Instructions: Add NECSD District and School Calendar Events

Add school or district events to your Google calendar in a few simple steps!

Step 1: Go to NewburghSchools.org (if the link does not work, copy and paste the address into your browser)

Step 2: Scroll down until you find the Upcoming Events section on the right side of the page.

Step 3: Select the blue + toward the bottom of the Google calendar.
**Step 4:** All calendars will automatically be selected for you. Unselect any calendars you do not want to link to your personal Google calendar. Only calendars with a check mark next to them will be added to your calendar.

By completing these steps, you will be granted “view only” access unless other permissions are requested. When necessary, you can easily hide a calendar from view by clicking the check mark next to the calendar name on your Google calendar (on the left hand side, midway down the screen).
If you would like to add additional calendars at a later date, you can do so by repeating the steps above.

Add an event to the district calendar and not your personal calendar by using the pull down bar.