

No more having to enter all the PTA dates on your calendar!!!
Subscribe to the Stratford Calendar on your Blackberry.

Here's how to do it!

You will need to have a Google/Gmail account (you probably have one from signing into your phone. If not, you need to create one.)

On your computer, go to www.google.com/calendar and log in using your Google/Gmail account. On the left side you will see *Other Calendars*. In the box that says *add a friend's calendar*, type: Stratfordroadschoolpta@gmail.com. You should now see the Stratford Calendar events on your Google/Gmail calendar.

Next, you'll need to download and install Google Sync onto your blackberry. Complete the following steps:

1. Point your BlackBerry browser to:
<http://m.google.com/sync>. Once the page is open, you'll see a **Download Google Sync** link.
2. Click the jog wheel or BlackBerry menu button to open the menu, and select **Get link**. This will take you to a download page.
3. Click **Download**.

Installation will happen automatically upon the completion of the download. After installation, you can find the Google Sync icon on your home screen. To start using Sync:

1. Click the icon. (You'll see a screen with a login form).
2. Move the cursor to the login section and type the full email address of your *Google Account* and your password.
3. Press **Login** and Google Sync will sign in to your account. Once you're successfully signed in, please read the information on the *Welcome* screen carefully. If you wish, you can make changes to the default settings by clicking on the scroll wheel and selecting **Options** from the menu.
4. Click the **Sync Now** button at the bottom of the *Welcome* screen.

The initial synchronization will take some time, depending on the number of events you have in your *Google/Gmail* calendar. Please be patient; you can allow the synchronization to take place in the background as you perform other tasks on your BlackBerry device.

If you have any questions, please contact Bhavna Shah - bhavnahgala@yahoo.com