

Your BookyWay calendar

Your BookyWay activities inside the calendar you already use — iPhone, Mac, Google, Outlook — right next to your personal appointments. You connect it once, and from then on it updates by itself.

Beta

Read-only

Automatic updates

Link on request

01

Ask for the link

For now we prepare it for you: request it at support@bookyway.com and we'll send it over.

02

Connect it once

Paste the link into your calendar. Two minutes, only once.

03

Forget about it

Classes appear and update without you doing anything.

STEP 1

Ask support for your link

The connection between BookyWay and your calendar is a personal web address. During this beta phase we generate it on request: there is no button for it in the admin panel yet.

There are two different calendars

CALENDAR	WHAT IT CONTAINS	WHO GETS IT
Center calendar	All activities scheduled at the center.	Administrators. It is the same for all administrators of the center.
Instructor calendar	Only the classes where that person is the instructor.	One per instructor. We deliver it to the administrator, who then passes it on to the person.

How to request it

Write to support@bookyway.com, and write **from the email address of the center's owner**: that is how we check that the request comes from someone entitled to make it. We cannot process a request sent from a different address.

In your email, include:

- the **name of the center** and its **Account ID**;
- which of the two calendars you need — *center* or *instructor*;
- for an instructor calendar, the **first name, last name and email** of that person's BookyWay account (one for each instructor who wants it).

We check that the person has the right role in BookyWay, generate the link and send it to you in our reply.

What you receive

A long address that looks like this:

Works everywhere

https://feed.bookyway.com/calendar/bw_9fK2...7Qm.ics

Same address, for one-tap subscription on Apple and Outlook

webcal://feed.bookyway.com/calendar/bw_9fK2...7Qm.ics

They are **the same link**: only the beginning changes. On your phone or Mac, tapping the `webcal://` version opens the subscription window directly.

Treat it like a password. Anyone who has this address can see your calendar, without logging in to BookyWay. Don't publish it, don't post it in a WhatsApp group, don't include it in a newsletter.

If you think it has ended up in the wrong hands, ask us to regenerate it: the old address stops working immediately.

It is a read-only calendar. You always edit classes in BookyWay; in your personal calendar you see them change by themselves. If you move an event in your phone's calendar, nothing happens in BookyWay.

STEP 2

Connect the calendar

Pick the section for the device you use. The steps vary slightly from one system version to another, but the menu names are the same.

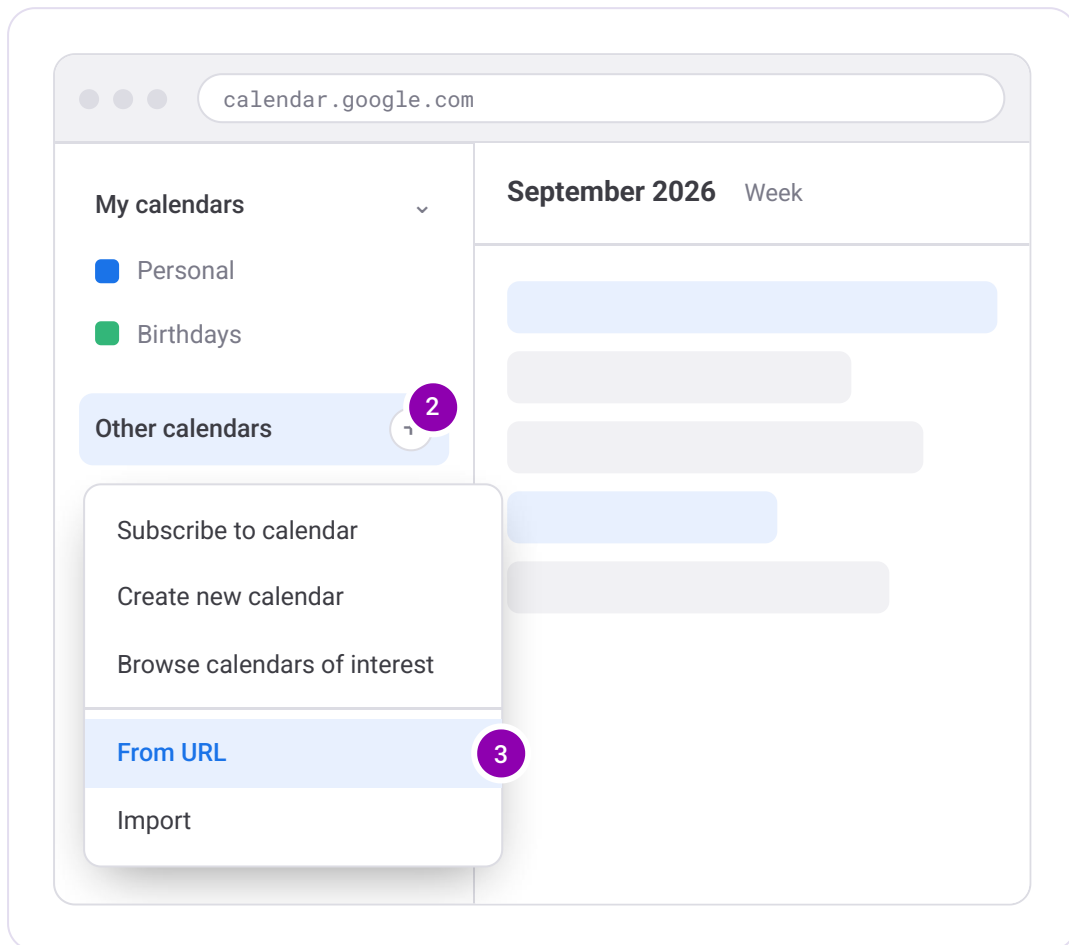
Google Calendar, on a computer

Subscribing to a calendar from a web address can **only be done from a computer's browser**: the Google Calendar app for Android and iPhone does not have this feature. Do it once from a computer and you will then find it in the Google Calendar app.

A calendar subscribed in Google stays inside Google. It does not reach Apple Calendar on Mac, iPhone or iPad — not even if you have connected your Google account on those devices. Apple shows it in the list but cannot read it, and displays an error saying that *access to the calendar is not allowed*.

This is not a problem with your link. **If you use Apple Calendar, skip this section** and subscribe directly from your Mac or iPhone: each calendar app subscribes on its own.

- 1 Open calendar.google.com with the Google account you use every day.
- 2 In the left column, next to **Other calendars**, click the +.
- 3 Choose **From URL**.



Google Calendar on a computer: the + next to “Other calendars” opens the menu with the **From URL** option. Redrawn illustration — in your browser, colors and language follow your account.

- 4 Paste the link we sent you into the **URL of calendar** field.
- 5 Do **not** tick “Make the calendar publicly accessible”: your calendar stays private.
- 6 Click **Add calendar** and close the settings.

The screenshot shows a web browser window with the address bar containing `calendar.google.com/settings/addbyurl`. The page title is "From URL". Below it, the text "URL of calendar" is followed by a text input field containing the URL `https://feed.bookyway.com/calendar/bw_9fK2...7Qm.ics`. A blue underline is visible under the URL. Below the input field is a checkbox labeled "Make the calendar publicly accessible". At the bottom of the form is a blue button labeled "Add calendar". Numbered callouts are present: a purple circle with the number 4 points to the URL input field; a purple circle with the number 5 points to the checkbox; and a purple circle with the number 6 points to the "Add calendar" button.

Leave the “publicly accessible” box unticked: it is for sharing the calendar with the web, not for making it work.

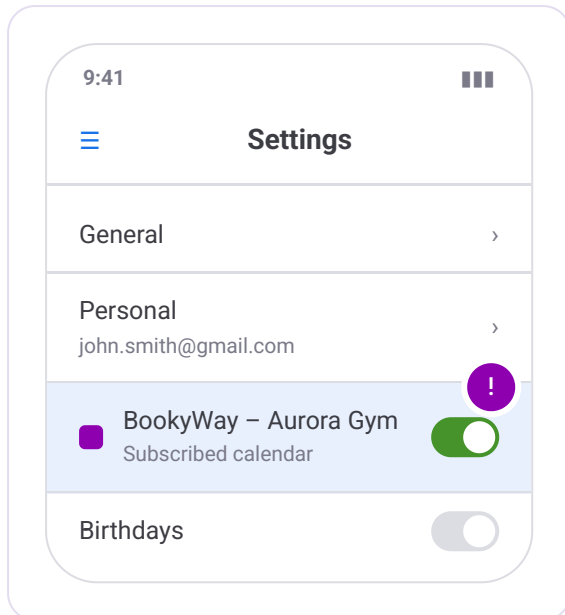
Done. The calendar appears under “Other calendars”. From there you can rename it and change its color using the three dots next to its name.

Google Calendar on your phone

This is about the **Google Calendar app** — not Apple Calendar. There is nothing to paste: the calendar you added from your computer reaches the app by itself, because it is tied to your Google account. It just takes a few minutes to sync.

If you still don't see it after a while, turn it on manually:

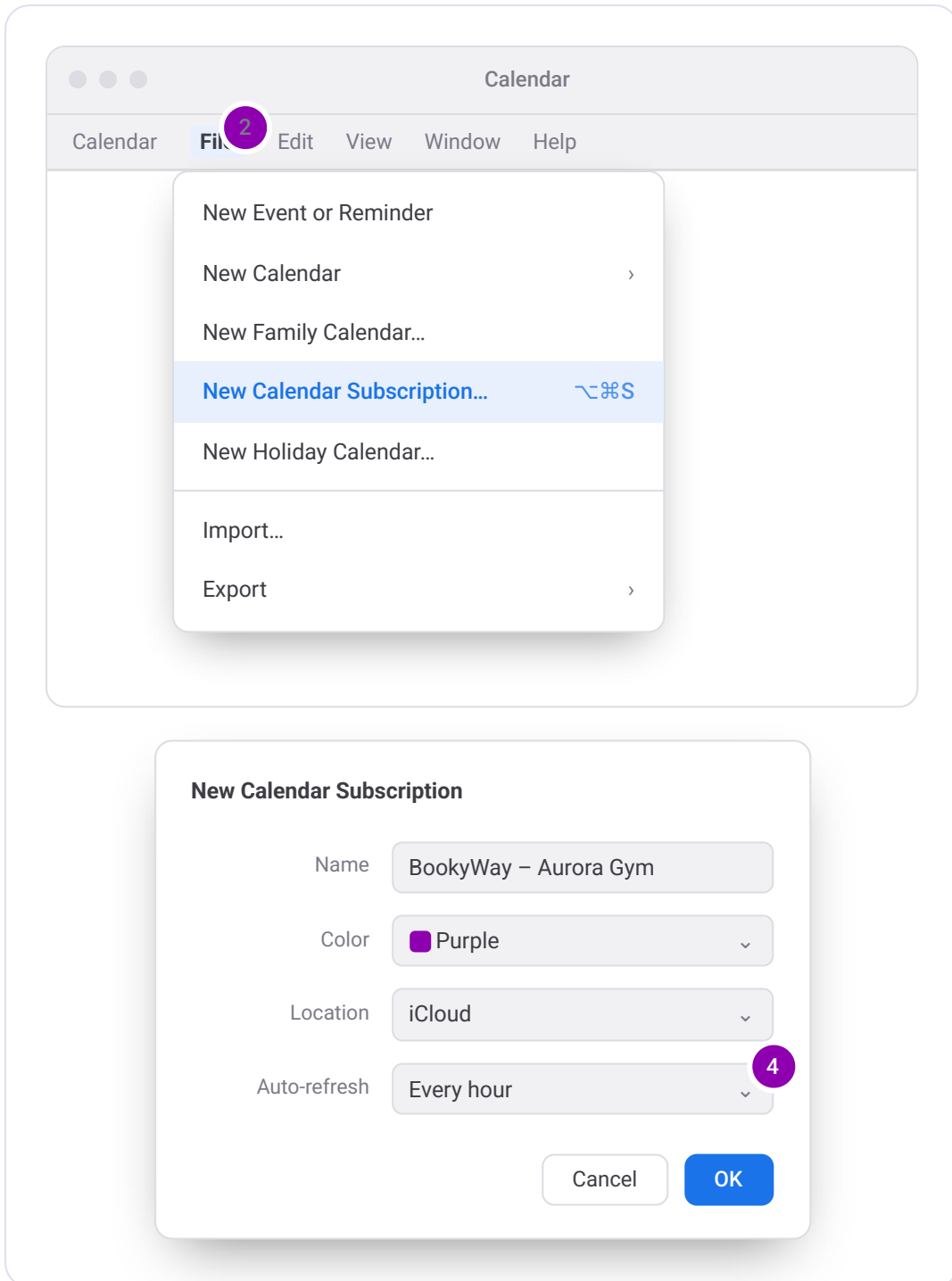
- **Android** — open the Google Calendar app, tap the ☰ menu → **Settings**, tap the BookyWay calendar and turn on **Sync**.
- **iPhone with the Google Calendar app** — open `calendar.google.com/calendar/syncselect` in your phone's browser, tick the BookyWay calendar and save.



Google Calendar app → Settings: the BookyWay calendar appears in the list. If the switch is off you won't see your classes — turn it on.

Mac

- 1 Open the **Calendar** app.
- 2 In the menu bar choose **File** → **New Calendar Subscription...** (shortcut: `⌘⌘S`).
- 3 Paste the link and click **Subscribe**.
- 4 Choose a name and color, and set **Auto-refresh: Every hour** (or every 15 minutes, if you want it more responsive). Click **OK**.



Mac: the **File** menu of the Calendar app — the option is **New Calendar Subscription...** — and the window that appears after you paste the link. "Location: iCloud" also brings the same calendar to your iPhone and iPad.

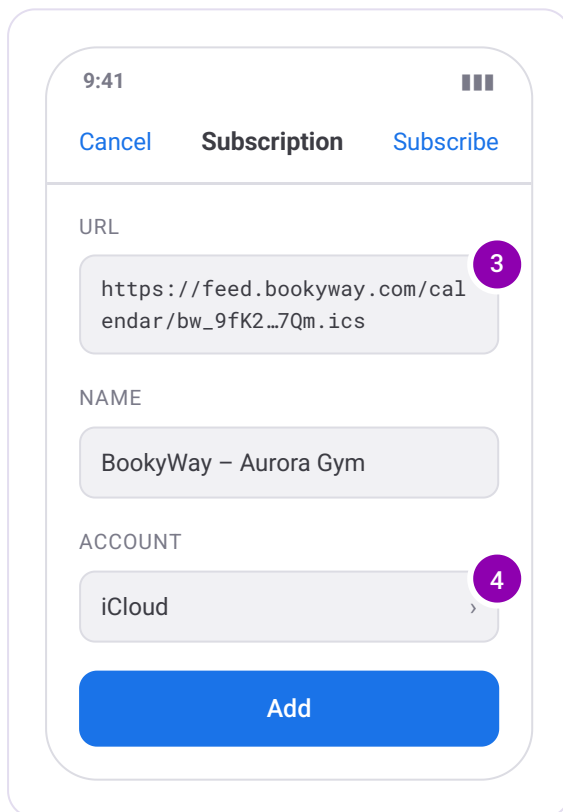
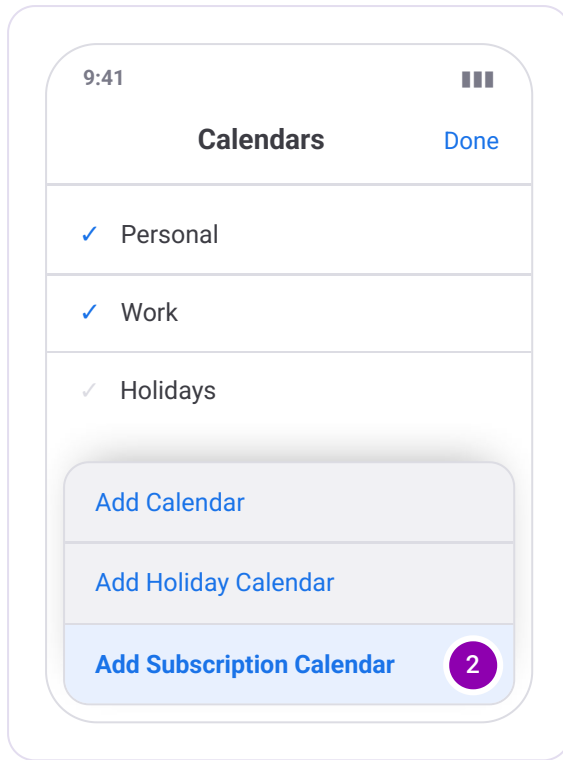
You can change your mind later. To review refresh rate, name or color: right-click the calendar in the list on the left → **Get Info**.

Once for all your Apple devices. If under *Location* you choose **iCloud** instead of *On My Mac*, the calendar also appears by itself on the iPhone and iPad signed in with the same Apple ID: nothing to do on your phone.

This is the only propagation that happens automatically. Across different ecosystems it doesn't: subscribing in Google does **not** bring the calendar into Apple, and vice versa.

iPhone and iPad

- 1 Open the **Calendar** app and tap **Calendars** at the bottom.
- 2 Tap **Add Calendar**, then **Add Subscription Calendar**.
- 3 Paste the link and tap **Subscribe** (on more recent versions: **Find**).
- 4 Give it a name, choose a color, leave **Account: iCloud** and confirm with **Add / Done**.



iPhone: the **Calendars** screen with the *Add Calendar* menu (left) and the subscription form where you paste the link (right). On iPad the path is the same.

Shortcut. If you open the `webcal://` version of the link directly on your phone, iOS offers the subscription by itself: one tap and you're done.

Outlook

- 1 Open Outlook, on the web or as an app, and go to **Calendar**.
 - 2 Choose **Add calendar** → **Subscribe from web**.
 - 3 Paste the link, give it a name and confirm with **Import**.
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GOOD TO KNOW

How often it updates

The calendar updates by itself, but **not instantly**. The refresh rate is decided by your calendar app, not by BookyWay: we always publish up-to-date data, and they come to fetch it whenever they choose.

WHERE	HOW LONG IT TAKES	CAN YOU CHANGE IT?
Apple (iPhone, iPad, Mac)	The most responsive: from 5 minutes to an hour.	Yes — you choose the frequency in the settings of the subscribed calendar.
Google Calendar	Whenever Google decides: often a few hours, in some cases up to 24.	No, it cannot be configured.
Outlook	Variable, usually a few hours.	No.

Think of it as a “set and forget” feature, not a real-time chat. If you have just changed a class in BookyWay and don't see it in your calendar yet, nothing is broken: it will arrive.

The calendar shows a moving window from **one week ago to two months ahead**. Older classes drop out of the connected calendar, but they stay in BookyWay.

FREQUENTLY ASKED QUESTIONS

What people usually ask us

Can I edit a class from my calendar?

No. The connected calendar is read-only: changes are made in BookyWay and show up here by themselves.

I added it in Google, but on my Mac or iPhone I see an error.

That's normal and has nothing to do with the link: a calendar subscribed inside Google is not passed on to Apple Calendar, which responds that access to the calendar is not allowed. Subscribe directly from your Mac or iPhone by following the sections above. You can safely keep both subscriptions if you use both.

Can an instructor see other instructors' classes?

No. An instructor's personal link contains only the classes where that person is the instructor. The calendar with all activities is the center calendar, reserved for administrators.

Someone has left the center: how do I remove their access?

Ask us to revoke their link. From that moment their calendar stops updating. It also happens automatically if you remove their role in BookyWay: access is re-checked at every update.

The link has stopped working.

Usually it has been regenerated or revoked for security reasons. Ask us for the current one: just subscribe again with the new link.

A class that was there is gone.

It may have been cancelled, removed from the schedule, or it may have moved out of the two-month window. When in doubt, check BookyWay: BookyWay is always the reference.

I changed phone, or I want to remove it.

Delete the subscribed calendar from your device settings, as you would with any other calendar. Your classes in BookyWay are not affected.

Can I have it on more than one device?

Yes, the same link works everywhere. On Apple it's best to add it once with *Location: iCloud*: it then spreads to your other devices by itself.

The screens in this guide are **redrawn illustrations**: they help you recognise the right spot in the interface. Menu names and layout may vary slightly between versions of Google Calendar, macOS, iOS and Outlook.

Beta feature. For link requests, revocations and reports, write to **support@bookyway.com** from the center owner's email address.