How to Add the School Calendar to Your Google Calendar/Phone

Instructions are listed below for how to add the STCPS calendar to your Google calendar and phone. Great news: when events are added or edited on the website, your calendar is automatically updated and synced.

1. Go to the online calendar on the school’s website: [https://stcps.org/calendar/](https://stcps.org/calendar/)

2. Scroll to the bottom of the page and click on the plus sign underneath the calendar here:

   ![STCPS Website Calendar](image)

3. On a desktop, the calendar will automatically add to your Google calendar under the name “STCPS Website Calendar” in the bottom left of the screen

   ![Other calendars](image)

   - Holidays in United States
   - STCPS Website Calendar

4. On a mobile phone, the calendar will automatically add to your Google calendar under the name “STCPS Website Calendar” in the bottom left of the screen.
5. To sync with your Google Calendar app, make sure that “STCPS Website Calendar” is checked in the menu on the left within the app.