How to Subscribe to CTA Calendar

Subscribe will automatically update your default personal calendar in real time. For example, if a workshop is postponed or moved to a different time, you will be able to see that in your own calendar. If new events are added, those will also appear. These details are synced automatically (settings on your device permitting). Please note that syncing times could vary by user depending on the calendar you use.
How to Subscribe on desktop:

1. While on your desktop, hover over “Add to Calendar”

2. Select “Subscribe” on the content you would like to add to your calendar. You can choose to subscribe to our full calendar OR choose certain event types to subscribe to (ie Conferences, Meetings, etc).

3. Your browser may prompt you to authorize the site to allow it to open your default calendar application. Continue through the prompt until your calendar opens. You should see the calendar added.
How to Subscribe on mobile:

1. On cta.org/calendar, scroll down. The “Add to” options appear beneath the month and list views of events.
2. Select “Subscribe” on the content you’d like to add to your calendar. You can choose to subscribe to our full calendar OR choose certain event types to subscribe to (ie Conferences, Meetings, etc).
3. Follow the prompts on your device to add the calendar. Your device will choose which calendar app to open based on your device settings. If you would like to add the information to another calendar, you can use the “Copy Link” functionality.

How to Export

Export gives you full control of calendars and events once they are added to your personal calendar. Exported events will not be updated by CTA. You can choose to export the full calendar or specific events and edit them on your personal calendar. For example, you would export if you want to be able to add notes about a specific conference session you’re interested in, or any other details that would be helpful for you.

How to Export on desktop:

1. While on your desktop, hover over “Add to Calendar”
2. Select “Export” on the content you’d like to add to your calendar. You can choose to export our full calendar OR choose certain event types to export (ie Conferences, Meetings, etc)
3. To export one event only, simply click on that event and export from the detailed event page.
How to Export on mobile:

1. On cta.org/calendar, scroll down. The “Add to” options appear beneath the month and list views of events.
2. Select “Export” on the content you’d like to add to your calendar. You can choose to export our full calendar OR choose certain event types to export (ie Conferences, Meetings, etc)
3. To export one event only, simply click on that event and export from the detailed event page.
How to Copy Link

Copy Link if you’d like to subscribe to a CTA calendar on a different calendar application than your default personal calendar. For example, if you would like to see CTA Calendars on your Google and/or Apple calendar in addition to your Outlook calendar.

How to use Copy Link

1. Click “Copy Link” to copy the URL for your selection (either full CTA Calendar or an event type calendar)
2. Open Google Calendar in your browser

How to add your selection to a Google calendar using “Copy Link”
3. Select “Add Other Calendars From URL” and then add the copied URL on that screen.

Tip: be cautious when adding the full CTA calendar with this method. It’s easy to add every CTA event to your own personal calendar.