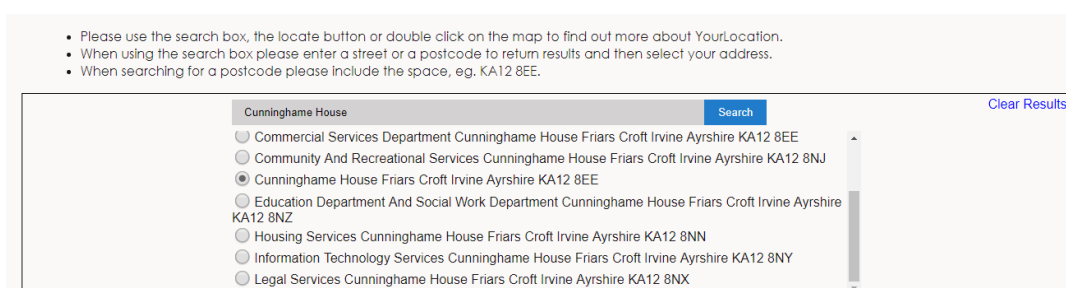


Google Calendar Bin Calendar Guide

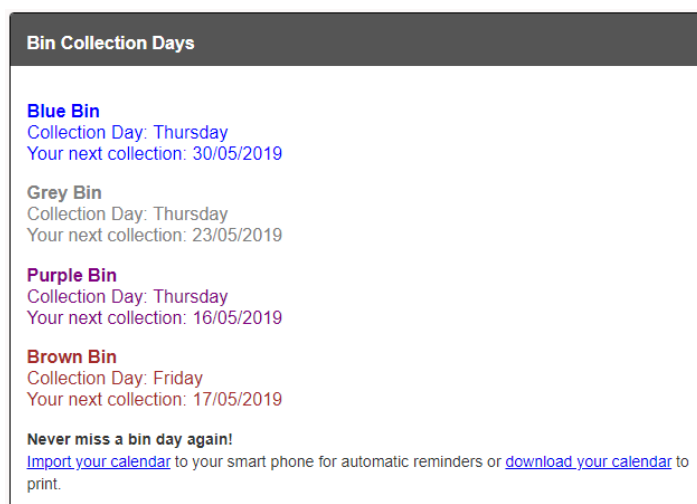
This guide holds two options to help you import your bin calendar. Firstly, you must download your bin calendar from our 'Your Location' page, you will see a guide in how to do so below.

Downloading your bin calendar

1. Click on the following link to open our Bin Collection page in your web browser:
<https://www.maps.north-ayrshire.gov.uk/Sites/BinCollections/>
2. Enter your postcode into the search box and hit the Search button, then select your address from the list below



3. Scroll down to 'Bin Collection Days'



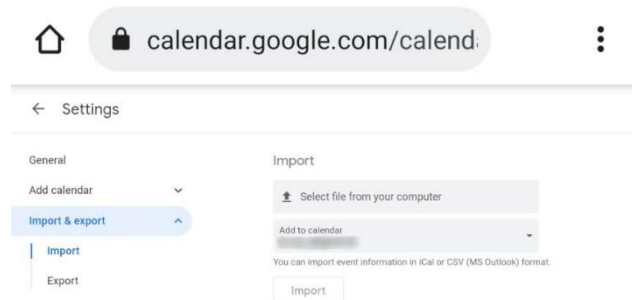
4. Select 'Import your calendar' and this should download the .ics file to your phone

Now you have the link/download of your bin calendar, you can attempt to complete the upload options below.

Option 1

Import

1. Click on the following link to open Google Calendar in your web browser:
<https://calendar.google.com/calendar/u/1/r/settings/export>
2. At this point you may need to log in - if so, please do so
3. Select the box marked **'Select file from your computer'**



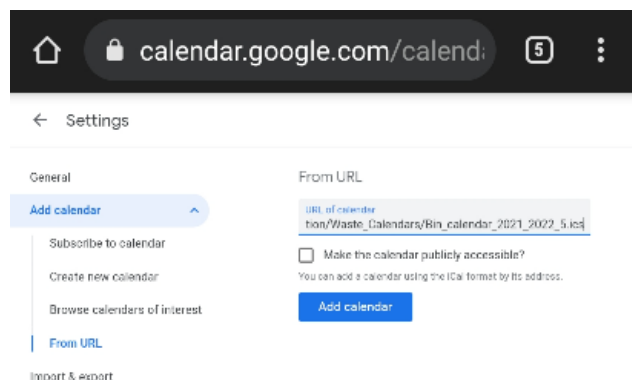
4. Find the Bin calendar file that you downloaded and click on it
5. Click Import

Your bin calendar entries should now be appearing in your Google Calendar app - if not please try option two below. Remember you will need to go back and copy the bin calendar link before you can complete this option.

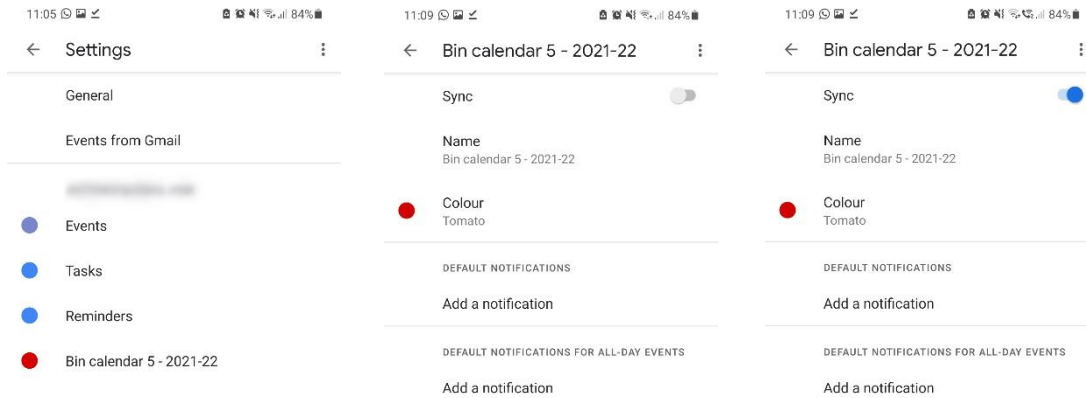
Option 2

From URL

1. Click on the following link to open Google Calendar in your web browser:
<https://calendar.google.com/calendar/u/0/r/settings/addbyurl>
2. At this point you may need to log in - if so please do so
3. Paste (press and hold, then select paste) the .ics link provided in the email we sent with this guide into the box and then click **'Add calendar'**



- Once this is added, go to your Google Calendar app, open the app settings and click on the Bin calendar (for example, Bin Calendar 5 - 2021-22)
- Once the calendar settings are open, press the sync toggle button at the top of the page to enable it



Your bin calendar entries should now be appearing in your Google Calendar app if not please contact us at webteam@north-ayrshire.gov.uk.