



How to Subscribe to the Lodge Calendar

Add every Newport Lodge No. 118 event to the calendar you already use.

Subscribing to the Lodge calendar puts every Stated Meeting, degree, and special event directly on your phone or computer. Better still, a subscription keeps itself current — when the Lodge adds an event or changes a time, your calendar updates on its own. The whole process takes less than a minute, and you only have to do it once.

Before you begin

All you need is a web browser and whichever calendar you already keep — Google, Apple, or Outlook. There is nothing to install, and you do not need to be signed in to the members' area of the website.

1 Open the Calendar

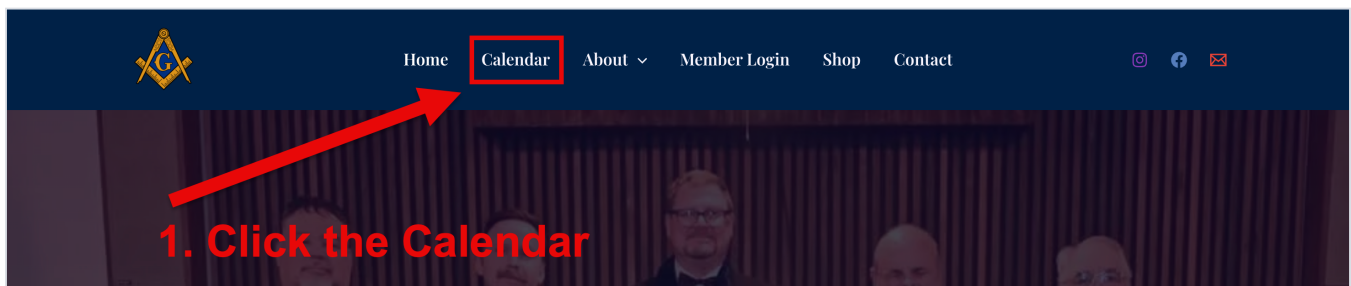
2 Scroll to the bottom

3 Subscribe to calendar

4 Pick your calendar

1 Click the Calendar

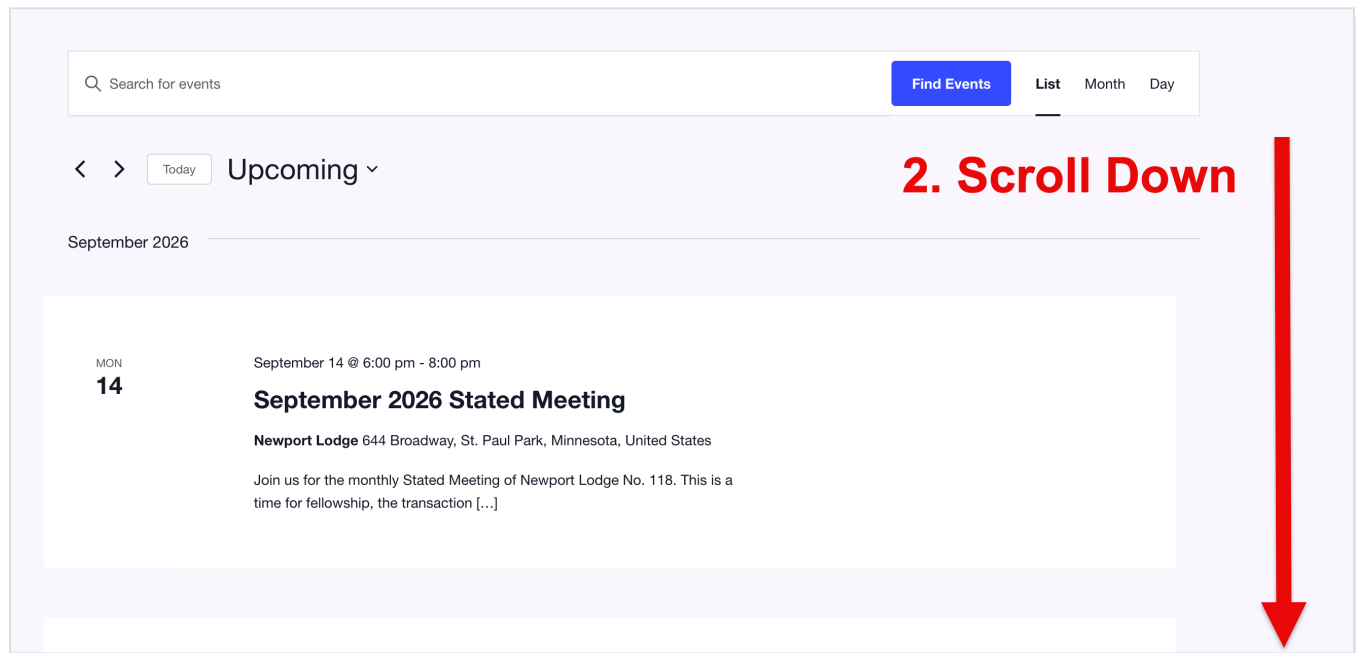
From any page on newportlodge118.org, click Calendar in the navigation bar at the top of the screen. On a phone or tablet, tap the menu icon first, then choose Calendar.





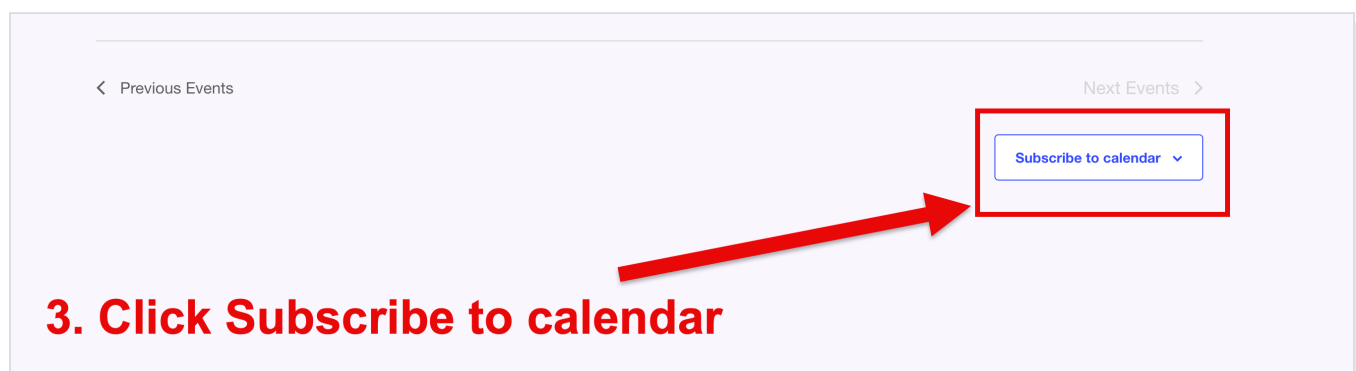
2 Scroll to the bottom of the page

The calendar opens on the Upcoming events list. Scroll past the event listings until you reach the very bottom of the page, just above the footer.



3 Click “Subscribe to calendar”

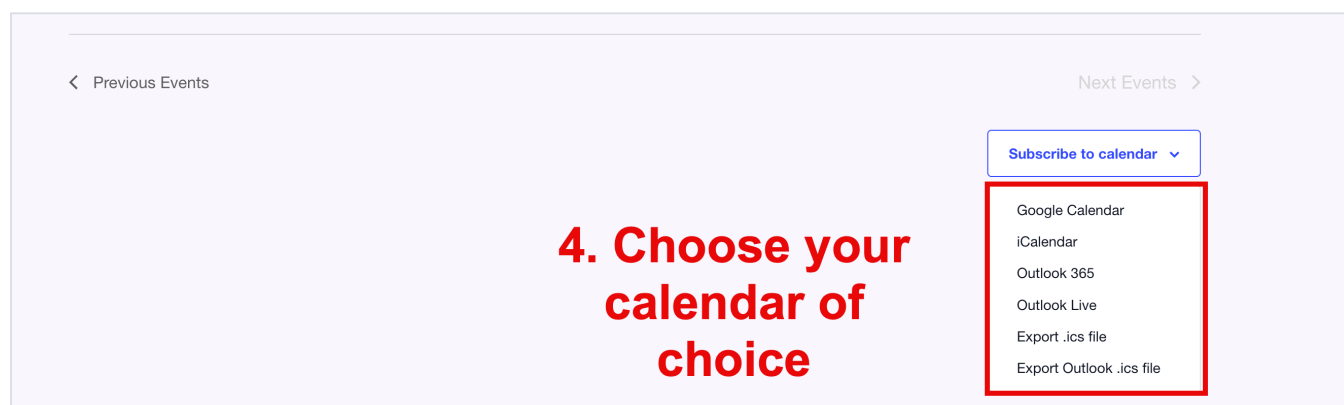
At the bottom right of the events list, click the Subscribe to calendar button. A short menu will drop down beneath it.





4 Choose your calendar

Pick the option that matches the calendar you already use, then confirm when your calendar app asks whether to add the subscription. That's it — Lodge events will appear alongside your own.



What each option means

- **Google Calendar**
Gmail, Android, or Google Workspace
- **iCalendar**
Apple Calendar on iPhone, iPad, or Mac
- **Outlook 365 / Outlook Live**
Microsoft work or personal accounts
- **Export .ics file**
One-time download — it will not update later

Keep it in sync

The first four options create a live subscription: when the Lodge posts a new event or moves a meeting, your calendar catches up on its own. The two Export .ics choices are one-time downloads that will not update, so pick one of the first four unless you only want a single event on hand.

Need a hand?

Use the Contact page at newportlodge118.org and a Lodge officer will be glad to walk you through it. Stated Meetings are held at Newport Lodge, 644 Broadway, St. Paul Park, Minnesota.