



# UNITED PROFESSIONAL FIREFIGHTERS UNION WESTERN AUSTRALIA

## How to Add Your Station Visit Bookings to Your Calendar

You can automatically sync approved bookings to your **Outlook, Google, or Apple Calendar** using the **UPFU WA Station Visit Booking Calendar Feed**.

 **ICS Calendar Feed URL:**

 <https://www.ufuofwa.net.au/stationvisit.ics>

### **Adding to Outlook (Desktop & Web)**

#### **Outlook on Desktop (Windows & Mac)**

1. Open **Microsoft Outlook**.
2. Click on **File > Account Settings > Account Settings**.
3. Go to the **Internet Calendars** tab and click **New**.
4. Paste the **ICS feed URL**:  
<https://www.ufuofwa.net.au/stationvisit.ics>
5. Click **Add**, then configure the calendar name and settings.
6. Click **OK**, then **Close**. The calendar will now sync automatically.

#### **Outlook on Web (Outlook.com / Office 365)**

1. Open [Outlook.com](https://outlook.com) and sign in.
2. Go to **Calendar > Add Calendar > Subscribe from Web**.
3. Paste the **ICS feed URL** into the box:  
<https://www.ufuofwa.net.au/stationvisit.ics>
4. Name the calendar (e.g., "Station Visits").
5. Select a colour and an icon (optional).
6. Click **Import**.

Your Outlook calendar will now **automatically update** as new bookings are added or removed.



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### Adding to Google Calendar

#### Outlook on Desktop (Windows & Mac)

1. Open **Google Calendar**: <https://calendar.google.com/>
2. On the left, click **+ Add other calendars > From URL**.
3. Paste the **ICS feed URL**:  
<https://www.ufuofwa.net.au/stationvisit.ics>
4. Click **Add calendar**.
5. The calendar will appear under "Other calendars" and update periodically.

 **Note:** Google Calendar refresh times vary, but it usually updates every few hours.

### Adding to Apple Calendar (Mac & iPhone/iPad)

#### Mac (macOS)

1. Open the Calendar app.
2. Click File > New Calendar Subscription.
3. Paste the ICS feed URL:  
<https://www.ufuofwa.net.au/stationvisit.ics>
4. Click Subscribe.
5. Customize the name and settings, then click OK.

#### iPhone & iPad (iOS)

1. Open Settings.
2. Tap Calendar > Accounts > Add Account > Other.
3. Tap Add Subscribed Calendar.
4. Paste the ICS feed URL:  
<https://www.ufuofwa.net.au/stationvisit.ics>
5. Tap Next, then Save.

 Your Apple Calendar will automatically update as bookings change.



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### ✂ Troubleshooting & Notes

- **Outlook & Apple Calendar** update automatically, but **Google Calendar** updates **less frequently** (sometimes only once a day).
- If the calendar does not appear immediately, try **refreshing** or waiting a few minutes.
- You **cannot manually edit** events in a subscribed calendar; changes must be made in the booking system.