

## Instructions for importing a calendar (or action site) feed into Facebook

1. Go to Page Manager (Click on "Applications" at the bottom of the screen. Then click on Page Manager)
2. Click on the "Pages" link near the top of the page.
3. If you haven't added the "Notes" application to your organization page, add the application by
  1. clicking on the "More Applications" link
  2. in the search box, search for "Facebook Notes"
  3. Click on "Facebook Notes" and then click "Add to my Page's Favorites"
  4. Return to the Page settings page
4. Under the "Applications" section, click the "Edit" link next to Notes
5. On the right click the "Import a blog" link.
6. Enter the URL of your calendar (or action page) into the field called Web URL
7. Make sure that you read the instructions and check the relevant checkboxes, then click "Start Importing"
8. Take a look at your feed, make sure that it's satisfactory, then click the "Confirm Import" button at the bottom of the page.
9. Now every time you add a new event or a new action alert, it will be added to your Organization page.