

In order to receive news and updates via the Tag Menu on the Waseca Hockey Association Calendar you must take the following steps:

- 1: Go to the Calendar Page
- 2: Click on the “Show Tag Menu” link
- 3: Select the tags that you wish to be notified on
- 4: Once you have the Tags selected that you wish to be notified on, click on the “Subscribe to RSS Feed” or “Subscribe to iCal Feed” depending on which one works with your email or calendar program. RSS Feeds will work with Outlook or Google Reader.
- 5: Copy the link and paste it into your RSS Reader and subscribe.

Any updates or scheduling issues that are added or changed will show in your Calendar or RSS Feed program.

Outlook

1. On the tools menu, click Account Settings
2. On the RSS Feeds tab, click New
3. In the New RSS Feed dialog box, type or press CTRL+V to paste the URL of the RSS Feed
4. Click Add
5. Click OK

Google Reader (Gmail Account)

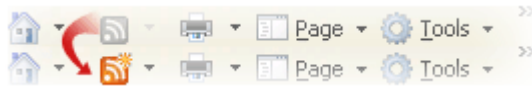
If you have a Gmail Account you can easily add this feature via the Google Reader.


1. Type in the following address: www.google.com/reader
2. Click on the Red “Subscribe” bar on the Left Top Corner of the page
3. Paste the URL that you copied from the Waseca Hockey Association site and click “Add”
4. Upon adding the URL you should see any events scheduled via the Waseca Hockey Association Website.

Add an RSS Feed through Windows Internet Explorer 7

When you use Windows Internet Explorer 7 and Office Outlook 2007, you can add RSS Feeds from either program as well as view the feeds in either program.

1.  When you browse to a Web page that contains RSS information,  appears in Windows Internet Explorer next to the Home button.



2. Click .
A list of all available RSS Feeds on the Web page is displayed.
3. Click the RSS Feed that you want to add.

 You can also click ,  or,  in the Web page.

This will basically add a second calendar in Outlook that updates as the calendar changes

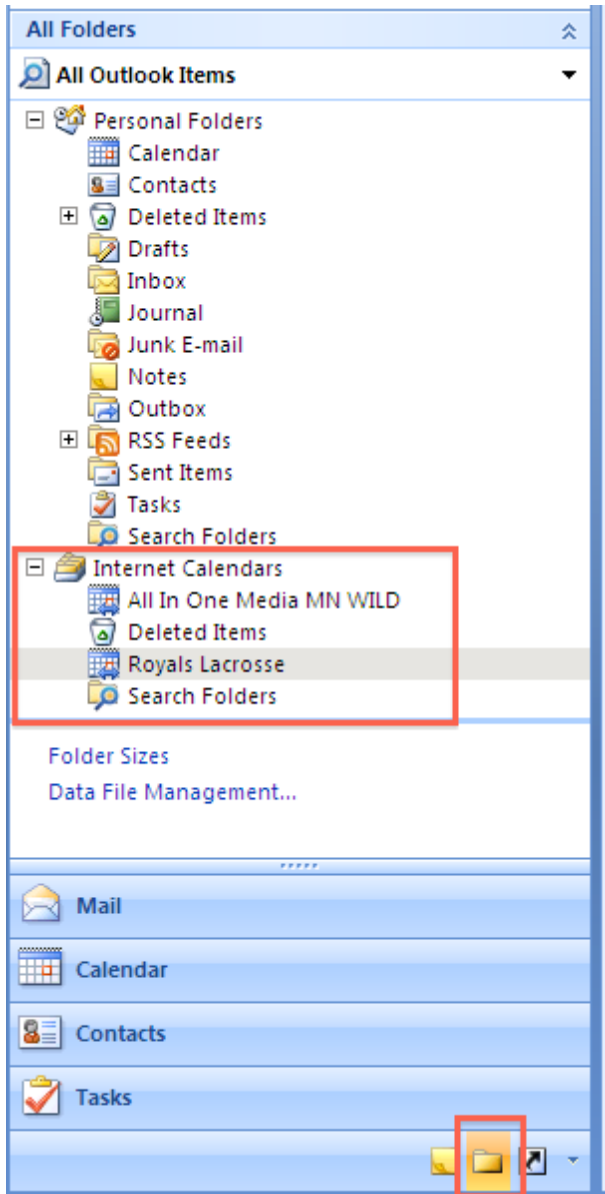
iCal in Microsoft Outlook

In order to setup Outlook (2007 or newer) to view Internet Calendars from an NGIN website you will need to first copy the iCal **feed** into your clipboard (Control-C or Command-C).

Within Outlook follow these steps:

- 1) Tools
- 2) Account Settings....
- 3) Internet Calendars Tab
- 4) New...
- 5) Paste the link in from the website
- 6) Click on Add
- 7) Un-check Update Limit
- 8) You can rename the folder name field to something more easily recognizable
- 9) Click OK

You should then see the name of the Internet Calendar in the left hand menu (in folder view) under Internet Calendars.



If anyone needs any additional help with this, please feel free to shoot me an email. It is a little more complicated than I had planned but this is the only way it works via the website we use.

Thanks,

Anthony Martens, Website Coordinator