

Adding the MTCHS Google Calendar to Your Google Calendar

To be up-to-date on MTCHS functions, you should “Add” the MTCHS calendar to your Google Calendar. Follow the steps below to complete this task.

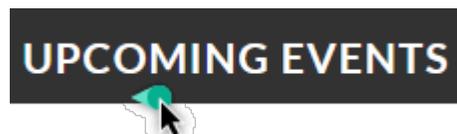
1. Open the browser of your choice.



2. In the address bar, type www.mtchs.org or click on the link to access the school's page.

www.mtchs.org

3. On the MTCHS home page, click on **Upcoming Events** located in the upper-left corner of the page. This will open the MTCHS calendar of events.
4. Click on **Add this to your calendars**. This should open your own Google calendar (you may need to sign into your Google account, first).



Calendar

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Link our calendar with yours to keep important dates: **Add this to your calendars**
Important MTCHS dates all on one page: **MTCHS Calendar 2021-2022**

5. Click on the **hamburger** icon to change the calendar colors. You can then assign a color to each calendar. This helps distinguish between activities when there are multiple events on one calendar.

