



## Galloway Training Program Downloadable Schedule Instructions

Jeff Galloway's proven training program has led thousands of runners across the finish line, while reducing their chance of injury to almost zero. Only 3 weekly training days are needed: 30-45 minutes on Tuesday and Thursday, and a longer session on the weekend. On half of the weekends, most will be running and walking for an hour or less.

Jeff Galloway training programs are available for Disney's Princess Half Marathon. There are three training programs for the Half Marathon.

Jeff Galloway training programs are available to download and import into Microsoft Outlook, the Palm desktop program or any other standard calendar program.

iCalendar (.ics), is an open standard supported by an increasing number of calendar applications. For example, Apple's iCal (Mac), Microsoft Outlook 2007 (Windows), Google Calendar, and Yahoo beta Calendar can all subscribe to an .ics calendar and receive updates automatically on a configurable basis.

### Download iCalendar File

#### iCal URLs:

- **Disney's Princess Half Marathon Beginner Program** - <http://as1.wdpromedia.com/media/rundisney/training/running/plans/2014/PrincessBeginner.ics>
- **Disney's Princess Half Marathon Experienced Program** - <http://as1.wdpromedia.com/media/rundisney/training/running/plans/2014/PrincessFinish.ics>
- **Disney's Princess Half Marathon Time Goal Program** - <http://as1.wdpromedia.com/media/rundisney/training/running/plans/2014/PrincessTime.ics>

### **Apple iCal - Mac:**

1. From within iCal, choose "Subscribe" from the "Calendar" menu at the top of your screen.
2. Enter the full URL (listed above) to the desired iCalendar file in the "Subscribe to:" box and click "Subscribe".
3. iCal will then download the calendar and bring you to a screen which allows you to give a title to that calendar. Check the "Refresh:" checkbox and select "every day" which will instruct iCal to check for updates to the calendar on a daily basis.
4. Your new training program calendar will appear, and you can choose to show or hide it by selecting or deselecting the calendar's title in the "Calendars" screen.
5. In order to remove the training program, right click on the calendar title in the "Calendars" screen and select delete.

### **Apple iPhone**

1. On the iPhone navigate to Settings -> Mail, Contacts, Calendars -> Add Account -> Other -> Add Subscribed Calendar
2. Enter the full URL (listed above) to the Server field. It may be easier to email yourself the ics link then copy and paste it on the iPhone
3. Click Save once the calendar has been downloaded
4. Your new training program calendar will appear, and you can choose to show or hide it by selecting or deselecting the calendar's title in the "Calendars" screen.
5. In order to remove the training program, navigate to Settings -> Mail, Contacts, Calendars. Select the calendar title, scroll to the bottom of the screen and select "Delete Account".

### **Microsoft Outlook 2007 - Windows:**

1. In Outlook 2007 Go to the Tools menu and click on Account Settings.
2. Click on New from the Internet Calendar and enter the full URL (listed above) to the desired iCalendar file.
3. Click Add.
4. Type the name of the calendar as you want it to appear in Outlook in the Folder Name box and then click OK. The training program calendar will be listed under "Other Calendars" with the name you chose (it does not merge with "My Calendar").
5. In order to delete the training program, right click the calendar listed under "Other Calendars" and select Delete.

### **Microsoft Outlook 2010 - Windows:**

1. Open Outlook 2010
2. Select top Menu File -> Open -> Import
3. Choose Import an iCalendar (.ics) or vCalendar file (.vcs)
4. Navigate to the saved ics file or enter the full URL (listed above) to the desired iCalendar file.
5. Click OK
6. In order to remove the training program, you will have to delete each individual training day.

### **Google Calendar**

1. Go to <http://www.google.com/calendar> and sign in. If you do not have an existing Google Account, you can create one at <http://www.google.com/calendar>.
2. Click on "Add" in the "Other Calendars" box located at the bottom of the menu on the left.
3. Under Add select "Import calendar".
4. In the popup window, click "Choose file" to select the iCal file you downloaded above.
5. Choose the calendar you'd like to import the training program into using the "Calendar" drop-down. If you don't want to import the schedule into an existing calendar, close this window and add a new calendar by clicking "Add" under "My calendars" . Then repeat the steps above to import.
6. In order to remove this training program from a new calendar, select "Settings". Within "Settings", select the calendar and choose Delete. If this training program was imported into an existing calendar, you will have to delete each individual training day.

### **Yahoo beta Calendar**

1. Go to <http://www.yahoo.com/calendar> and sign in. If you do not have a Yahoo Account, you can create one at <http://www.yahoo.com/calendar>.
2. Click on the "+" sign located next to Calendars on the menu on the left, select "Subscribe to Calendar".
3. Enter the URL of the iCalendar file, and select "Next" on the top menu. Add text to "Display As" and select "Save" on the top menu.
4. The new training program calendar will now appear and is accessible from the Calendars menu located on the left hand side of the screen.
5. In order to remove this training program, select the calendar you created under "Subscribed" and select "Unsubscribe" then select "Yes, Delete Now".