

# ADDING THE EENY MEENY CALENDAR EVENTS TO YOUR DIGITAL CALENDAR

We know that you all like to organise your lives in different ways! That's why we're now offering a digital option to get you all involved in the Eeny Meeny calendar fun.

Available for download on the Eeny Meeny website is an .ics file, which can be used with Outlook Calendar, Google Calendar, OS X Calendar and also on your phone!

We've provided some helpful steps for adding these to your work or personal calendar system, so you'll never miss a Triple Rewards Day or Monster Sale Day again!



## Outlook Calendar (Program)

On a computer that has Microsoft Outlook installed as a program, double-click to open the .ics file from your documents. When prompted, click 'Open'. This will automatically import the events to Outlook as a separate calendar.

**Remember**, you can edit any of these calendar events as if they were your own! Customise your events to remind yourself of products you are saving up for, or post ideas for our Facebook competitions.

## Outlook Calendar (Browser)

1. From your Outlook calendar screen in your browser, click the dropdown button 'Add calendar' and select 'Secondary calendar'. Type in 'Eeny Meeny 2018 Calendar' or whatever you like! Use this function to create a separate Eeny Meeny calendar so you can keep the events organised and turn them on and off as you like.
2. Click the 'Add calendar' dropdown menu again and this time select 'From file'. A side dialogue window will appear. Use the browse box to navigate to the saved .ics file on your computer. Make sure your new calendar is selected in the calendar dropdown box.
3. Click 'Save' up the top of the dialogue window. The events should appear in the calendar, highlighted in the colour of the Eeny Meeny calendar. **Remember**, you can edit any of these calendar events as if they were your own! Customise your events to remind yourself of products you are saving up for, or post ideas for our Facebook competitions.



## Google Calendar (Browser)

1. From your Google calendar screen on your computer, click the small '+' icon on the left panel beside the 'Add a friend's calendar' bar, and select 'New calendar'. Name your calendar 'Eeny Meeny 2018 Calendar' or whatever you like! Check the timezone and google account are correct, then click 'Create calendar'. Once it has saved, click the back arrow in the top-left corner. Use this function to create a separate Eeny Meeny calendar so you can keep the events organised and turn them on and off as you like.
2. Click the small '+' icon on the left panel again, and this time select the 'Import' option. A settings page will appear. Use the browse box to navigate to the saved .ics file on your computer. Make sure the 'Add to Calendar' dropdown option reads the same calendar name as you just created, then click 'Import'.
3. A dialogue will appear notifying you of the number of events added. Click 'ok' then click the back arrow in the top-left corner. The events should appear in the calendar, highlighted in the colour of the Eeny Meeny calendar (try flicking the calendar on and off if they don't show up immediately). **Remember**, you can edit any of these calendar events as if they were your own! Customise your events to remind yourself of products you are saving up for, or post ideas for our Facebook competitions.



## Mac OS X Calendar

1. From the Calendar app on your Mac, right-click in the side panel and select 'New calendar'. Name your calendar 'Eeny Meeny 2018 Calendar' or whatever you like! Press enter to save.
2. With your new calendar selected in the side panel, simply drag and drop the .ics file from your finder screen onto the calendar app. The events will sync and display highlighted in the colour of the Eeny Meeny calendar.



## iPhone

Email the .ics file to yourself and open the email in the Mail app on your iPhone. Tap on the attached .ics file and the events in the file should show up in a list. Tap on 'Add all' and the events will sync to your calendar app.



## Android

There are many apps in the Google Play Store that assist in adding .ics file contents to your Android calendar app. Alternatively, sync your calendar app to your Google account and add the .ics to your google calendar using the above steps.