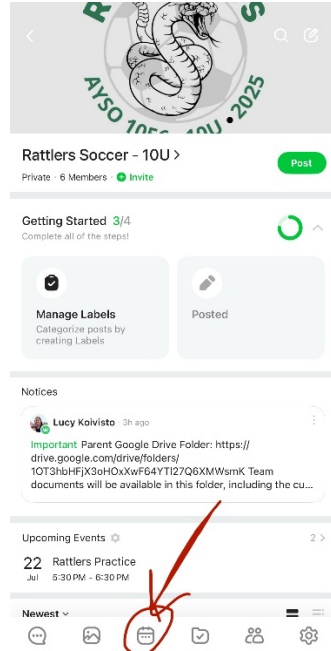


## **How-To Sync AYSO Calendar to BAND**

1. After you set up your BAND Team
2. Go into your Band team
3. Click on the “Calendar” Icon
4. Click on the “Settings” gear Icon in the top right corner
5. Go to the bottom section “External Calendars” and click on “Subscribe by URL”
6. Login to AYSO website: <https://ayso.bluesombrero.com/region1056>
7. Go to the “Team Central” dropdown and then to “Calendar”
8. Filter the calendar by Schedule then Team. Example:
  - a. Schedule: I’m selecting all 10U practices and games options
  - b. Team: I am filtering down to 10U and then to just my team
  - c. Click “View Matches”
9. Scroll to the bottom of the Calendar, click on the “Sync Calendar” button on the bottom right
10. COPY the “Import in Outlook” link
11. Go back to your BAND team app
12. PASTE this into the top “ENTER URL” space
13. In “Calendar Name” name this calendar whatever you’d like
14. Click on “Done”
15. Give it time to initially sync. Then you will see the practices and games in the calendar of your BAND!

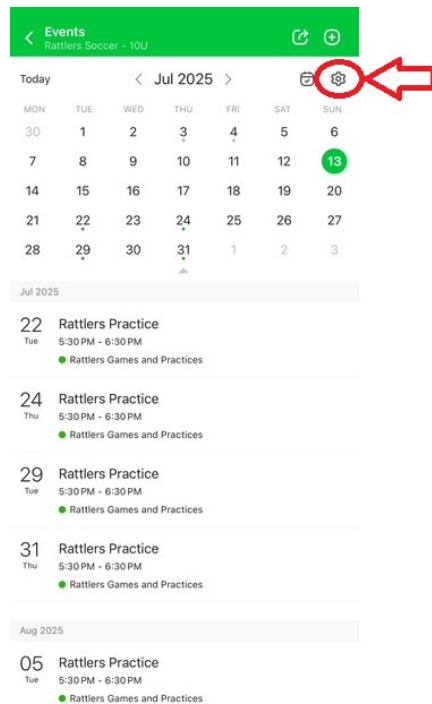
## Screenshot Example of Steps:

1. After you set up your BAND Team
2. Go into your Band team
3. Click on the “Calendar” Icon



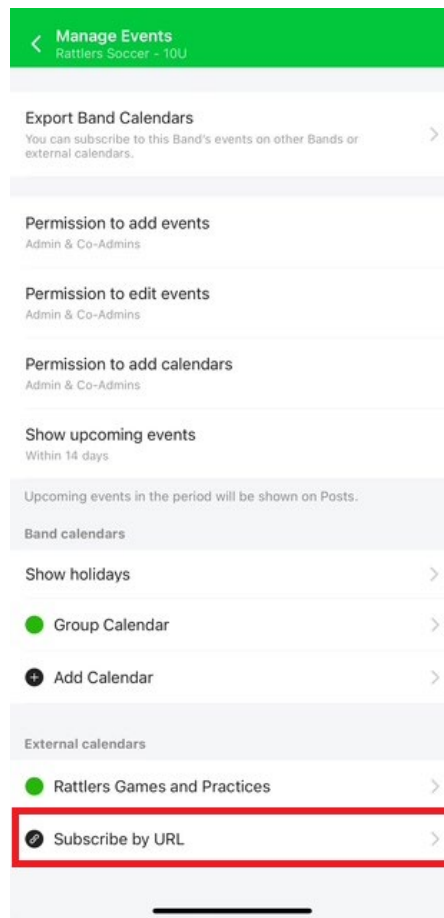
a.

4. Click on the “Settings” gear Icon in the top right corner



a.

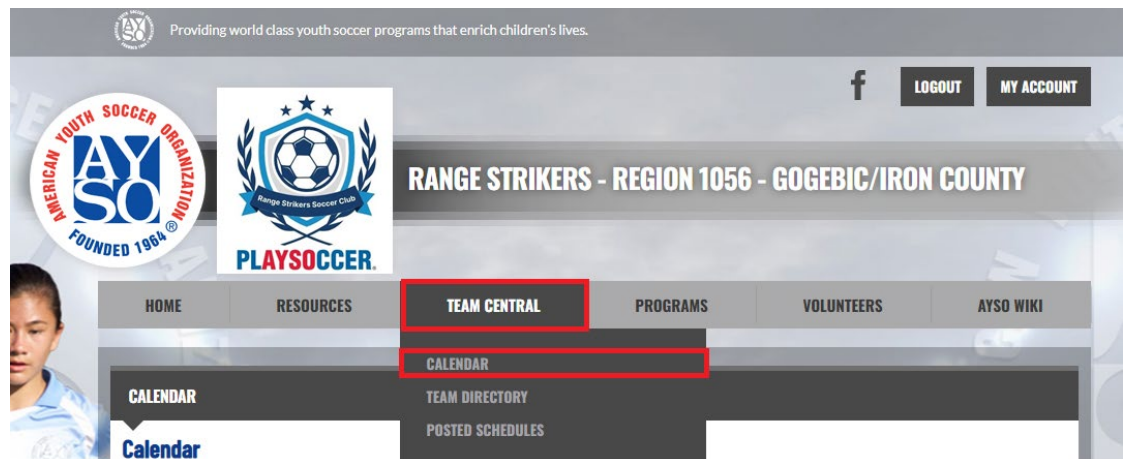
5. Go to the bottom section “External Calendars” and click on “Subscribe by URL”



a.

6. Login to AYSO website: <https://ayso.bluesombrero.com/region1056>

7. Go to the “Team Central” dropdown and then to “Calendar”



a.

8. Filter the calendar by Schedule then Team. Example:

a. Schedule: I'm selecting all 10U practices and games options

The screenshot shows the AYSO calendar interface. The 'Schedule' dropdown menu is open, displaying a list of options with checkboxes. The selected options are: 10U Game Schedule, 10U Thursday Practice Schedule, 10U Tuesday Practice Schedule, 12U Thursday Practice Schedule, 12U Tuesday Practice Schedule, 6U Practice Schedule, 8U Game Schedule, and 8U Thursday Practice Schedule. The 'Location' and 'Team' dropdowns are empty. A 'View Matches' button is visible. The calendar view shows the days of the week: Tuesday, Wednesday, Thursday, Friday, and Saturday, with dates 02, 03, 04, and 05.

i.

b. Team: I am filtering down to 10U and then to just my team

The screenshot shows the AYSO calendar interface. The 'Team' dropdown menu is open, displaying a list of teams with checkboxes. The selected team is 'Rattlers'. The 'Schedule' dropdown is set to '10U Game Schedule, 10U Th...'. The 'Location' dropdown is empty. A 'View Matches' button is visible. The calendar view shows the days of the week: Sunday, Monday, Tuesday, Wednesday, and Thursday, with dates 29, 30, 01, 02, and 03.

i.

c. Click "View Matches"

The screenshot shows the AYSO calendar interface. The 'View Matches' button is highlighted with a red rectangle. The 'Schedule' dropdown is set to '10U Game Schedule, 10U Th...'. The 'Location' dropdown is empty. The 'Team' dropdown is set to 'Rattlers'. A 'View Matches' button is visible. The calendar view shows the days of the week: Sunday, Monday, Tuesday, Wednesday, and Thursday, with dates 29, 30, 01, 02, and 03.

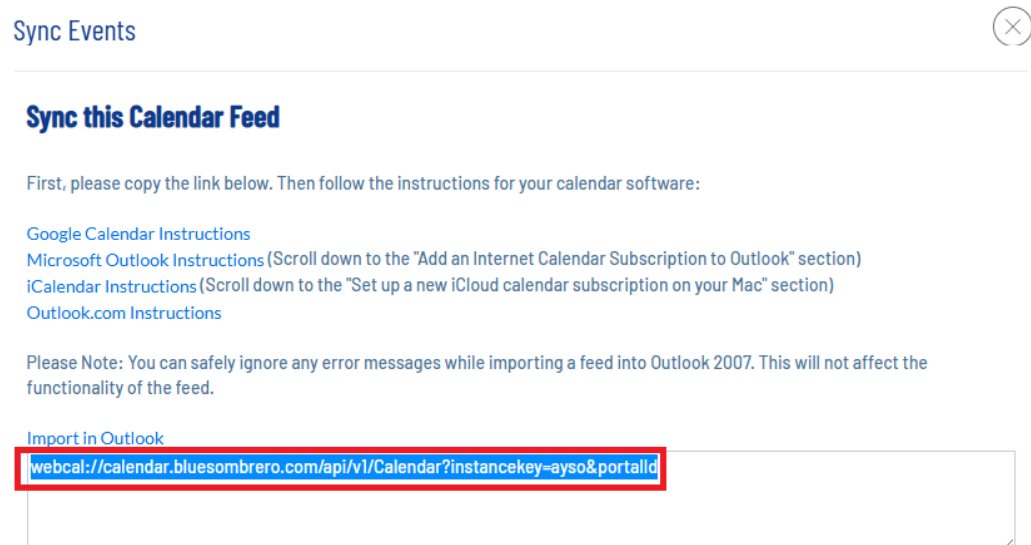
i.

9. Scroll to the bottom of the Calendar, click on the “Sync Calendar” button on the bottom right



a.

10. Copy the “Import in Outlook” link that appears in the pop-up



a.

11. Go back to your BAND team app

12. PASTE this into the top “ENTER URL” space

Subscribe by URL  
Rattlers Soccer - 10U Done

Enter URL PASTE LINK FROM AYSO CALENDAR HERE

Add iCal format URL.

Calendar name  
Calendar name Name what you would like

Calendar color

Color selection: Red, Orange, Yellow, Pink, Teal, Green, Purple, Blue, Light Blue, Dark Grey, Light Grey

a.

13. In “Calendar Name” name this calendar whatever you’d like

14. Click on “Done”

15. Give it time to initially sync. Then you will see the practices and games in the calendar of your BAND!