# HOW DO I SYNC MY CROSSBAR CALENDAR TO MY PERSONAL DEVICE?

1. **To sync your calendar to your personal device from your club's website, you'll ensure you are logged in, then navigate to the Family Calendar at the top left of the site.** https://www.twoharborsyouthhockey.org/

2. **From there, you'll see the full calendar of events for all of your teams or participants, with the option at the top right of the screen to download a Calendar Feed:**
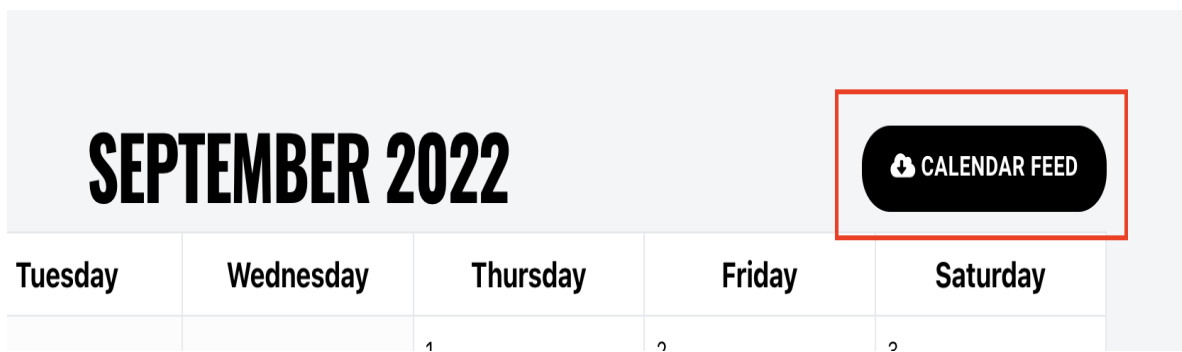
3. **Selecting the Calendar Feed will bring you to a menu, where you can follow specific instructions for ensuring you download the Family Calendar to your preferred calendar:**

FAMILY CALENDAR FEED
Sync your family calendar to your devices by clicking the appropriate icon below. Each of your devices will only need to be synced once for your entire family. As your family members are rostered in future seasons and programs, those events will update automatically without needing to re-sync.

| GOOGLE CALENDAR | APPLE CALENDAR | MICROSOFT OUTLOOK |

Use another calendar service? Use this URL: https://www.hartfordhammerheads.com/calendar/ical/68119

Calendar FAQ's:

1. **I have two players who want to see only their schedule without their sibling's practices/games, how do I import only one team's schedule?**
   - To ensure each of your players has their personalized schedule on their synced devices, we recommend adding an account on Crossbar that just has access to each player. Click here for more instructions on how to add a new account to a participant.
   - For example, if one player has an email address, add their email address to their player participant on the site. Then your player can log into the site with their email and sync their family calendar that will just show their schedule. You can then do the same thing for your additional players.
2. **Can you download the Calendar Feed from the mobile app?**
   - Apple Calendar; from Android Devices, the calendar will open in Google Calendar.Yes, you can navigate to your Family Calendar

from the mobile app menu to import the calendar. From Apple

Devices the calendar will open in the

3. **My family calendar isn't showing any events, how do I make sure my schedule is listed? If your Family Calendar does not have any events, there could be a few reasons.**

- If you have just gone through registration, your player may not be rostered to a team yet; your organization will likely add your player to a team soon to start scheduling events.
- If your player is rostered to a team, your organization may not have added events to the calendar yet.
- If you do not have a participant associated with your account, you'll need to have the primary account add you to that participant for you to see their team's events on your calendar. More info on that here!