ICESASC19, click Show more

\*\*Note: If you still don't see ICESASC19, it may take some time for google to sync your account to your phone. To speed up this process, you can try to scroll down under the menu tab to the very bottom and click Settings, this usually initiates a sync for the new calendar to be added. If you are still having trouble, wait 10 minutes and if it still has not synced, please try the options suggested by Google on this website:

Android help:

https://support.google.com/calendar/answer/6261951?co=GENIE.Platform%3DAndroid&hl=en Iphone help:

https://support.google.com/calendar/answer/6261951?co=GENIE.Platform%3DiOS&hl=en&oco=0 \*\*Change the ICESASC19 calendar colour display: Menu tab on the upper left -> Scroll down to the bottom and click Settings -> Click on ICESASC19 -> Change the colour

# **ALTERNATIVE OPTION FOR IPHONE USERS**

# (This option works smoothly only if you use the built-in iPhone mail <u>and</u> calendar application) *Subscribing*

Click the link below on an iPhone and you will be asked to Subscribe to the calendar "ICESASC19". Press the Subscribe button.

The iPhone will have a pop-up to let you know that the Calendar "ICESASC19" has been added. Click the View Events button or open your iPhone's calendar app.

https://calendar.google.com/calendar/ical/j37f4d7nru4i1dhouc2q6o2574%40group.calendar.google .com/public/basic.ics

# Turning on/off display of the ICES ASC 2019 calendar

If you want to stop displaying the calendar, click on the Calendars button at the bottom of the app and uncheck the button next to the Subscribed ICESASC19 calendar. When you want to view the calendar again, click the check box back on.

# LEAST PREFERRED OPTION FOR ANDROID CALENDAR USERS

Note that if you click on the link below directly from your Android phone, all of the ICES ASC 2019 calendar events will be imported into your personal default calendar on your phone. We don't recommend that you add the ASC calendar this way if you sync your phone already with your Google account and can follow the Google calendar subscribe information above.

https://calendar.google.com/calendar/ical/j37f4d7nru4i1dhouc2q6o2574%40group.calendar.google .com/public/basic.ics

# Removing the ICES ASC 2019 calendar from your phone

## iPhone

iPhone Settings -> Passwords & Accounts -> Subscribed Calendars -> ICESASC19 -> Delete Account

## Google calendar app

On your computer, log in to <u>https://calendar.google.com</u>.

Any removal that you make on your computer will also occur on your phone next time the phone app refreshes.

Settings -> Click on the ICESASC19 calendar you want to remove -> Remove calendar at the bottom and press the "Unsubscribe" button

More details on "Removing a calendar from your list permanently" are available here: https://support.google.com/calendar/answer/37188?co=GENIE.Platform%3DDesktop&hl=en