Welcome to the MyMA Calendar Tutorial!

The MA Calendar is a robust calendar that allows you to conveniently view all the events you want to see and filter out those you do not. To get started, first click on “Calendar” in the left-side navigation menu.

Or view the calendar on the parent section of the website (http://ma.org/parents), the current student section of the website (http://ma.org/students), or in the About MA section (http://ma.org/about). These calendars are all the same.

You will notice that you have some choices about how you would like to view the calendar. You can choose whether you want to view the calendar as a weekly, monthly, or custom calendar, and whether you want to view the calendar as a grid or list.
The MA Calendar also allows you to export the calendar to your iCal application or, if you prefer, to print the calendar. (Please see the end of this document for instructions on exporting the calendar). If you decide to print the calendar, however, please remember to check back daily as the calendar is dynamically-generated and will include new events as they are added by the rest of our community.

You can also filter which events show up in the calendar, so you are able to view just those events that interest you. You can filter these events by clicking the Show Filter Option in the upper right side of the calendar when viewing the calendar as a grid; when you view it as a list, these options are automatically available. You can choose the types of categories you want to see by clicking on the boxes next to the event categories. Don’t forget to click Apply Filter at the bottom of the menu. If you are a current parent, student, alum, or MA employee and are logged in to MyMA, you will see more events that are pertinent to you.

If you are logged in and want to keep the filters you have chosen every time you log in, you’ll need to save a personal calendar view, otherwise the calendar will revert to its default settings the next time you log in. After you have set your preferences and have Saved this View, go ahead and name this view so that you have a reminder that this is just one particular viewing of the calendar—you may want to see other events at a later time!
This should get you started. If you have any questions, please feel free to contact: community@ma.org.

Exporting Instructions

Do you use a desktop-based or web-based calendar for work or home? You can add MA events to that calendar so your information is in one place.

**iCal**

1. Make sure the checkboxes next to the types of events (Daily Planner, Alumni Events and Reunions, etc.) that you would like to pull on your calendar are selected.
2. Click on the green fan next to the calendar (see photo above).
3. Copy the Feed URL or Webcal URL.
4. Open iCal, choose Calendar, Subscribe and paste in the feed URL.
5. Click on Subscribe.
6. Type in a name for the calendar and choose a color for it if you’d like.
7. Important: change the auto-refresh from “No” to “Every 5 minutes” (or anything other than “No”).
8. Click OK

**Yahoo Calendar**

1. Make sure the checkboxes next to the types of events (Daily Planner, Alumni Events and Reunions, etc.) that you would like to pull on your calendar are selected.
2. Click on the green fan next to the calendar (see photo above).
3. Copy the Feed URL or Webcal URL.
4. Go to your Yahoo calendar.
5. Click on the plus sign next to Calendars.
6. Choose Subscribe to Calendar.
7. Paste in the feed URL.
8. Enter a name for your calendar and choose a color for it if you’d like.
9. Click Save at the top.
Google Calendar

1. Make sure the checkboxes next to the types of events (Daily Planner, Alumni Events and Reunions, etc.) that you would like to pull on your calendar are selected.
2. Click on the green fan next to the calendar (see photo above).
3. Go to your Google calendar.
4. Click “Add>Add by URL” below “Other Calendars.”
5. Paste in the feed URL.
6. Click on the down arrow next to the new calendar and choose “Calendar Settings.”
7. Type in a calendar name of your choice.