

Online Calendars

The school website has a calendar, and you can pipe UHS calendars into your personal calendars. Veracross hosts the school's online calendars for all the non-athletic events, including the daily schedule. Eventlink is the school's online calendar that hosts athletic events. Note that for now we still have the other school calendar events in Eventlink, like the daily schedule. However, we will soon stop updating Eventlink for everything but athletics.

You can always go to the UHS website to see all updated calendar information. You can also create personal calendars and have them feed into whatever calendar program you normally use, such as Apple or Google calendars. Notes below outline how to synchronize with Apple Calendar and Google Calendar. Some details may vary depending on the device and OS version you are using, but the basic procedure is the same. Please contact Mike Syrek at msyrek@universityhighschool.org with any questions or needs for assistance.

Get links for Veracross calendars (except athletics) to import into other calendar programs

- When you log into your parent portal, on the right you should see a "Calendar Subscriptions" link. Clicking on it will give instructions for subscribing to the Veracross calendars.
 - "My Household Calendar" shows school events, including the daily schedule.
 - "Class Schedules" shows meeting times for every class.
 - "Class Assignments" shows dates for assignments.
- The links should load into Google Calendar (if you check that box) or your default calendar program.

Notifications / Alerts

One feature of Veracross is that it allows University High School to send text messages and/or email notifications in the event of a school closing or other emergency event. Every parent is automatically signed up at the primary email and phone number listed in your portal.

Get Links for athletics calendars from Eventlink

- Go to www.Eventlink.com and click on "Create Account" in the upper right-hand corner. As you make your account, please note that there are several "University High Schools". UHS is in zip code 46032.
- Subscribe to any athletic calendars that you like. Note that we still have the other school calendars there, like the daily school. However, in the future, we will transition away from Eventlink for everything but athletics.
- If you want to import just one big calendar, in Eventlink click on My Calendars and pick Export All Calendars and copy this URL. Then add it to your calendar software, per below.
- If you want a few separate calendars, in Eventlink right click a calendar, pick Export, and copy the URL that is shown, and paste this URL into your calendar system, per below. You may want to do this if you want, for instance, one sport to be a different color than the rest.
- Repeat, getting and pasting the URLs for each calendar you have made.
- **For Apple Calendar**, go to **Calendar, File, New Calendar Subscription**, and paste in the URL from Eventlink. You can then change the color of the calendar and the refresh rate. Click on Calendars in the upper-left, then right-click on the calendar and Get Info. You can set the color and refresh rate here. A refresh rate of 15 minutes is good. This means that every 15 minutes the calendar will check Eventlink for changes.
- **For Google Calendar**, go to **Google Calendar**, go to **Add a coworker's calendar**, and select **Add by URL**. Paste in the URL from Eventlink.