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## Google Calendars / 3rd Party Calendars

Incorporating a Google Calendar to a site is now similar to adding a Foxbright calendar. Once a Google Calendar is added, it can display on any page of the website.

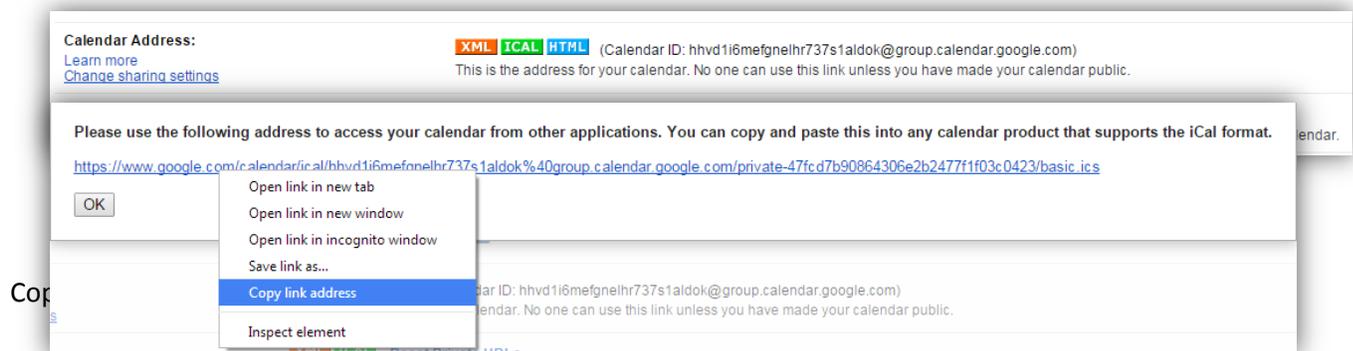
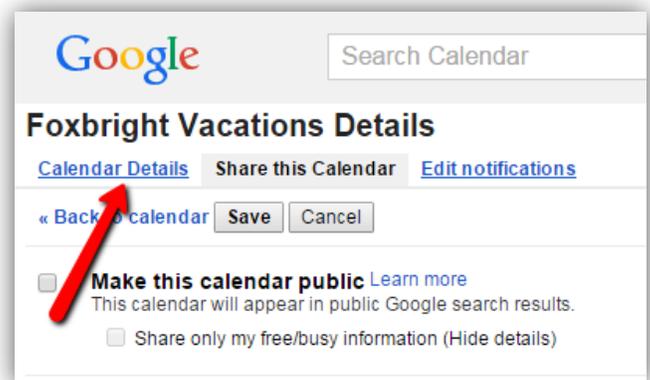
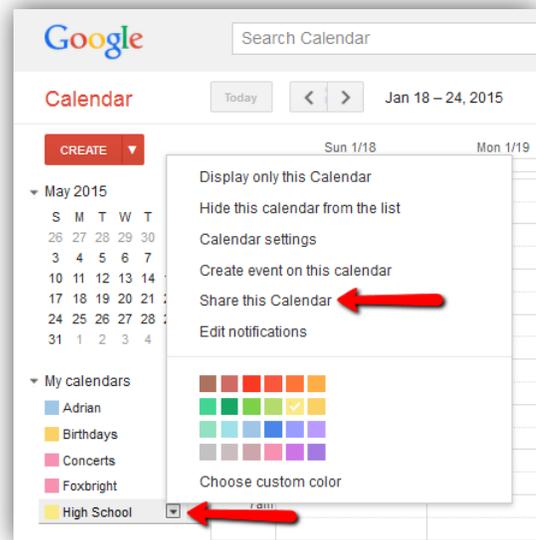
Foxbright utilizes the iCal Feed from Google Calendars and most 3<sup>rd</sup> party calendaring systems. After adding a calendar, Foxbright reads the events and add them to the Foxbright system. Foxbright will automatically re-sync your calendar periodically so that new events and changes to events are updated.

Once the 3<sup>rd</sup> party calendar is added to the website, the steps for adding it to a page are the same as adding a Foxbright calendar. See the Foxbright Calendars module for instructions on adding a calendar to your page.

### Google Calendar ICAL Address

*Note: If using another type of 3<sup>rd</sup> party calendar, locate the ICAL Address before proceeding.*

1. Login to Google Calendars.
2. Click the arrow to the right of the calendar that will be shared to the website.
3. Choose **Share this Calendar**.
4. The Google Calendar Settings Page will be displayed.
5. Select **Calendar Details**.
6. Scroll down to the Calendar Address area and click on the **ICAL button**.
  - If the calendar is a public calendar use the Calendar ICAL Address.
  - If the calendar is a private calendar use the Private ICAL Address.
7. Copy the ICAL URL by right clicking on the blue address URL and selecting Copy Link Address.



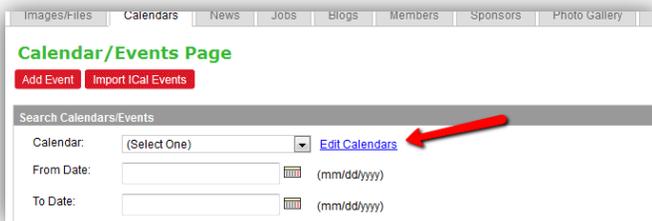
8. Additionally, a .ics file can be downloaded by clicking the link instead of copying it, allowing events in the calendar to be uploaded to a Foxbright calendar.

**Note:** This will add the events in your 3<sup>rd</sup> party calendar to your Foxbright calendar, but does not allow future syncing of calendar events. This can be a good method to switch from using a 3<sup>rd</sup> party calendar to Foxbright’s calendars. To continue updating calendar events using the 3<sup>rd</sup> party calendar system, copy the link and add a new calendar following the steps below.

## Create Calendar

To add the ICAL URL address to the website calendars:

1. Login to Foxbright Admin panel. Only editors with permissions to calendars can add a new calendar. See the website administrator about accessing calendar permissions.
2. Under the calendar tab Click Edit Calendars.
3. Click Add Calendar (or you can edit an existing calendar and change the calendar type)



- **Name:** Enter the name of your Calendar.
- **Calendar Type:** Choose **External ICal Feed** from the drop down list.
- **ICAL URL:** Paste the **ICAL Address URL**.
- **ICAL Sync Frequency:** Determines the frequency of connection to the external Calendar to retrieve new and updated Events.
  - **Monthly:** use this option if current events don’t change and events added are several months in the future.
  - **Weekly:** use this option if events change infrequently.
  - **Daily:** use this option if events change weekly.
  - **Hourly:** use this option if events change every day.

*Please note that upon saving the calendar, it will be sync’d at that time.*

4. Save the Calendar. A progress bar will display while the Foxbright system connects to the calendar and copies the events to Foxbright.

**Note:** If the ICAL Address is incorrect, the box will be highlighted in red and the calendar will not save.

### Manual Re-Sync of Calendar

Manually re-sync your events to update immediately.

1. Select Edit Calendars from the Calendars Tab.
2. From the list of calendars, check the link next to the calendar called SYNC. The calendar will now be sync'd with updated events from the 3<sup>rd</sup> party calendar.

Calendar Name	Events	Future	Created By	Ext	Sync Status	Sync Freq	Last Synced	
WMCW Concert Season	6	5	Administrator, System	ICal <a href="#">Sync</a>	Success	Manual	2015-08-24 14:56	<a href="#">Events</a> <a href="#">Edit</a> <a href="#">Delete</a>
Village Oaks_12-13	1	0	Administrator, System					<a href="#">Import</a> <a href="#">Events</a> <a href="#">Edit</a> <a href="#">Delete</a>
test ical upload	1	1	Administrator, System					<a href="#">Import</a> <a href="#">Events</a> <a href="#">Edit</a> <a href="#">Delete</a>
Test ical feed	2	2	Administrator, System	ICal <a href="#">Sync</a>	Success	Hourly	2015-08-25 15:33	<a href="#">Events</a> <a href="#">Edit</a> <a href="#">Delete</a>
Soccer Schedule	15	0	Administrator, System					<a href="#">Import</a> <a href="#">Events</a> <a href="#">Edit</a> <a href="#">Delete</a>

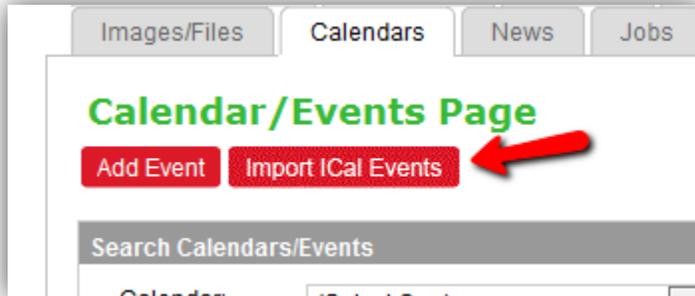
3. Scroll to the bottom of the page and select the **Sync iCal Events** and then the **“Go”** button.

<input type="checkbox"/>	WMCW Concert Season	DeFault, Foxbright	ICal	Success	Monthly	2015-01-16 14:44
Action: Sync iCal Events <input type="button" value="Go"/>						
Page 1 of 1			10 records per page			

4. The Selected Calendars will be sync'd.

## Adding Events to a Foxbright Calendar Using .ics File

1. From the calendar tab, click Import ICal Events



2. Select which calendar events are to be added to. A new calendar may need to be created if events aren't being added to an existing calendar.
3. Select the .ics file that had been downloaded.
4. Select **Purge** to remove events in the calendar prior to the upload. **Keep Events** should be selected if the new .ics events are being added to the already existing events.

 A screenshot of the 'Import ICal Events' form. At the top left are two red buttons: 'Save' and 'Cancel'. The form contains three main sections:
 

- \* Calendar: A dropdown menu with '(Select One)' and a downward arrow.
- \* ICal Events File: A 'Select File' button.
- \* Existing Events: Two radio buttons, 'Purge events' (unselected) and 'Keep events' (selected).

 At the bottom left are two more red buttons: 'Save' and 'Cancel'.

5. Click save. The .ics events will have been added to the selected calendar.