# **Dairy Quote Calendar Instructions**

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# Web Calendar Instructions

### Subscribe

To subscribe to the calendar through via the web click on the Subscribe to Calendar button.



A pop up may ask about choosing to pick an app, click Open Pick an app.



A pop up may ask about how to open the calendar.



Choose Outlook and click OK.

How do you want to open this?
Google Chrome
Outlook
Always use this app
ОК

#### A Contacting Web server box will open.

Microsoft Outlook	
Contacting Web server	Cancel

Once connected click Yes on the an Add this calendar pop up.



#### The calendar will be added to Outlook.



#### Alerts

This process is only for one event at a time. To add an alert to an event, double click on the event

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3 No Sales - Dairy Products Released d	4	5

#### The event will open.



#### Then choose the time for the reminder notification.



#### Then click Save & Close.



# Deleting

### To delete the calendar, open the Calendar in Outlook.

3 4 5 6 7 8 9		MONDAY	TUESDAY	WEDNESDAY
10 11 12 13 14 15 16	1	1	2	3
17 18 19 20 21 22 23				No Sales - Dairy Products Released
24 25 26 27 28 29 30				
31				
	8 AM			
SU MOTU WE TH FR SA				
7 8 9 10 11 12 13	9			
14 15 16 17 18 19 20				
21 22 23 24 25 26 27	10			
28 29 30 1 2 3 4	10			
5 6 7 8 9 10 11	11			
	- 6-6 			
and the second se	12 PM			
	1			
Section 2.1				
	2			
and the second se				
	3			
	4			
	16			
and the second se	5			
1				
the second s	6			
Other Calendars				
	7			
	8			
Dairy RP No Sales				
	9			

### Right click on Dairy RP No Sales and then click Delete Calendar.

			t –	Open in N	lew <u>W</u> indo	w
			Ħ	<u>N</u> ew Cale	ndar	
				<u>H</u> ide This	Calendar	
			Ē	<u>O</u> verlay		
			<u></u>	<u>C</u> olor		×
			Ēī	<u>R</u> ename C	alendar	
			립	<u>C</u> opy Cale	endar	
				Move Cal	endar	
	<u> </u>	C-1		<u>D</u> elete Ca	lendar	
4□	Other	Calenda		<u>D</u> elete Cal Move <u>U</u> p	lendar	
4□	Other	Calenda	rs ^	<u>D</u> elete Cal Move <u>U</u> p Move D <u>o</u> v	l <b>endar</b> vn	
40	Other	Calenda		<u>D</u> elete Cal Move <u>U</u> p Move D <u>o</u> v <u>S</u> hare	lendar vn	•
-0	Other	Calenda		Delete Cal Move Up Move Dov Share Properties	lendar vn	•
40	Other	Calenda <mark>y RP No S</mark>		Delete Cal Move Up Move Dov Share Properties	lendar vn  9	•

#### Click Yes on the confirmation screen to finish the deletion.



### Dairy RP No Sales no longer shows in Other Calendars.



# Android/Google Calendar Instructions

### Subscribe

To subscribe to the calendar through the Android app tap on the Subscribe to Calendar button.

Dairy Quote - **TEST**	
Dairy RP Quote	
<b>31</b> Apr 1 2 3 4 5 6 No Sa)	
+ Google Calendar	
Show Agenda View	
🛗 Subscribe to Calendar	
(1) Help	
Calendar Legend	
No prices released on this date. So no new sales are allowed.	
New sales on this date will use the Sales Effective Date from the prior date with sales.	
Today's date.	
Dairy Quote Privacy Policy Option	s

A pop up may ask how to open the this, tap on Chrome.



### Sign into Google Calendar if prompted.

Google	
Himton	
A 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 199	×
Enter your password	Ŕ

A pop up message will show two calendars to add, tap the Add All button.



The two calendars will be added to Google Calendar and the events will show.



#### Alerts

This process is for all events on this calendar.

To add alerts tap on the calendar name and then tap on the three vertical dots.



#### Then tap on Settings.

								_	
≡ 🛐 Calendar		Today	< >	March 2019		Q 😳	Month 👻		A
+ Create		SUN 24	MON 25	TUE 26	WED 27	THU 28 No Sales - Dal	FRI Mar 1	SAT 2	1
My calendars	^	3 4		5	6	7 No Sales - Col	8	9	•
Birthdays Reminders	Display Hide fr	om list		12 No Sales - Mill	13	14 No Sales - Dal	15	16	+
Tasks Other calendars	Setting	s	_	19 No Sales - Mill	20	21	22 No Sales - Col	23	
<ul> <li>Dairy RP Holidays X</li> <li>Dairy RP No Sales</li> </ul>				26	27	28	29	30	
Holidays in United State	•	••••		2	3 No Sales - Dai	4	5	6	>

In settings tap the Add notification button under All-day event notifications.

ieneral dd calendar 🗸 🗸	Calendar settings	
dd calendar 🗸 🗸		
	Name Dairy RP Holidays	
nport & export	Time zone (GMT-05:00) Central Time - Chicago	
ettings for my calendars		
<ul> <li>Afbis Android Programmer</li> <li>Birthdays</li> </ul>	Permissions settings	
ettings for other calendars	See all event details	
Dairy RP Holidays	You can See all event details	
Calendar settings		
Permissions settings	Event notifications	
Event notifications All-day event notifications	+ Add notification	
General notifications		
Integrate calendar	All-day event notifications	
Remove calendar	- Add politication	

Then choose when the notification should happen.

← Settings		
General	Calendar settings	
Add calendar 🗸 🗸	Name Dairy RP Holidays	
Import & export	Time zone (GMT-05:00) Central Time - Chicago	
Settings for my calendars		
<ul> <li>Afbis Android Programmer</li> <li>Birthdays</li> </ul>	Permissions settings	
Settings for other calendars	Anyone can See all event details. Mais san	
Dairy RP Holidays	See all event details	
Calendar settings		
Permissions settings	Event notifications	
Event notifications All-day event notifications	+ Add notification	
General notifications		
Integrate calendar	All-day event notifications	
	7 in day ovorie notificationo	

### Deleting

To add alerts tap on the calendar name and then tap on the three vertical dots.



#### Then tap on Settings.

= 31 Calendar	Today	< >	March 2019		Q 🔅	Month 👻		
Create	SUN 24	MON 25	TUE 26	WED 27	THU 28 No Sales - Dal	FRI Mar 1	SAT 2	
fy calendars	. 3	4	5	6	7	8	9	
Afbis Android Program	isplay this only				No Sales - Col			
Birthdays			12	13	14	15	16	
Reminders	lide from list		No Sales - Mill		No Sales - Dai			
Tasks S	lettings		19	20	21	22	23	
Other calendars			No Sales - Mill		N	lo Sales - Col		
Dairy RP Holidays 🗙			26	27	28	29	30	
Dairy RP No Sales		•						
Holidave in United Stati		•		2		E	6	

In settings scroll down to Remove calendar and tap Unsubscribe.

← Settings			1
2	/ II aug event hetheutiene		
leneral	+ Add notification		
dd calendar 🗸 🗸 🗸			
nport & export			
attings for my calendars	General notifications		
Afbis Android Programmer	New events Someone sends you an invitation to an event	None	ų
Birthdays	Changed events	None	
	Someone changes an event	Home	
ettings for other calendars	Canceled events Somecne cancels an event	None	*
Dairy RP Holidays	Event responses Guests respond to an event for which you can see the guest list	None	
Dairy RP No Sales	Daily agenda	None	
Permissions settings Event notifications All-day event notifications General notifications	Integrate calendar <sup>Calendar ID</sup> 12j5k99rtdsgnrq8kv6f3i07qc@group.cale e.com	ndar.goo	gl
Permissions settings Event notifications All-day event notifications <b>Ceneral notifications</b> Integrate calendar Remove calendar Holidays in United States	Integrate calendar Calendar ID 12j5k99rtdsgnrq8kv6f3i07qc@group.cale e.com Puble UII. to this calendar https://calendar.google.com/calendar/embed?src=12j5k99rtdsgnrg8kv6f3i Use this URL to access this calendar from a web	endar.goo 07qc%40group.c browser.	gl
Permissions settings Event notifications All-day event notifications <b>Ceneral notifications</b> Integrate calendar Remove calendar Holidays in United States	Integrate calendar Calendar ID 12j5k99rtdsgnrq8kv6f3i07qc@group.cale e.com Puble URL to his calendar https://calendar.google.com/calendar/embed?src=12j5k99rtdsgnrg8kv6f3i Use this URL to access this calendar from a web	endar.goo 07qc%40group.c browser. sgnrg8kv6f3i07q	gl
Permissions settings Event notifications All-day event notifications <b>Ceneral notifications</b> Integrate calendar Remove calendar Holidays in United States	Integrate calendar Calendar ID 12j5k99rtdsgnrq8kv6f3i07qc@group.cale e.com <sup>Puble URL to this calendar</sup> https://calendar.google.com/calendar/embed?src=12j5k99rtdsgnrq8kv6f3i Use this URL to access this calendar from a web smbed code <fframe calendar="" calendar.google.com="" embed?src="12j5k99rtd&lt;br" https:="" src="https://calendar.google.com/calendar/embed?src=12j5k99rtd&lt;br&gt;Use this code to embed this calendar in a web p&lt;/td&gt;&lt;td&gt;endar.goo&lt;br&gt;07qc%40group.c&lt;br&gt;browser.&lt;br&gt;sgnrq8kv6f3i07q&lt;br&gt;age.&lt;/td&gt;&lt;td&gt;g]&lt;br&gt;aler&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;Permissions settings&lt;br&gt;Event notifications&lt;br&gt;All-day event notifications&lt;br&gt;Ceneral notifications&lt;br&gt;Integrate calendar&lt;br&gt;Remove calendar&lt;br&gt;Holidays in United States&lt;/td&gt;&lt;td&gt;Integrate calendar&lt;br&gt;Calendar ID&lt;br&gt;12j5k99rtdsgnrq8kv6f3i07qc@group.cale&lt;br&gt;e.com&lt;br&gt;Public URL to this calendar&lt;br&gt;https://calendar.google.com/calendar/embed?src=12j5k99rtdsgnrg8kv6f3i&lt;br&gt;Use this URL to access this calendar from a web&lt;br&gt;Embed code&lt;br&gt;&lt;fframe src=">Use this code to embed this calendar in a web po You can customize the code or embed multiple of</fframe>	endar.goo 07qc%40group.c browser. sgnrq8kv6f3i07q age. calendars.	g] aler
Permissions settings Event notifications All-day event notifications <b>Ceneral notifications</b> Integrate calendar Remove calendar Holidays in United States	Integrate calendar Calendar ID 12j5k99prtdsgnrq8kv6f3i07qc@group.cale e.com <sup>Public URL to Wis calendar</sup> Mttps://calendar.google.com/calendar/embed?src=12j5k99rtdsgnrq8kv6f3i Use this URL to access this calendar from a web <sup>Embed code</sup> «fframe src=?https://calendar.google.com/calendar/embed?src=12j5k99rtd Use this code to embed this calendar in a web p You can customize the code or embed multiple of Customize	endar.goo 07qc%40group.e browser. sgnrq8kv6f3i07q age. calendars.	g] aler
Permissions settings Event notifications All-day event notifications <b>Ceneral notifications</b> Integrate calendar Remove calendar Holidays in United States	Integrate calendar Calendar ID 12j5k999rtdsgnrq8kv6f3i07qc@group.cale e.com Public URL to inis calendar Intps://calendar.google.com/calendar/embed?src=12j5k99rtdsgnrq8kv6f3i Use this URL to access this calendar from a web Embed code «Iframe src="https://calendar.google.com/calendar/embed?src=12j5k99rtd Use this code to embed this calendar in a web p You can customize the code or embed multiple of Customize	endar.goo 07qc%40group.e browser. sgnrq8kv6f3i07q age. calendars.	gl aler god
Permissions settings Event notifications All-day event notifications Ceneral notifications Integrate calendar Remove calendar Holidays in United States	Integrate calendar Calendar ID 12j5k99rtdsgnrq8kv6f3i07qc@group.cale e.com Public URL to this calendar https://calendar.google.com/calendar/embed?src=12j5k99rtdsgnrq8kv6f3i Use this URL to access this calendar from a web Embed code «Itrame src="https://calendar.google.com/calendar/embed?src=12j5k99rtd Use this code to embed this calendar in a web p You can customize the code or embed multiple of Customize Public address in iCal format https://calendar.google.com/calendar/ical/12j5k99rtdsgnrq8kv6f3i07qcft4 Use this address to access this calendar from of applications.	endar.goo 07qc%40group.c browser. sgnrq8kv6f3007q age. calendars. 0group.calendar. her	g] aler
Permissions settings Event notifications All-day event notifications Ceneral notifications Integrate calendar Remove calendar Holidays in United States	Integrate calendar Calendar ID 12j5k99prtdsgnrq8kv6f3i07qc@group.cale e.com Public URL to in a calendar Integ://calendar.google.com/calendar/embed?src=12j5k99rtdsgnrq8kv6f3i Use this URL to access this calendar from a web Embed code efframe src="https://calendar.google.com/calendar/embed?src=12j5k99rtdsgnrq8kv6f3i Use this code to embed this calendar in a web p You can customize the code or embed multiple of Customize Public stdess in iCal format https://calendar.google.com/calendar/ical/12j5k99rtdsgnrq8kv6f3i07qct44 Use this address to access this calendar from of applications. Remove calendar	endar.goo 07qc%40group.e browser. sgnrq8kv6f3i07q age. calendars. 0group.calendar. her	g] aler

Are you sure you want to remove Dairy RP No Sales? You'll no longer have access to this calendar and its events. Other people with access to the calendar can continue to use it. Learn more

Cancel

Remove calendar

Tap the back button.

https://calendar.google.com/			1	•
← Settings				III 🔺
General	Language and reg	ion		
Add calendar 🗸	Language English (US)	-		
import & export	Country United States			
Settings for my calendars	Date format 12/31/2019	-		
<ul> <li>Afbis Android Programmer</li> <li>Birthdays</li> </ul>	Time format 1:00pm			
Settings for other calendars				
Dairy RP Holidays	Time zone			
<ul> <li>Holidays in United States</li> </ul>	Display secondary time zone			

Dairy RP No Sales no longer is shown in Other calendars.

$\equiv$ 31 Calendar	Today	< > Mar
+ Create	SUN 24	MON 25
My calendars	3	4
<ul> <li>Afbis Android Programmer</li> <li>Birthdays</li> </ul>	10	11
<ul><li>Reminders</li><li>Tasks</li></ul>	17	18
Other calendars  A Dairy RP Holidays	24	25
Holidays in United States	31	Apr 1

# iOS Calendar Instructions

### Subscribe

To subscribe to the calendar through the iOS app tap on the Subscribe to Calendar button.





A pop up will ask about the subscription, click Subscribe.



A confirmation will pop up click on Done.



Open the calendar app and the events will be added.

March 20	019	Day	Week Month	Year		Q +
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7 No Sales - Col	8	9
10 Daylight Savin	11	12 No Sales - Milk	13	14 No Sales - Dair	15	16
17 St. Patrick's Day	18	19 No Sales - Milk	20	21 Holi	22 No Sales - Col	23
24	25	26	27	28	29	30
31						
	Apr 1 April Fools' Day	2	3 No Sales - Dair	4 No Sales - TEST	5	6
7	8	9	10	11	12	13
Today			Calendars			Inbox

### Alerts

This process is only for one event at a time.

To add an alert to an event, tap on the event and then tap Alert from the menu.



Then choose the time for the alert notification.

	Kert Alert	
	None	
2		
No Sale	On day of event (9 AM)	
	1 day before (9 AM)	
9	2 days before (9 AM)	
	1 week before	

### Deleting

To delete the calendar open Settings and then tap Passwords & Accounts and then tap Subscribed Calendars.



#### Then tap Dairy RP No Sales



#### Tap Delete Account to remove this calendar.

Cancel	Dairy RP No Sales	Done
Account		
SUBSCRIBED C	ALENDAR INFORMATION	
Server	calendar.google.com/calendar/ical/12 j5 k99 rtdsgnrq8 kv 6f3 i 07 qc%40 group.calendar.google.com/calendar.google.google.com	le.com/
Description	Dairy RP No Sales	
User Name	Optional	
Password	Optional	
Use SSL		
Remove Ala	rms	$\bigcirc$
	Delete Account	

Tap Delete on the confirmation screen to finish the deletion.



Dairy RP No Sales no longer shows in Subscribed Calendars. Passwords & Accounts

•	Website & App Passwords	9	>
	AutoFill Passwords	$\bigcirc$	
ACCO	UNTS		_
iCloud	<b>Id</b> I Drive, Contacts, Calendars, Safari and 6 more		>
Gma Mail, (	<b>il</b> Contacts, Calendars		>
Add	Account		>
Fetc	n New Data	Push	>

# Mobile Sync

### Use

This process is used if adding the calendar through the Google calendar process and wanting it to sync to iOS devices.

#### Address

https://calendar.google.com/calendar/syncselect

#### Instructions

Use the above link to go to Google Calendar sync page.

#### Sign in if needed.

G https://accounts.google.com/signin/v2/sl/pwd?service=cl&passive=1209600&osid=1&continue=https%3A%2F%2Fcalendar.google.com%2Fcalenda  $P = 10^{10}$  G Google Calendar. Sign-in × File Edit View Favorites Tools Help

	Google			
	Hi			
۸			*	
Enter your password			Ø	
			~	
Forgot password?			Next	
English (United States) 💌	н	lelp	Privacy	Term

### The calendars that are included in Google calendar will be listed.

- Mttps://calendac.google.com/calendar/syncselect	🔎 - 🗎 🗘 🥌 Sync Settings 🛛 🗙
File Edit View Favorites Tools Help	
	Google Calendar
	Sync Settings
Select calendars to sync to your iPhone/iPad/iCal*	
ly Calendars	
8	
Contacts	
hared Calendars	
Dairy RP No Sales (Read Only)	
Dairy RP Holidays (Read Only)	
Holidays in United States (Read Only)	
Cancel	
or any other CalDAV device.	

### Check mark Dairy RP No Sales and Dairy RP Holidays and then click Save.

(+) (3) https://calendar.google.com/calendar/syncielect	D ~ B C. Sync Settings ×	n 🛪 🌣 😑
File Edit View Fevorites Tools Help		
	Google Calendar	
	Sync Settings	
Select calendars to sync to your iPhone/iPad/iCal*		
My Calendars		
Sec. 19		
2 Contacts		
Shared Calendars		
☑ Dairy RP No Sales (Read Only)		
Dairy RP Holidays (Read Only)		
☑ Holidays in United States (Read Only)		
Cancel		Save
* or any other CalDAV device.		

### A confirmation that the settings have been saved will show.

← → Ø https://calendar.google.com/calendar/syncselect	D マ 🚔 C 🏉 iPhone Sync Settings 🛛 🗙		
File Edit View Favorites Tools Help			
	Google Calendar		
	Sync Settings		
Your sync settings have been saved.			

\_\_\_\_\_

Open your calendar client application to see your calendars.