



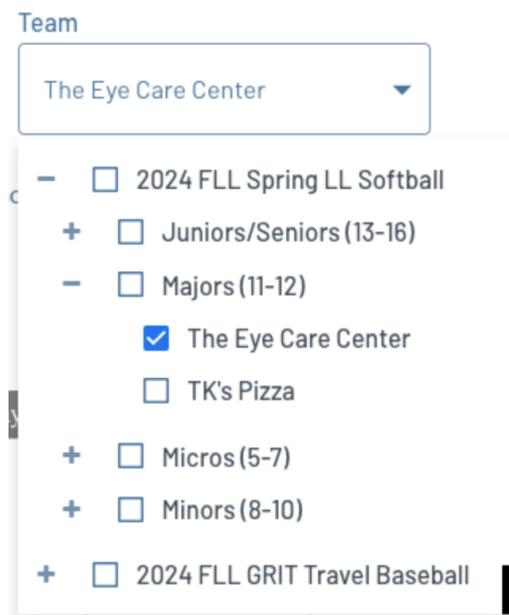
Accessing the Calendar Functionality on the FLL Website

This brief document provides a “How To” guide to accessing the Calendar functionality on the site.

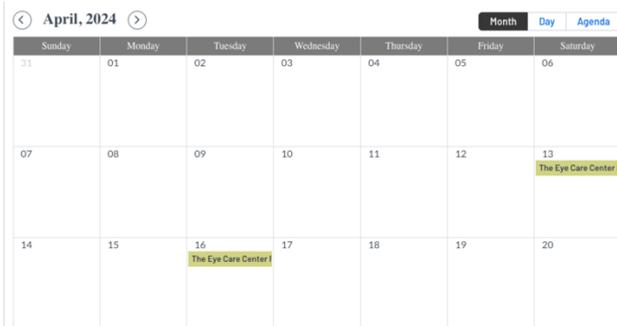
There are two places to view the calendar:

Public Calendar

The public calendar, which shows all activities for FLL Teams. You can access by going to Team Central > Calendar, or go to <https://www.fairportlittleleague.org/schedule>. Once on that page, you can filter down to just the team you are interested in by opening the “Team” dropdown and navigating to the team, then click “View Matches”.



Once you are in the filtered Calendar view, you can see the events. Mouse over the event to see the detail (or switch to “Day” view and it will show by default).



Team Home Page

Navigate to your Team Home Page. To get to your Team Home Page:

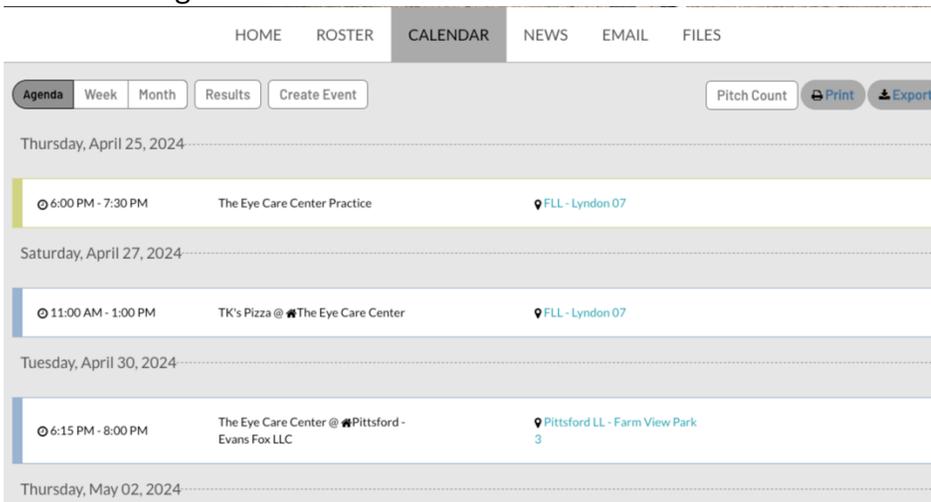
1. Log in to the site <https://www.fairportlittleleague.org>
2. You will land on the “My Account” page
3. Your ballplayer/s will be listed at the top of the page. Under each ballplayer that is rostered to a team in the current season, there will be a line showing the Program/Division and Team. The team name will be a URL (shown in blue below). Click that link (“The Eye Care Center” in this example):

[2024 FLL Spring LL Softball | Majors \(11-12\) | The Eye Care Center](#)

You will see a menu like the following:



Click on “Calendar”. You will see the list of events for your team. You can switch between views. It will default to “Agenda” view like below:



Synching To Your Calendar

From here, you can synch this calendar to your own favorite calendar tool (Google, Outlook, etc – any tool that supports “webcal” functionality). Simply click “Export” from the Team Calendar page and you will see the following dialog, which includes instructions and the export link.

Export this Calendar Feed

First, please copy the link below. Then follow the instructions for your calendar software:

[Google Calendar Instructions](#)

[Microsoft Outlook Instructions](#) (Scroll down to the "Add an Internet Calendar Subscription to Outlook" section)

[iCalendar Instructions](#) (Scroll down to the "Set up a new iCloud calendar subscription on your Mac" section)

[Outlook.com Instructions](#)

Please Note: You can safely ignore any error messages while importing a feed into Outlook 2007. This will not affect the functionality of the feed.

Import in Outlook

```
webcal://calendar.bluesombrero.com/api/v1/Calendar?instancekey=leagues&portalId=80619&id=45366158&key=1CX8TSYE
```

Once you set this up, it will automatically update if the schedule on the website changes.

HELP!

If you have any questions or issues using the Calendar functionality, drop an email to fairportlittleleague@gmail.com.