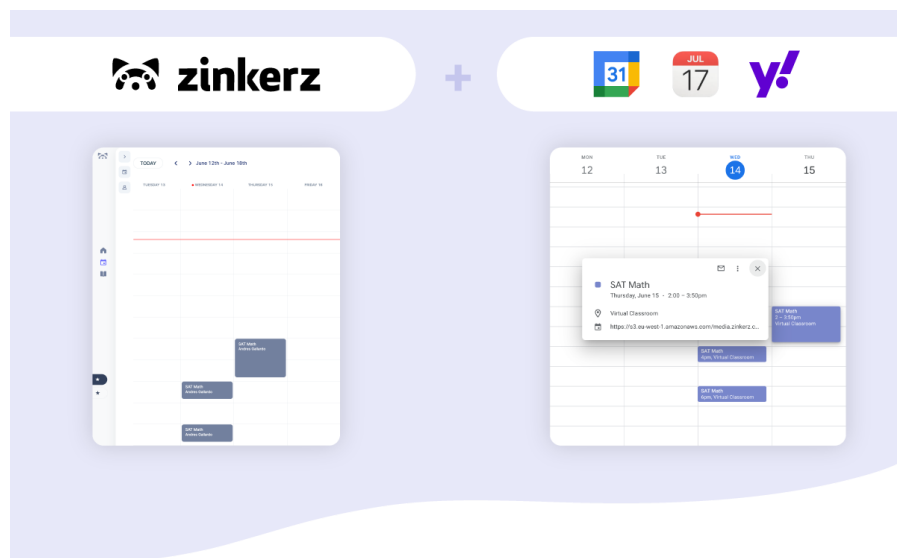


Live Prep Calendar Integration



This feature allows you to seamlessly **integrate your Live Prep lesson schedule with your preferred personal calendar** (Google, Apple, Yahoo, etc.). In doing so, you will have a consolidated view of all your commitments and be able to efficiently manage your time, helping to ensure that you never miss a lesson. To help you with the setup process, we have created a video tutorial that demonstrates the steps outlined above. Find the video linked [HERE](#) or follow the simple steps below to set it up:

1. **Log** into your Live Prep Account.
2. In the lower left corner, click on your **Profile**.
3. Under “Employment Details,” you will find the **“iCalendar Feed” link**. Copy this link to your clipboard.
4. Open your preferred **personal calendar** (Google Calendar, Apple Calendar, Yahoo Calendar, etc.).
5. Locate the option to **subscribe to an external calendar** or add a new calendar.
6. **Paste** the copied iCalendar Feed link into the appropriate field.
7. **Follow the prompts** to complete the subscription process.
8. Once the subscription is set up, **ensure that you set the auto-refresh setting** to the fastest option available. This will ensure that any changes or updates to your lesson schedule are reflected in your personal calendar in a timely manner.

Please note that subscription calendars have **limited auto-refresh capabilities. More last-minute changes to your schedule will not be reflected on your personal calendar for ~24 hours, but you will receive separate email and Whatsapp notifications from us to help with these. Your [LivePrep Calendar](#) will always be the best and most up-to-date place to confirm your scheduled lessons.**